



BRANCHES ISLANDWIDE

HEAD OFFICE

Twickenham Park
St. Catherine

ST. CATHERINE

Shop #1-2
15 West Trade Way
Big Buy Plaza, Portmore

KINGSTON

58 Duke Street

MANCHESTER

Shop #G14
24 Hargreaves Ave
Mandeville

ST. JAMES

22 1/2 Humber Ave
Natural Mystic Plaza
Montego Bay

ST. ANN

5 Windsor Road
St. Ann's Bay

ST. ELIZABETH

Shops 17 & 18 Supreme Plaza
Lots 2 and 3 Institution Drive
Santa Cruz

PORTLAND

19 West Palm Ave
Port Antonio

WESTMORELAND

7 1/2 Lewis Street
Savanna-La-Mar

CLARENDON

10 -12 Bryant's Crescent
May Pen



DEED POLL WANT TO CHANGE YOUR NAME?

What is a Deed Poll?

“ A Deed Poll affords individuals the opportunity to legally change their name after all other appropriate legal measures have been exhausted to amend their vital record. It provides documentary evidence of the name change and legitimizes the name change. ”



CONTACT INFORMATION

- ✉ information@rgd.gov.jm
- 🌐 www.rgd.gov.jm
- ☎ (876) 619-1260 / (876) 749-0550
- 📞 (Text Only): (876) 570-1225 or (876) 570-1205
- 💬 Webchat: www.rgd.gov.jm

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ACCESS OUR WEBSITE



MARCH 2022

How can a Deed Poll be used?

It is used to:

- o Change one's first name, middle name or surname
- o To add names
- o Change the entire name
- o Rearrange the current name
- o Change the spelling of one's name

STEP 1 ▶ INTERVIEW

An interview will be conducted to determine whether a Deed Poll is required. If not required, a recommendation will be made to have the name changed by the relevant record updating procedure.

What Is Required

- o Birth certificate (Photocopies will not be accepted)
- o Valid Government issued identification or notarized passport size photograph

If applicable, original:

- o Marriage certificate
- o Decree Absolute
- o Adoption certificate
- o Jamaican certificate of Citizenship
- o Statutory declaration
- o Spouse's death certificate



STEP 2 ▶ APPLICATION SUBMISSION

- o Application is completed with the customer
- o Customer presents supporting documents
- o Relevant fees paid
- o Date given for collection of Deed Poll draft

STEP 3 ▶ COLLECTION & STAMPING

- o The customer returns to the ORG's office for the Deed Poll draft
- o Customer reads and checks for errors
- o Customer is then given instructions to sign draft in the presence of a Justice of the Peace or Notary Public and take draft to the nearest Stamp Office to be stamped
- o A Deed Poll MUST be recorded in the Island Record Office located at the ORG to be a legal document. Your Customer Service Representative will provide the recording cost.



STEP 4 ▶ RECORDING

Return the signed and stamped document along with the supporting documents to Island Record Office for legal recording.

Who Can Apply?

- o Jamaican Citizen
- o Any individual over the age of 18 years
- o A married man/woman with consent from his/her spouse
- o Both parents for a minor or an individual having legal guardianship for a minor
- o Third party application is accepted with written consent.

For more details visit www.rgd.gov.jm