



## BRANCHES ISLANDWIDE

### HEAD OFFICE

TwickenhamPark  
St. Catherine

### ST. ANN

5 Windsor Road  
St. Ann's Bay

### ST. CATHERINE

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

### ST. ELIZABETH

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

### KINGSTON

58DukeStreet

### PORTLAND

19WestPalm Ave  
Port Antonio

### MANCHESTER

Shop #G14  
24 Hargreaves Ave  
Mandeville

### WESTMORELAND

7 1/2 Lewis Street  
Savanna-La-Mar

### ST. JAMES

221/2 Humber Ave  
Natural Mystic Plaza  
Montego Bay

### CLARENDON

10 -12 Bryant's Crescent  
May Pen



## BIRTH REGISTRATION TIPS

### Home

Birth registration is the first legal recognition of a child's existence and should be a priority for both hospital and home births. It provides identity, access to rights, social benefits, and proof of nationality. Without it, children face barriers and missed opportunities. This brochure offers parents practical tips to ensure every child receives an identity from birth.



## CONTACT INFORMATION

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**Genealogical Research Unit Extensions:** Ext. 6115 / 6124

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## Birth Registration Tips for Home Birth

### Visit the Office of the Registrar-General

If your baby was born at home, you must visit the nearest Local District Registrar (LDR) in the district of birth to register the child.

### Select Names

- Select a set of names, male and female, for your baby before the child is born, or in the case of twins, select two sets of names, male and female. Mothers will be required to write their names legibly on paper or spell the names for the Registration Officer/Assistant. Please avoid doing a Late Entry of Name or Late Registration and register your baby within the year of birth.
- If you do not know how to spell the name of your choice, ask someone to help you. This avoids the Correction of the Error process because of incorrect spelling.

### Parents Married

If the parents are married, the Local District Registrar (LDR) completes the birth registration form with the particulars of both parents. Both mother and father or the informant will be asked to sign the registration form. At this point make sure you read over the information carefully before signing to avoid errors.

### Parents Not Married

Mothers! If you are not married to the father of the child, please attend the Local District Registrar (LDR) along with him to sign the birth registration form as this avoids you having to do an Addition of Father's Particulars commonly called a "Status" application.

During registration, informants are asked to check the information provided before signing the register to avoid errors.

The mother must complete the registration process by naming the child and paying the relevant prescribed fee to obtain a CCRT receipt from the Office of the Registrar-General (OR-G) representative at the Local District Registrar (LDR) to be qualified for a free first birth certificate.

Once registration is complete and payment is made, the informant will receive a Certificate of Registry, commonly called the "Pink Slip". This is not a birth certificate, but it has very valuable information, such as the birth entry number and Certificate of Registry serial number, which will be needed to apply for the free first birth certificate (FFC).

## Print on Demand Application (Free First Birth Certificate)

Once you receive the Certificate of Registry, "Pink Slip," visit the OR-G Office or go online two months after the child's birth to complete the Print on Demand Application. Whether in the office or online, you will need to have the following information to make the Print on Demand request:

- Certificate of Registration serial number from the "Pink Slip"
- Receipt number on receipt from Registration Officer
- Full and Correct Name of Child
- Child's Date of Birth
- Birth Entry Number
- Child's Sex: Male or Female
- Place of Birth: Hospital Name or Home Address
- Parish and District of Birth and Registration
- Mother's Name
- Father's Name
- Government ID
- Rest assured, you can collect the free first certificate within 4 to 6 weeks of making the application.



## Births Enroute to Hospital

Enroute to hospital occurs when a mother gives birth in a vehicle on the way to a hospital.

Please note that the baby's umbilical cord (navel-string) and the mother's placenta must be intact for this delivery to be treated as a Hospital Birth. Although this birth is reflected as a hospital birth, line 4 of the birth certificate which refers to the place of birth would, for example, indicate the hospital's name in the following way "Enroute to Public General Hospital Spanish Town".

In the case where the baby was delivered at home (navel-string was cut and placenta removed) and the mother and baby are taken to the hospital this registration would be treated as a Home Birth.

**If a Certificate of Naming is done to change the child's name - a Free First Birth Certificate will **NOT** be issued.**

