



## BRANCHES ISLANDWIDE

### HEAD OFFICE

Twickenham Park  
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

58 Duke Street

### PORTLAND

19 West Palm 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

### Hospital

Birth registration is the first legal recognition of a child's existence and should be a priority for both hospital and guardian. 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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## Birth Registration Tips for Hospital

### 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 your nurse or someone to help you. This avoids the Correction of the Error process because of incorrect spelling.
- The Registration Officer/Assistant assigned to the hospital will visit Admissions two to three times daily to take the names and contact information of the mother.

### Parents Married

After the birth occurs, the Registration Officer/Assistant will visit the mother on the ward to complete the registration. If both parents are married, the officer will complete the birth registration form with the particulars of both parents.

### Parents Not Married

If parents are not married and the father is present, the Registration Officer/Assistant will add the father's information by conducting an A & B Registration (mother & father sign the record). However, if the father is not present, the mother is given the Form E to be completed within 42 days. If the Form E is not submitted within the prescribed time, the mother is informed to complete 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 at the hospital from the Office of the Registrar-General (OR-G) representative 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 after Bedside Registration - a Free First Birth Certificate will NOT be issued.**