



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



ISLAND RECORD OFFICE

Importance of IRO Services

The Island Record Office (IRO), established in 1879 under an Act of Parliament, plays a pivotal role in preserving Jamaica's documentary heritage and safeguards key public records such as the Laws of Jamaica, wills, and public writings, while providing services in recording deeds, genealogical research, authenticated copies, asset lien verification, and research facilities for both local and international users for research purposes.



CONTACT INFORMATION

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- 📞 (Text Only): (876) 570-1225 or (876) 570-1205
- 💬 Webchat: www.rgd.gov.jm

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MARCH 2022



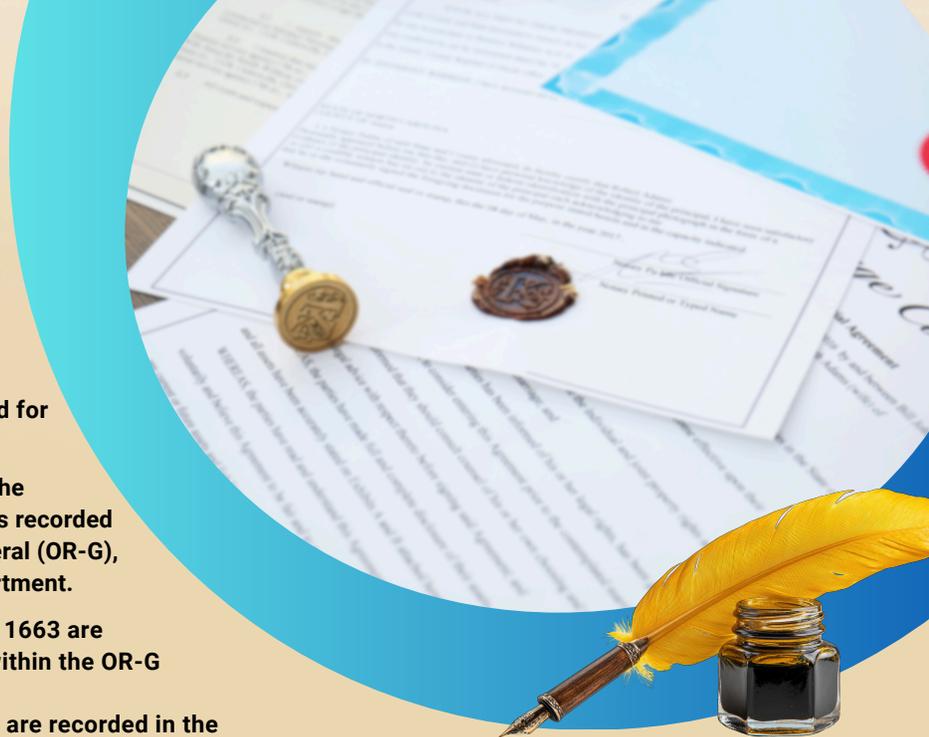
MAIN FUNCTIONS

- ▶ Recording deeds (Deeds Poll, Conveyances, and Powers of Attorney, Declarations, etc.)
- ▶ Safekeeping of Public Records such as wills, naturalization certificates of citizenship, and Laws of Jamaica
- ▶ To provide Genealogical Research services
- ▶ Provide research facilities to historians, researchers, and international students
- ▶ Supplying authenticated copies of the records on request and payment of the necessary fees
- ▶ To provide the services of Asset Lien Verification
- ▶ Registration and indexing of all mortgages and releases from the National Housing Trust, Agricultural Credit Board, People's Cooperative Bank, and Geoland Title Limited
- ▶ Witness satisfaction of mortgage documents



INTERESTING FACTS YOU SHOULD KNOW

- ✔ All Deeds must be recorded in the Island Record Office making them legally recognized and publicly accessible
- ✔ Declarations of Counting should accompany documents submitted for recording
- ✔ All registered land deeds prior to the Registration of Titles Law (1889) is recorded at the Office of the Registrar-General (OR-G), formerly Registrar General's Department.
- ✔ All wills and deeds dating back to 1663 are recorded at the IRO Department within the OR-G
- ✔ Bills of Sale up to December 2013 are recorded in the Island Record Office
- ✔ A Docket Fee is charged once the recorded document pertains to land, with the exception of Powers of Attorney.
- ✔ A Diagram Fee is charged for a diagram attached to any document pertaining to land (Conveyances, Mortgages, etc.)
- ✔ All documents being recorded attracts a Deed Receipt Fee



SAMPLE RECORDING FEE STRUCTURE

▶ Option 1	
Sheets (2x \$500)	\$1000
Deed Receipt Fee	<u>\$500</u>
Ordinary 4-6 weeks	\$1500
▶ Option 2	
Sheets (2x \$500)	\$1000
Deed Receipt Fee	\$500
Express Fee	<u>\$2500</u>
Express 3-5 bus. days	\$4000
▶ Option 3	
Sheets (2x \$500)	\$1000
Deed Receipt Fee	\$500
Seven -10days Fee	<u>\$1000</u>
Seven -10 bus. days	\$2500



160 words is calculated as a sheet when recording a document.