



## 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

22 1/2 Humber Ave  
Natural Mystic Plaza  
Montego Bay

### CLARENDON

10 -12 Bryant's Crescent  
May Pen



MARCH 2022



## CONTACT INFORMATION

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

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## LATE ENTRY OF NAME

### What is a Late Entry of Name?

“ A Late Entry of Name (LEN) is a Record Updating procedure that allows the addition of a name, where a child was not named within twelve months of birth or for an adult that was registered without a surname. ”



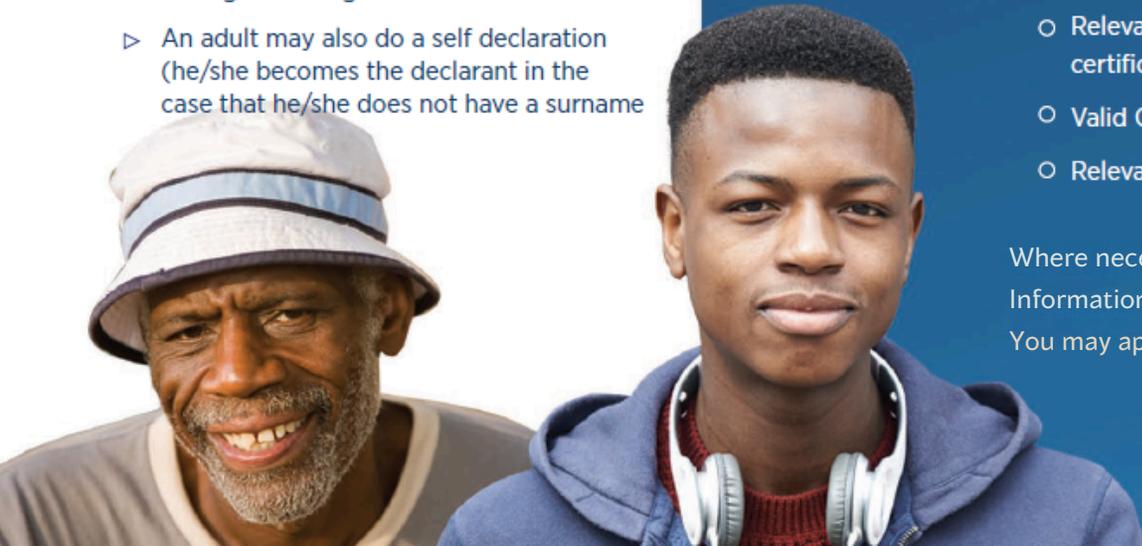
## Who Should Do a LEN

- 1** A child not registered with a name within the first twelve months of birth
- 2** A child or adult who is not completely registered with a surname (incomplete registration)
- 3** A child or adult who was registered with only their Christian name(s) and the fathers particulars were not entered on the record

## The Late Entry of Name Process

The Late Entry of Name application form includes a statutory declaration, which must be signed by a declarant in the presence of a Justice of the Peace or Notary Public (if overseas). The statutory declaration may be completed by:

- ▷ Mother
- ▷ If mother is deceased, father or relative having knowledge of the birth
- ▷ An adult may also do a self declaration (he/she becomes the declarant in the case that he/she does not have a surname)



## What is Required

The ORG requires primary and secondary evidence for proof of name. These include:

- Baptismal or Christening record
- School record signed and stamped by the current principal of first basic, primary or preparatory school attended
- Relevant supporting documents such as children's birth certificate, marriage certificate, etc.
- Valid Government issued identification or notarized passport size photograph
- Relevant fees paid

Where necessary, the ORG may conduct an Interview to gather additional Information

You may apply in office or on our website at [www.rgd.gov.jm](http://www.rgd.gov.jm).