



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

www.rgd.gov.jm

(876) 619-1260 / (876) 749-0550

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Webchat: www.rgd.gov.jm

- www.facebook.com/rgd.jamaica
- www.instagram.com/rgd_jamaica
- www.twitter.com/rgd_jamaica
- www.youtube.com/RGDJamaica



ACCESS OUR WEBSITE

LATE REGISTRATION

Why Registration is Important

By law a child has the right to a name and identity. It is the child's right to be registered. Registration of a child is encouraged immediately after birth, however, the law allows for Late Registration of the child who was not registered within 12 months after birth.



Late Registration Process

STAGE 1: SEARCH

The late registration of birth process includes the following steps:

- Conducting a Preliminary Search also called a "General Search", for a nominal fee, by providing the following information, whether in branch or online at www.rgd.gov.jm:
 - Child's name;
 - Child's date of birth;
 - Mother's name; and
 - Child's parish and place of birth.
- If no entry is located, customer is advised to conduct a Particular Search also called a "Form Search." A Form Search is a more detailed search for an additional period covering up to 10 years. Cost for the Form Search is determined by the parish of birth.
- If no entry is located, customer informed of search result and advised to make a late registration application in Branch.

STAGE 2: MAKING THE APPLICATION

If child was born in hospital:

- Customer completes the Late Registration application form which includes three (3) Statutory Declarations to be completed by parent, older relatives or credible witnesses having knowledge of the birth of the child.
- ORG provides customer with a request for a hospital notification letter(s) to be taken to the hospital(s) where they believe the child was born. The hospital will provide the ORG with results of their search.

- Customer provides supporting documents such as:
 - Valid Government issued identification or notarized passport sized photograph
 - Immunization Card or Letter from Clinic
 - School Record
 - Baptismal Record

If child was born at home:

- Customer completes the Late Registration application form which includes three (3) Statutory Declarations to be completed by parent(s), older relatives or credible witnesses having knowledge of the child.
- Customer provides supporting documents such as:
 - Valid Government issued identification or notarized passport sized photograph
 - Immunization Card or Letter from Clinic
 - School Record
 - Baptismal Record
- Certain cases may require a Deoxyribonucleic Acid (DNA) Test.
- If the Late Registration application is assessed to lack the prescribed supporting evidence or is considered to be a special form of Late Registration, then additional evidence will be required and considered. Additional evidence may include:

- Letter from credible authority indicating that child is/was a ward of the state.
- Letter from credible authority or individual indicating that child was abandoned and undocumented.



STAGE 3: INTERVIEW AND INVESTIGATION

- Customer pays for the complete Late Registration application and advised of interview date and location by cashier.
- After successfully completing the interview, the case is investigated after which ORG issues the Authority for Late Registration to the main declarant.

STAGE 4 : REGISTRATION

- The main declarant then proceeds to register the birth in the required district/parish for a nominal fee.
- Birth certificate prepared and issued to customer.

Please Note: All Statutory Declaration forms should be signed in the presence of a Justice of the Peace (JP) or Notary Public (if overseas) and stamped at any Stamp Duty office of the Tax Administration of Jamaica and then recorded in the Island Records Office (IRO) at the ORG, for a prescribed fee, before payment is made for the Late Registration service.

Copies of supporting documents should also be certified by a JP or Notary Public.