## 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

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

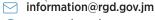
Savanna-La-Mar

**CLARENDON** 

May Pen



# **CONTACT INFORMATION**



www.rgd.gov.jm

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

(Text Only): (876) 570-1225 or (876) 570-1205

Webchat: www.rgd.gov.jm







www.youtube.com/RGDJamaica





## **CORRECTION OF ERROR**

### What is a Correction of Error?

A Correction of Error is a Record Updating procedure that allows for the amendment or correction of errors of fact on a birth, death or marriage record.





### **Examples of Errors of Fact**

- Incorrect spelling of child's name
- Incorrect place of birth for mother and/or father
- Incorrect spelling of mother's and/or father's name or use of mother's and/or father's pet name instead of given name
- o Incorrect age of mother and/or father
- O Incorrect number of children born to mother
- Occupation of mother and/or father, bride and/or groom or deceased
- o Bride or Groom's name
- o Sex

All applicants must have satisfactory evidence to support a Correction of Error request.



The Correction of Error form includes two statutory declaration forms that must be signed by two persons in the presence of a Justice of the Peace or Notary Public (if overseas). The statutory declaration may be completed by:

- An adult whose name or particulars are being corrected on the birth or marriage record where the error occurred.
- A parent or relative having knowledge of the birth (in the case of a minor).
- Credible witness having knowledge of the birth, death or marriage.

#### **What is Required**

Primary and secondary evidence is required as proof that an error occurred at the point of registration. These include:

- Baptismal or Christening record School record signed and stamped by the current principal of first basic, primary or preparatory school attended
- Birthing centre notification
- School leaving certificate
- Relevant supporting documents such as parent's birth, marriage or death certificate or birth certificate of bride and/or groom
- Valid Government issued identification or notarized passport size photograph
- Return to the RGD with completed form and make payment or upload completed form



# How is the Amendment Reflected on a Certificate?

The error is reflected below the heading "Amendment" at the bottom of the certificate.

For example, if the correction of error was done to the spelling of the mother's name from **Carren** to **Karen**, the incorrect spelling would be reflected at the bottom of the certificate while the correct spelling remains in its original position (line 15).

Return to the RGD with completed form and make payment or upload completed application and make payment online.

Where necessary the RGD may conduct an interview to gather additional information.