BRANCHES ISLANDWIDE

HEAD OFFICE

Twickenham Park St. Catherine

ST. ANN

5 Windsor Road St. Ann's Bay

ST. ELIZABETH

ST. CATHERINE

Shop #1-2 Shops 17 & 18 Supreme Plaza Lots 2 and 3 Institution Drive Big Buy Plaza, Portmore Santa Cruz

15 West Trade Way

KINGSTON

58 Duke Street

MANCHESTER

Shop #G14 24 Hargreaves Ave

Mandeville

ST. JAMES

22 1/2 Humber Ave Natural Mystic Plaza Montego Bay

PORTLAND

19 West Palm Ave Port Antonio

WESTMORELAND

7 1/2 Lewis Street Savanna-La-Mar

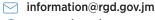
CLARENDON

10 -12 Bryant's Crescent

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





DEED POLL WANT TO CHANGE YOUR NAME?

What is a Deed Poll?

A Deed Poll affords individuals the opportunity to legally change their name after all other appropriate legal measures have been exhausted to amend their vital record. It provides documentary evidence of the name change and legitimizes the name change.





How can a Deed Poll be used?

It is used to:

- o Change one's first name, middle name or surname
- o To add names
- o Change the entire name
- o Rearrange the current name
- o Change the spelling of one's name

INTERVIEW

An interview will be conducted to determine whether a Deed Poll is required. If not required, a recommendation will be made to have the name changed by the relevant record updating procedure.

What is Required

- o Birth certificate (Photocopies will not be accepted)
- Valid Government issued identification or notarized passport size photograph

If applicable, original:

- Marriage certificate
- Decree Absolute
- Adoption certificate

o Jamaican certificate of Citizenship

Statutory declaration

o Spouse's death certificate







STEP 2 APPLICATION SUBMISSION

- o Application is completed with the customer
- Customer presents supporting documents
- o Relevant fees paid
- o Date given for collection of Deed Poll draft

COLLECTION & STAMPING

- o The customer returns to the RGD's office for the Deed Poll draft
- o Customer reads and checks for errors
- o Customer is then given instructions to sign draft in the presence of a Justice of the Peace or Notary Public and take draft to the nearest Stamp Office to be stamped
 - o A Deed Poll MUST be recorded in the Island Record Office located at the RGD to be a legal document. Your Customer Service Representative will provide the recording cost

STEP 4 **RECORDING**

Return the signed and stamped document along with the supporting documents to Island Record Office for legal recording.

Who Can Apply?

- o Jamaican Citizen
- o Any individual over the age of 18 years
- o A married man/woman with consent from his/her spouse
- o Both parents for a minor or an individual having legal guardianship for a minor
- o Third party application is accepted with written consent.

For more details visit www.rgd.gov.jm