

# 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

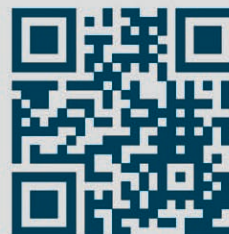


MARCH 2022

## CONTACT INFORMATION

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-  (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 RGD 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 RGD 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).