

THE NATIONAL IDENTIFICATION AND REGISTRATION ACT

**The National Identification and Registration
Regulations, 2024**

**SECOND SCHEDULE (Regulation 4)
LIST OF ACCEPTABLE VERIFYING DOCUMENTS**

A	B	C	D	E	F
No.	Enrolee Attributes/ Personal Data including Identity Information	Citizen of Jamaica	Individual Who is Ordinarily Resident* (Ord Res)	Acceptable Verifying Source Documents	Issuing Authority of Source Document
<u>Biographic Information</u>					
1	Full name including any names used prior to change of name by deed poll or marriage	Y	Y	Citizen - Birth Certificate, Certificate of Citizenship, Adoption Certificate, Deed Poll, Marriage Certificate, Decree Absolute, Decree of Nullity Person ordinarily resident in Jamaica – Passport, Birth Certificate, Deed Poll, Marriage Certificate, Decree Absolute, Decree of Nullity	Citizen - Registrar-General of Jamaica, Supreme Court of Jamaica, Passport Immigration and Citizenship Agency Person ordinarily resident in Jamaica - equivalent issuing authority(ies) of foreign jurisdiction
1.1	Date of Birth	Y	Y	Citizen - Birth Certificate OR Certificate of Citizenship, Adoption Certificate Person ordinarily resident in Jamaica – Passport, Birth Certificate	Citizen - Registrar-General of Jamaica, Passport Immigration and Citizenship Agency, Supreme Court of Jamaica Person ordinarily resident in Jamaica - equivalent issuing authority(ies) of foreign jurisdiction
1.2(a)	Country of Birth	Y	Y	Citizen - Birth Certificate OR Certificate of Citizenship, Passport, Adoption Certificate Person ordinarily resident in Jamaica – Passport, Birth Certificate,	Verified as per No. 1.1

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1.2(b)	Country(ies) of citizenship	Y for persons who are not born in Jamaica or whose citizenship is in doubt	M	Citizen - Certificate of Citizenship Person ordinarily resident in Jamaica – Passport, Birth Certificate	Citizen - Registrar-General of Jamaica, Passport Immigration and Citizenship Agency Person ordinarily resident in Jamaica - equivalent issuing authority(ies) of
					foreign jurisdiction
1.3	Place of Birth	Y	Y	Verified as per No. 1.1	Verified as per No. 1.1
1.4	Names of Mother and Father	M	M	Verified as per No. 1.1	Verified as per No. 1.1
1.5	Male or Female	Y	Y	Citizen - Birth Certificate OR Certificate of Citizenship; Person ordinarily resident in Jamaica – Passport, Birth Certificate	Citizen - Registrar- General, Passport, Immigration and Citizenship Agency Person Ordinarily Resident in Jamaica - equivalent issuing authority(ies) of foreign jurisdiction
1.6	Principal Place of Residence	Y	Y	<ul style="list-style-type: none"> - Utility bill in individual's name not older than three months - Address Declaration Form (see Appendix to Form 1) - Official letter from manager of a state facility for the care of the elderly, a place of safety or a children's home, officer-in-charge of a mental health, correctional institution or other institution or Commissioner of Corrections, confirming the address of the individual 	<ul style="list-style-type: none"> - Utility Company - Self-Certification - Officer in Charge or Commissioner of Corrections as applicable
1.7	Nationality	N	Y	Verified as per No. 1.2	

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1.8	Period of residence In Jamaica	N	Y	Person ordinarily resident in Jamaica - certification of grant of leave of entry and stay	Passport, Immigration and Citizenship Agency
1.9	Marital Status	Y	Y	Marriage Certificate, Decree Absolute, Decree Absolute, Decree of Nullity or equivalent document from foreign jurisdiction	Citizen – Registrar-General of Jamaica, Supreme Court Person ordinarily resident in Jamaica – equivalent issuing authority(ies) of foreign jurisdiction
1.10	Name of Spouse	Y	Y	Both - Marriage Certificate, court order Person Ordinarily Resident in Jamaica - Civil Union Certificate or equivalent document from foreign jurisdiction by whatever name called	Citizen – Registrar-General of Jamaica, Supreme Court Person Ordinarily Resident in Jamaica – equivalent issuing authority(ies) of foreign jurisdiction
1.11	Occupation	M	M	Citizen - ID card or letter from current employer, Declaration if self employed Person Ordinarily Resident in Jamaica – ID Card or letter from current employer, Work Permit - Ministry of Labour and Social Security; Declaration if self employed	Citizen - Employer of individual Person Ordinarily resident in Jamaica – Employer of individual, Ministry of Labour and Social Security
1.12	Presence of disability	M	M	Certificate of Disability or Medical Certificate	Jamaica Council for Persons with Disabilities, medical doctor in good standing with Medical Association of Jamaica or equivalent foreign authority
1.13	Next of Kin/Emergency contact and contact information	M	M	Applicant	
1.14	Educational Information (Ordinarily Resident for the purpose of study)	M	Y where ordinarily resident for the purpose of study	Admission Letter from Place of Study, Identification Card issued by Place of Study, Letter from Head of Place of Study	Place of Study including Educational Institution under the Education Act

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1.15	Other Places of residence	M	M	Verified as per No. 1.6	
<u>Biometric Information</u>					
2.0	Facial Image (picture of face)	Y	Y	Individual - Live photograph for individuals six years of age or older Minors under six years of	
				age – live photograph OR submitted passport size photograph	
2.1	Fingerprint	Y	Y	Individual (if six years of age or older)	
2.2	Manual Signature	Y	Y	Individual (if eighteen years of age or older)	
<u>Reference Number</u>					
3.0	Registration Number assigned by Tax Administration Jamaica for tax purposes or solely for enrolment in the National Identification and Registration System	Y	Y	Tax Registration Number, Card or letter from the issuing authority bearing the name and number of the applicant	Tax Administration Jamaica
3.1	Driver's Licence	Y	Y	Motor vehicle licence document	Citizen/person ordinarily resident in Jamaica – Island Traffic Authority of Jamaica/Tax Administration Jamaica Person ordinarily resident in Jamaica – equivalent issuing authority(ies) of foreign jurisdiction

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3.2	Passport Number	Y	Y	Passport	Citizen – Passport, Immigration and Citizenship Agency Person ordinarily resident in Jamaica – equivalent issuing authority(ies) of foreign jurisdiction of nationality or citizenship (as the case may be)
3.3	National Insurance Number	M	N	Citizen - National Insurance Number Card or letter from the issuing authority bearing the name and number of the applicant	Ministry of Labour and Social Security
3.4	Birth Entry Number (reference number assigned to civil document evidencing registration of birth)	Y	Y		Citizen - Office of the Registrar-General Person ordinarily resident in Jamaica – equivalent issuing authority(ies) of foreign jurisdiction
3.5	Programme of Advancement Through Health and Education Number	M	N	Citizen - PATH Card or letter from the issuing authority bearing the name and number of the applicant	Ministry of Labour and Social Security
3.6	Electoral Registration Number	Y	Y	Elector Registration Card	Electoral Office of Jamaica
3.7	Student Number	M	M	Student ID Card	Educational Institution under the Education Act
OTHER This List is not exhaustive. Where the individual does not have a document, the Authority may be able to use any other document contains Identity Information of that individual					
4.0	Any document containing identity information of the individual.				

Notes to List of Acceptable Verifying Documents:

1. The collection of identity information is governed by the National Identification and Registration Act, 2021 (the Act).
2. The National Identification and Registration Act, 2021 outlines the list of identity information that is required and/or that may be used to enrol in the National Identification System (NIDS). The required set of identity information will vary from person to person as it is determined by the person's particular circumstances.
3. It may be necessary to collect personal information (personal data) that does not fall within the category of identity information to effect the enrolment in the NIDS, for example for, a) administrative purposes such as contact information to be able to communicate with persons, or b) information relating to persons with disabilities where those persons wish to have such information displayed on their National Identification Cards.
4. All identity information must be verified, that is they must be checked for truth and accuracy against certain source documents before being accepted. These source documents are known as verifying documents.
5. This List sets out different verifying documents that are required under the Act and that are the most common and most useful. The Authority may also accept other documents where necessary.
6. A person will not be required to submit more than one verifying document to prove more than one piece of identity information but must submit the documents stated under the Act where there are alternatives.

Key:

Symbol or Letter	Meaning
*	A person is ordinarily resident if that person has legally resided in Jamaica for the purpose of study OR for at least six months immediately before and up to the date of application to enrol.
Y	The information is required if it applies to the individual.
N	The information is not required.
M	The information may be required if applicable to the individual.