

## Requirements for doing business with the Administrator-General's Department



**Website:** [www.agd.gov.jm](http://www.agd.gov.jm)

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The Administrator-General's Department (AGD) will be offering the following services:

- **Receipt of documentation to process the report of a death at the Administrator-General's Department.**

Required documents:

1. A properly completed Form of Particulars (FP) witnessed by a Justice of the Peace or Notary Public.
2. Original Death Certificate
3. Proof that you are related to the deceased for example Birth Certificate, Marriage Certificate
4. Proof of assets belonging to the deceased including bank passbook, land ownership documents (e.g. duplicate Certificate of Titles and Common Law Conveyance), share certificates, motor vehicle documents, insurance policies, certificate of deposit

- **Funeral Expense advances for the burial of the deceased.**

Required documents:

1. Completed Form of Particulars duly executed by a Justice of the Peace or Notary Public
  2. Proof of death (Burial Order or Death Certificate)
  3. Detailed invoice from the funeral home bearing stamp of the funeral home
  4. Letter from Financial Institution/ body holding money solely for the deceased
  5. Drivers Licence/ Passport/ National Identification Card of person seeking service
  6. Processing Fee of \$1,500.00
- **Provision of general information on issues pertaining to Wills, estate planning, administration of estates and the Administrator-General (Amendment) Act 2015.**
  - **Certificate of the Administrator-General**

Required documents:

1. Completed Form of Particulars duly executed by a Justice of the Peace or Notary Public
2. Proof of death (Burial Order or Death Certificate)
3. Proof of spouseship (Marriage Certificate or declaration of common law spouseship made by a Resident Magistrate or a Judge of the Supreme Court)
4. Documentary proof of relationship of the applicant to the deceased
5. Copy Oath of Administrator
6. Consent of the beneficiaries who are entitled to a Grant in priority to the applicant, if any
7. Notice to the beneficiaries who are in the same degree of priority to the applicant, if any
8. Processing Fee of J\$2,000.00