



## The National Identification and Registration Authority (NIRA)

### Services Offered Online

NIRA provides a range of convenient online services to facilitate access to civil registration and identity services:

- Birth Certificate Application
- Death Certificate Application
- Marriage Certificate Application
- Adoption Certificate Application
- General Search Application
- Correction of Error Application
- Late Entry of Name Application
- Addition of Father's Particulars (Status) Application

### A) Applications for Certificates

NIRA processes applications for certified copies of birth, death, marriage and adoption certificates.

### Requirements

Applicants are required to provide the following basic information:

- Name of child/decedent/bride and groom
- Mother's name/Adoptive parents' name
- Place of birth/death/marriage
- Date of birth/death/marriage
- Contact details
- Valid identification

### Cost

PROCESSING TIME	FEE
4–6 weeks	JA\$1,500
7–10 working days	JA\$2,500
3–4 working days	JA\$4,000

- Additional copy: **JA\$500**

## B) Record Updating Activities

NIRA facilitates updates and corrections to civil records through the following services:

- Late Entry of Name (LEN)
- Correction of Error (CE)
- Late Registration (LR)
- Re-registration
- Addition of Father's Particulars (Status)

### 1. Late Entry of Name (LEN)

Where no name was recorded at registration.

#### Requirements:

- Completed application form
- Evidence of name (e.g. school record, ID, children's birth certificates, marriage certificate)
- Valid identification

#### Cost:

- JA\$4,500 (4–6 weeks)
- JA\$6,500 (7–10 working days)

### 2. Correction of Error (CE)

For correcting factual errors on records.

#### Requirements:

- Completed application form
- Supporting documents
- Valid identification

#### Cost:

- JA\$4,500 (4–6 weeks)
- JA\$6,500 (7–10 working days)

### 3. Addition of Father's Particulars (Status)

#### Requirements:

- Completed declarations signed by both parents
- Valid identification **Cost:**
- JA\$1,500 (4–6 weeks)
- JA\$3,500 (7–10 working days) **4. Late Registration (Not Offered Online)**

**Requirements:**

- Completed application form
- School record (for births)
- Three statutory declarations
- Valid identification **Cost:**
- JA\$6,000 (4–6 weeks)
- JA\$8,500 (7–10 working days) **5. Re-registration (Not Offered Online)**

**Requirements:**

- Completed application form
- Child’s birth certificate
- Parents’ marriage certificate

**Cost:**

- JA\$1,500 (4–6 weeks)
- JA\$3,500 (7–10 working days)
- JA\$5,500 (3–4 working days)

**Overseas Applications**

<b>Processing Option</b>	<b>Cost</b>
7–10 business days (DHL delivery)	US\$85 / CAN\$110 / £110
4–6 weeks (Registered Mail)	US\$55 / CAN\$86 / £70

**C) Island Record Office Services**

**Recording of Deeds, Wills & Other Legal Instruments**

**Requirements:**

- Date of execution
- Names of Grantor and Grantee



- A valid email address is required
- Applicants must attend an enrolment appointment to complete biometric capture
- Mobile enrolment services may be arranged for groups (30 or more persons)

### **Contact Us**

- **Website:** [www.nira.gov.jm](http://www.nira.gov.jm)
- **Telephone:** 876-619-1260 / 876-873-749-0550
- **WhatsApp:** 876-570-1205 (Text only)
- **Email:** [info@nira.gov.jm](mailto:info@nira.gov.jm)