



Notes for Statutory Declaration

When to use this form

This form may be used to make a declaration of any from the following lists

- Pension
 - Part-time service
 - Father's name not on birth certificate
 - Identity
- Family Benefit
 - Marital status
 - Whether with children/without children under the age of 19 years

What else you will need to provide

You need to provide the following documents with your request and submitted to your respective **Ministry or Department**.

- A copy of your tax payer registration card
- Proof of age (certified copy of your birth certificate/statutory declaration of age)

Filling in this form

If not filling in this form electronically, please write in BLOCK CAPITALS using a **black** or **blue** inked pen.

Mark boxes like this with a tick ✓ or ✗.

For more information

You may call the Pensions Administration Unit at 876 932 5046 or 876 932 5047 or email pensionsclientservices@mof.gov.jm.

Note: Calls to the Pensions Administration Unit from landlines are charged at a fixed rate determined by your phone provider. Calls from mobile phones may be timed and charged at a higher rate.

Returning your form

Check that you have filled in all the relevant sections and that you have signed and dated the form.

Return this form (with any requested documents) as soon as possible by post or delivery to your respective **Department** or **Ministry**.

NB: Only if requested should you submit form to:

**Director, Pensions Administration Unit
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4
JAMAICA**

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Privacy and your personal information

The information you provide on this form will be used to provide payments and services to you and, where relevant, third parties (for example, other family members).

The Pensions Administration Unit may give some or all of your information to the Accountant General's Department for the purposes of preparing and delivering these payments and services provided to you.

For more information about privacy, call the Pensions Administration Unit at 876 932 5046 or 876 932 5047 or email pensionsclientservices@mof.gov.jm.

What is a statutory declaration?

A statutory declaration is a written statement declared to be true in the presence of an authorised witness.

When is a statutory declaration required?

Under the Voluntary Declaration Act, a declaration is used to give proof of evidence in most circumstances.

The Act provides that a statutory declaration must be in the prescribed form and must be made before a prescribed witness.

Who should witness a statutory declaration?

A statutory declaration under the Voluntary Declarations Act must be made (signed) before a person who is a Notary Public/Justice of the Peace. All declarations should be signed and bear the seal of the Notary Public/Justice of the Peace.

It should be noted that it is an offence to make a false declaration.

Finding a Justice of the Peace or Notary Public in Jamaica

[Click here to view the database](#) listing Justices of the Peace by region and surname.

Tax Payer Registration Number (TRN)

This is a unique nine-digit identification number assigned to each individual taxpayer, business enterprise, organization by way of the Taxpayer Registration System implemented by the Government through the Tax Administration Reform Project (TaxARP) to improving Tax Administration in Jamaica.

If you do not have a TRN, you may still fill out the application. However, payment can only be made, on the production of your TRN card.

Please note that the name on the TRN card must correspond to the name on all official documents.

TRN application forms and procedures may be viewed at the Government of Jamaica's (GoJ) Tax Administration website at <http://www.jrs.gov.jm/>. Please note the Pensions Administration Unit will be unable to answer or process any TRN related questions or issues.

Matters as declared to

Part-time service – This is any part-time service prior to your first full-time or permanent appointment. You need to attest to the number of days that you worked

Father's name not on birth certificate- If your father's name does not appear on your birth certificate, your statement should attest to the fact that the name that appears on the birth certificate submitted relates to you. For example: *...make this solemn declaration conscientiously believing the same to be true, and by virtue of the Voluntary Declarations Act, that the name that appears on birth certificate numbered xxxxx issued under the Registrar General's seal relates to me.*

Marital status – This is the condition of being married or unmarried. Please note that if unmarried, you should state specifically as to whether you are

- single (as in never married or in a common law relationship)
- divorced
- widowed

Identity – This should be used when attesting to the fact that a particular name in use applies to you that may differ from your legal given name. For example, if your given legal name is John Lewis Brown but you have been using or known as J. Lewis Brown or Lewis John Brown or any other variation in the spelling of your name. **Please note this does not relate to nicknames or aliases.**

Whether with children/without children under the age of 19 years – This is required to when attesting to the fact that children who are your legal dependents who are under nineteen (19) years of age (i.e. biological children, step-child(ren) of a married couple and legally adopted child(ren).

Name(s)

This should be your legal first name(s) and relevant middle name(s) and family/surname (i.e. no nicknames and/or pseudonyms/aliases) and should be the name reflected on the submitted TRN card.

Mailing address

This should be the address where you wish to receive your mails. Please note, it doesn't have to be an address in Jamaica and does not necessarily mean the address where you reside.

Dates

Unless otherwise stated, dates should be entered in the format year-month-day

List of persons qualified to be witnesses

A statutory declaration under the Voluntary Declarations Act may be made only before a person who is a Notary Public/Justice of the Peace.

NB: On signing by the Notary Public/Justice of the Peace, the Statutory Declaration becomes a legal document and as such any persons who falsify statutory declarations will be subject to penalties under law.

Terms and Conditions for email

The Pensions Administration Unit may send you information messages appropriate to your circumstances.

No email generated by the Pensions Administration Unit will contain any information that may be used for others to make a claim on your behalf.

You may respond via email to any Pensions Administration Unit generated message.

Messages you may receive include:

- requests to provide up-to-date information
- requests to provide documents
- case update messages

The Pensions Administration Unit will NOT include direct links to ANY website within an email from this service.