



Notes for Statutory Declaration of Birth for Deceased Persons

When to use this form

Use this form to provide evidence of your date of birth for a deceased person.

What else you will need to provide

This section tells you what **other documents** you need to provide with your request to to the respective **Department or Ministry**.

- A copy of your tax payer registration card
- Certified copy of deceased person's birth and death certificate)

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 the 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.

Name in full (Full Name)

This should be your legal family/surname, first name(s) and middle name(s) if relevant (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 receive mails. Please note, it doesn't have to be an address in Jamaica and is not necessarily the address where you reside.

Dates

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

Relationship of deceased to applicant

Father –

Mother –

Guardian –

Other –

Please note that an older relative may also complete this declaration

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.