

Requirements for doing business with the RGD



Services to be offered

A) Applications for birth, death and marriage certificates:

The RGD will collect applications for certified copies of birth, death, marriage and adoption certificates.

Requirements

Basic information such as:

- ✓ 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
- ✓ Applicant's identification card

Cost - The processing fees for birth, death and marriage certificates are as follows:

- ✚ \$1500- four –six weeks
- ✚ \$2500 – seven – ten working days
- ✚ \$4000- three – four working days

A fee of \$500 is also required for any additional copy.

B) Record Updating Activities

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

Requirements

- ❖ Late Entry of Name (LEN) - Where there is no name on the record, the LEN process allows the child's name to be entered.
 - ✓ Completed application form
 - ✓ Evidence of the name- marriage certificate, children's birth certificates, school record, valid ID etc.
 - ✓ Valid Identification of the declarant

Cost - \$ 4500 for 4 -6 weeks; \$ 6500 for 7-10 working days.

- ❖ Correction of Error (CE) – Where an error of fact is identified on the birth, death or marriage record, the CE process allows it to be amended.

- ✓ Completed application form
- ✓ Documents supporting proof to have the error amended
- ✓ Valid identifications of the declarants

Cost- \$ 4500 for 4 - 6 weeks; \$ 6500 for 7 -10 working days.

- ❖ Late Registration – a late registration is necessary when the individual was not registered within the specified one year period after birth or death.

- ✓ Completed application form
- ✓ School Record (required for late registration of **birth**)
- ✓ Three Statutory Declarations
- ✓ Valid Identifications of the declarants

Cost- Cost- \$ 6000 for 4 -6 weeks; \$ 8500 for 7 – 10 working days; (after submission of the registration documents).

- ❖ Re-registration – this process is applicable to the children who were born out of wedlock and whose parents subsequently got married to each other. This facilitates the addition of the father’s particulars.

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

Cost- \$ 1500 for 4-6 weeks; \$ 3500 for 7-10 working days; \$5500 for 3-4 working days (after the submission of the registration documents).

- ❖ Addition of father’s particulars (status) – Unmarried parents will need to apply for this process in order to add the father’s information to the child’s record.

- ✓ Completed declarations signed by both parents
- ✓ Valid identifications

Cost- \$ 1500 for 4-6 weeks; \$ 3500 for 7-10 working days.

C) Island Record Office Activities

- ❖ Recording of deeds- Deed Poll, Power of Attorney, Bills of Sales etc
- ❖ Genealogical Research

Requirements

- ❖ Recording of deeds
 - ✓ Date of execution
 - ✓ Name of Grantor and Grantee
 - ✓ Affixed signature of Grantor and Grantee
 - ✓ Affixed seal and signature of a Justice of the Peace
 - ✓ Address of Grantor and Grantee
 - ✓ Stamp Duty

Cost- This is dependent of the number of sheets being recorded.

- ❖ Genealogical Research – A genealogical research is explained as the tracing of one's roots, bridging of generation gaps and solving genealogical mysteries.
 - ✓ Date and distracts of birth
 - ✓ Marriage and death
 - ✓ Additional information can be had from
 1. Funeral programs
 2. Land Titles
 3. Wills
 4. Deed Polls
 5. Living older relatives

Cost- \$1500 will facilitate an hour search