



Workshop on the Principles and Recommendations for a Vital Statistics System, Revision 3, for Caribbean Countries

Port of Spain, Trinidad and Tobago

**Registrar General's Department,
Jamaica**

Thursday, 17 December,
2015



Local Level Designation of Responsibilities of a Civil Registration System



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Presentation Outline:

- Introduction to Jamaica
- Overview – RGD
- Key Objective of the Registrar General's Department
- General Instructions to Local District Registrars (LDRs) and Registration Officers
- Specific Duties of Local District Registrars (LDRs) and Registration Officers
- Specific Duties of Marriage Officers and Civil Registrars



INTRODUCTION TO JAMAICA

Jamaica is the third largest island of the Greater Antilles in the Caribbean Sea.

It is 10,990 square kilometres (4,240 sq. mi.) in area, lies about 145 kilometres (90 mi) south of Cuba and 191 kilometres (119 mi.) west of Hispaniola.

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INTRODUCTION TO JAMAICA



Capital and largest city

Kingston

Official language

English

Government

Unitary parliamentary constitutional monarchy

- Monarch

Queen Elizabeth II

- Governor-General

Sir Patrick Allen

- Prime Minister

Hon. Portia Simpson-Miller

Legislature

Parliament

- Upper house

Senate

- Lower house

House of Representatives

**Independence from the
United Kingdom Declared**

6 August 1962

Population

2,950,210 (July 2015 estimate)





REGISTRAR GENERAL'S DEPARTMENT

Vision

The capturing of all life events occurring within the boundaries of Jamaica and safe keeping of records.

Vision Statement

“Every life event registered and every record safe.”

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REGISTRAR GENERAL'S DEPARTMENT

Mission

To support national planning and development through the provision of accurate and timely statistics as well as provide excellent customer service in the registration of life events, secured record keeping and other related services.



Mission Statement

Accurate Data, Secured Repository”

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REGISTRAR GENERAL'S DEPARTMENT

The Registrar General's Department (RGD) was established in 1879 with a mandate to ensure the registration of all births, deaths, foetal deaths, marriages and adoptions in Jamaica.

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REGISTRAR GENERAL'S DEPARTMENT

Additionally, it is responsible for the safekeeping of public records such as Resident Magistrate and Supreme Court Wills, Certificates of Citizenship and Naturalization well as Acts of Jamaica.



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REGISTRAR GENERAL'S DEPARTMENT

In 1999, the RGD became an Executive Agency of Government, focusing primarily on the delivery of service with a results oriented approach to governance and with delegated managerial autonomy.

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REGISTRAR GENERAL'S DEPARTMENT

In 2007, its status was changed to a Type "C" Executive Agency.

This means the RGD is completely responsible for its own funding and is no longer supported by the Government of Jamaica's Consolidated Fund Account.

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REGISTRAR GENERAL'S DEPARTMENT

Key Objective of the Registrar General's Department:

Maintain an island wide network of Local District Registrars (LDRs), Registration Officers, Marriage Officers and Civil Registrars to ensure accurate and timely registration of all vital events.

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REGISTRAR GENERAL'S DEPARTMENT

Local District Registrars (LDRs)
and Registration Officers register

live

births, stillbirths (foetal deaths)

and deaths.



Marriage Officers and Civil

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Registrars register marriages



General Instructions to Local District Registrars (LDRs) and Registration Officers

It is the LDR's/Registration Officer's duty to ensure that:

- ❖ All vital events (births, deaths and stillbirths) that occur in his/her registration district are properly registered.
- ❖ The appropriate fees are collected upon registration.



General Instructions to Local District Registrars (LDRs) and Registration Officers

It is the LDR's/Registration Officer's duty to ensure that:

- ❖ Changes and amendments to records are done according to regulations.
- ❖ Registration forms are kept in a secure place.
- ❖ Registration forms are sent to the RGD main repository at the end of each week.



General Instructions to Local District Registrars (LDRs) and Registration Officers

It is the LDR's/Registration Officer's duty to ensure that:

- ❖ All completed registration books and counterfoils are returned to the RGD after one year.
- ❖ The public is well aware of the existence and location of the LDR's office by virtue of an easily observed sign, which should also inform of the



Specific Duties of Local District Registrars (LDRs) and Registration Officers

- ❖ For hospital births (bedside registration), check the hospital log book to verify correct identity of delivering mothers.
- ❖ Interview informant to obtain information for registration for all live birth and stillbirth occurrences.
- ❖ Have informant review and sign registration form.



Specific Duties of Local District Registrars (LDRs) and Registration Officers

- ❖ For deaths, interview informant who attends office with certification of death.
- ❖ Complete death registration form from death certification and informant's information.
- ❖ Have informant to the death review and sign death registration form.



Specific Duties of Local District Registrars (LDRs) and Registration Officers

- ❖ For live births, issue a Certificate of Registry with birth entry number to parent(s) as proof of registration of birth.
- ❖ For deaths and stillbirths, issue a Burial Order with death entry number to informant to proceed with burial.



Specific Duties of Marriage Officers and Civil Registrars

- ❖ Obtain from the parties to be married all personal data required on the Marriage registration form.
- ❖ Request birth certificates to prove name and age of parties.



Specific Duties of Marriage Officers and Civil Registrars

- ❖ Complete the form in a legible manner.
- ❖ Review and sign all Marriage Registers before submission.
- ❖ Issue Certified Copy of Marriage Register to parties (Bridal Copy).



Specific Duties of Marriage Officers and Civil Registrars

- ❖ Forward the Marriage (Duplicate) Register to the RGD the following working day after the Ceremony.
- ❖ Keep all Marriage Registers securely until all pages are used and submit completed Register to the RGD.



Local District Registrars (LDRs), Registration Officers, Marriage Officers and Civil Registrars must be knowledgeable of laws and policies that govern civil registration and are trained accordingly.



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THANK YOU!

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