

ADJUDICATOR'S OFFICE (REGISTRY OF CIVIL STATUS)

CHECK LIST

Certificates and Documents required in order to apply for a Rectification

1. Birth Certificate

2. Baptismal and Birth Certificate, if christened or dedicated.

3. Marriage Certificate (for ladies), if married in St Lucia.

a. **If your Christian (s) or forename (s) is not recorded on your Birth Certificate –**

- Birth Baptismal and Birth Certificate

provided your parent (s) names are spelt correctly on both Certificates. If your parent(s) are not spelt correctly on one or both Certificate (s), the Certificate of the incorrectly spelt parent (s) name is required.

b. **If your Christian (s) or forename (s) are spelt differently on your Birth and Baptismal and Birth Certificates –**

- Birth & Baptismal and Birth Certificate
 Photo copy of your Passport, National Identification Card or Driver's License is required to show proof of usage of your correct name (s).

c. **If your father's name is spelt incorrectly on any one of your Certificates –**

- Birth & Baptismal and Birth Certificate
 Father's Baptismal and Birth Certificate or Birth Certificate.

d. **If your mother's name is incorrectly spelt on any one of your Certificates –**

- Birth & Baptismal and Birth Certificate
 Mother's Baptismal and Birth or Birth Certificate.

e. **If your mother's married name not recorded on any of your Certificates –**

- Birth & Baptismal and Birth Certificate
 Mother's Marriage Certificate

f. **If you were born at a Hospital and your date of birth differs on your Birth & Baptismal and Birth Certificates-**

- Birth & Baptismal and Birth Certificate
 Birth Record is required from the Hospital.

g. **If you were born at Home – and your date of birth differs on your Birth & Baptismal and Birth Certificate.**

- Birth & Baptismal and Birth Certificate
 Passport, Identification Card or Driver's License supported by Affidavit to be prepared at the Adjudicator's Office.

- h. **If you were born on or after January 1, 1974 and your parents are not married and wish that your father's name is inserted on your Birth Certificate.**
- Birth & Baptismal and Birth Certificate
 - Affidavit by Father Affidavit by Mother
 - Father's Baptismal and Birth Certificate or Birth Certificate
- i. **If you were born before your parents' marriage, you may have your father's name inserted on your Birth Certificate by way of a Re-Registration of your Birth, which is processed at the Registry of Civil Status.**
- Birth & Baptismal and Birth Certificate
 - Parents' Marriage Certificate
 - Fee \$20.00

Forms required:

Application form to be signed and dated.

Affidavit Form(s) to be signed by applicant before Justice of the Peace/Notary Royal.

Where the subject is not present an authorization letter signed by subject in the presence of a Lawyer or Justice of the Peace.

Where the subject is a minor, an authorization letter to be given by mother and or by the father's where the father's name is on the child's certificate.

Fee: \$50.00 includes a free rectified certificate.

Stamps: All Applications a minimum of \$12.50 worth- \$5.00 x 2 and \$2.50 x 1

Statutory Declarations if necessary \$7.50 - \$5.00 x1 and \$2.50 x 1

Identification documents for the Applicant and the Subject.