

## CHECKLIST

### APPLICATION FOR CERTIFICATE OF ADMINISTRATOR-GENERAL

- 1) A completed **Form of Particulars** for the deceased
  - a. The Forms of Particulars must be duly completed
  - b. There should be **no** omissions
  - c. Where the information is 'unknown', this must be stated
  - d. Where the answer is 'none', this must be stated
  - e. The Form should be witnessed by a Justice of the Peace, a Jamaican/British Consular Officer, or a Notary Public
  
- 2) **Proof of Death** for the deceased
  - a. Certified Copy of the Death Certificate (preferably); or
  - b. Affidavit in Proof of Death
  
- 3) Copy **Oath of Administrator**
  - a. The information contained in the Oath must correspond with what is detailed on the Form of Particulars
  
- 4) **Processing Fee** of Two Thousand Dollars (\$2,000.00)
  
- 5) **Proof of Relationship** of the applicant to the deceased
  - a. Where the applicant is claiming to be the spouse of the deceased, a certified copy of the Marriage Certificate must be submitted, or a Perfected Court Order declaring the applicant to be a spouse of the deceased (also known as a Declaration of Spouseship);
  
  - b. Where the applicant is claiming to be a child of the deceased, a certified copy of the Birth Certificate with deceased's name endorsed thereon must be submitted, or a Perfected Court Order declaring the person to be a child of the deceased in accordance with sections 7 and 10 of the Status of Children Act (also known as a Declaration of Paternity);

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- c. Where the applicant is claiming to be a parent of the deceased they must submit a certified copy of the Birth Certificate of the deceased with the parent's name endorsed thereon;
  - d. Where the applicant is claiming to be a sibling of the deceased they must submit a certified copy of their Birth Certificate as well as that of the deceased. Please note that at least one of the parent's names on both certificates must be the same.
- 6) Copy **Power of Attorney**, where the applicant is the agent of the person entitled to the Grant of Letters of Administration. Kindly note that the section of the document confirming that the Power of Attorney has been recorded must be included.
  - 7) Copy **Last Will and Testament**, where the deceased has died testate.
  - 8) **Deed of Renunciation of Executor**, where the Executor has renounced his/her right to act in this capacity. Kindly note that the section of the document confirming that the Deed has been recorded must be included.
  - 9) **Consent of the Beneficiaries** who are entitled to a Grant in priority to the applicant, if any. This should be witnessed by a Justice of the Peace, a Jamaican/British Consular Officer, or a Notary Public. Note that where the individual who is entitled in priority has died, **proof of death** of this individual is required, along with the Marriage Certificate where the individual is the spouse of the deceased.
  - 10) **Notice to the Beneficiaries** who are in the same degree of priority to the applicant, if any. A copy of the registered slip evidencing proof of service of said Notice must also be provided. Note that where a beneficiary has died, **proof of death** of this individual is required.

**PLEASE NOTE: This checklist outlines the minimum requirements. The circumstances of each application may vary and as such additional documents may be required.**