

SAMPLE FORM

Form of Declaration (For Minister's Licence) - Schedule 1

Prescribed under the Marriage Act, Sec. 21, appointed to be made before a Magistrate.

Names in Full	(Marital Status) Condition	(Occupation) Calling	Ages	Dwelling-places and Parishes (Must be Jamaican addresses)
ANTHONY SHAWN BROWN	BACHELOR/DIVORCED/WIDOWER	CRIMINAL LAWYER	39	LOT 103, SPAIN DISTRICT, MAY PEN CLARENDON
STEPHANIE ANN SMITH	SPINSTER/DIVORCED/WIDOW	TEACHER	32	HOLLY DISTRICT, ROSE HALL, ST. JAMES

N.B. **NO** overseas address.

(a) **I**, GEORGE GORDON - TECHNICIAN - 32 TOWN ROAD, KINGSTON

THIRD INDIVIDUAL ACTING AS WITNESS, SHOULD WRITE THEIR NAME, OCCUPATION, & ADDRESS at (a)

hereby solemnly and sincerely declare that a Marriage has been agreed upon between the above-named (b) ANTHONY SHAWN BROWN AND STEPHANIE ANN SMITH and that the above statement as to their respective names, conditions, callings, ages and dwelling-places is every particular just and true, and that I believe there is no impediment of kindred or alliance or other lawful hindrance to such Marriage.

(c) [And I further declare that (d) N/A - ONLY FOR MINORS the (e) N/A - ONLY FOR MINORS of the said (f) N/A - ONLY FOR MINORS (g) (consents to such Marriage and such consent in writing duly signed by (h) is hereunto annexed;) and, further, that (i) N/A

N/A the Father of the said Minor is dead, and the said Minor has no Guardian and (k) said Mother is now unmarried.] (l) [And I further declare that the said Minor has no Father, lawful Guardian or unmarried Mother resident in this Island.]

Justice of the Peace to complete, sign and affix Seal

Declare before me at 2 LOVE DRIVE
 this 23RD day of APRIL
 20 07
JOHN JONES J.P.

G. Gordon

MR. GORDON SHOULD SIGN IN THE PRESENCE OF A JUSTICE OF THE PEACE

- (a) Insert name, dwelling-place and description of Declarant.
- (b) Insert names of the parties.
- (c) The declarations in brackets are only to be used in cases of Minors not previously married in which case so much only of the latter declarations as are applicable should be used. If both parties are Minors similar declarations should be made in respect of each.
- (d) Insert the name, dwelling-place and description of the party entitled to give consent or if such party is the Declarant then the words "I am".
- (e) Insert the character in which he or she consents.
- (f) Insert the Minor's names.
- (g) If Declarant is the party entitled to consent substitute for the words in bracket the words "and consent to such Marriage".
- (h) Insert "him" or "her" according to fact.
- (i) Insert name of Minor's Father.
- (k) Insert "his" or "her"
- (l) If there is no person competent to give consent this Form should be used in lieu of c.

GUIDE TO OBTAINING A MINISTER'S LICENCE

The Minister's Licence is granted by the Minister of Justice giving authority to a Marriage Officer to marry a couple (man and woman), in Jamaica, in keeping with the Marriage Act.

1. To apply for a Minister's Licence the applicant is required to obtain:

- i. **A blank Form of Declaration**
- ii. **Blank Minister's Licence form (Page 2).**

Forms are available at the Ministry of Justice, Commerce Gate, 61 Constant Spring Road, Kingston 10, Jamaica or may be downloaded at the Ministry's website, www.moj.gov.jm

2. The blank **Minister's Licence form (Page 2)** is to be taken to the Stamp Duty Office located at 111 Harbour Street, Kingston, Jamaica. Pay the required stamp duty fee of JAD\$4000.00 (subject to change), following which the Form will be stamped.
3. Submit the stamped blank Minister's Licence form (**Page 2**) and the completed Form of Declaration to the Ministry of Justice along with the originals or certified copies of the supporting documents listed below at (i) to (vi) for both parties. An additional set of supporting documents are required for both parties and will be retained for office purposes.
 - i. Passport or Driver's Licence or Jamaican National Identification;
 - ii. Birth Certificate;
 - iii. Final Divorce Decree / Decree Absolute (where applicable);
 - iv. Death Certificate (where applicable); and
 - v. Certified documents supporting any change of name (where applicable).
 - vi. If you are under eighteen (18), that is 16 or 17 years of age, a Letter of Consent is required from your legal Parent/Guardian signed in the presence of and certified by a Justice of the Peace (JP) or Notary Public (NP) for overseas party.
4. All copy documents must be certified by a JP and for overseas documents by a NP.
5. Please note that all documents presented must be in English. If documents are in another language they should be translated by certified translators whose certifications of authenticity should be attached.

N.B. Any marriage solemnized between persons either of whom is under the age of sixteen (16) year shall be void.

Applications will be processed within 1-3 working days and in instances where divorce was granted locally processing may take up to 7 business days. The Licence is only valid in Jamaica and expires 90 days after the date it was issued.