

# 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.**

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

(a) **I**, GEORGE GORDON - TECHNICIAN - 32 TOWN ROAD, KINGSTON 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 23<sup>RD</sup> 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.

## PROCEDURES TO APPLY FOR A MINISTER'S LICENCE

1. Two (2) forms will be issued to the applicant and these are:
  - (i) A BLANK LICENCE
  - (ii) A BLANK FORM OF DECLARATION
2. The blank Minister's Licence (Schedule G) is to be stamped at the Stamp Office, situated at 111 Harbour Street, Downtown, Kingston, for a fee of Jamaican Four Thousand Dollars (J\$4,000.00)  
PLEASE NOTE THAT NOTHING MUST BE WRITTEN ON THIS DOCUMENT.
3. The Declaration Form must be completed and signed by a declarant (a third individual) in the presence of a Justice of the Peace. This declarant can either be a friend, family member or the Marriage Officer.  
**Note: The Declarant should sign to the right of the bracket where the Justice of the Peace signs.**
4. Please ensure that all relevant sections are properly completed i.e.
  - a. Names in full means "first, middle, and last name"
  - b. Condition means "bachelor or spinster/divorced/widow/widower"
  - c. Calling means "occupation"
  - d. Dwelling places and parishes means "local address and parish of both parties." If either of the parties is residing abroad, twenty-four (24) hours residence in the Island is required and at which time a local address can be used.

### 5. Documents required: **BOTH PARTIES**

➤ ORIGINAL OR CERTIFIED COPIES OF:

THESE MUST BE IN ENGLISH

- a. Birth Certificate
- b. Driver's Licence or Passport.
- c. Divorce Absolute (If applicable )
- d. Death Certificate of Spouse if applicable
- e. Deed Poll (If applicable)

**PLEASE NOTE THAT PARTIES ABROAD NEED TO SEND via FEDX / DHL or other services, NOTARIZED COPIES OF THEIR:**

- **PASSPORT/ DRIVER'S LICENCE**
- **BIRTH CERTIFICATE.**
- **FINAL DIVORCE DOCUMENTS (IF APPLICABLE)**
- **DEED POLL (IF APPLICABLE)**

Persons age sixteen (16) & seventeen (17) years need parental consent which takes the form of a letter signed by the parent in the presence of a Justice of the Peace

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

**BOTH FORMS ALONG WITH THE SUPPORTING DOCUMENTS MUST BE RETURNED TO THIS MINISTRY FOR APPROVAL PRIOR TO THE DATE OF THE WEDDING.**

*The copy of the Marriage Register presented to you after your wedding is not a legal document and as such cannot be used to conduct business. You must obtain a certified copy of your marriage certificate at the Registrar General's Department*

**OFFICE HOURS: MONDAY – THURSDAY: 9:00AM – 4:00 P.M. AND FRIDAYS: 9:00AM -3:00P.M.**

**PLEASE TURN OVER FOR SAMPLE FORM**

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