

Mission Statement

“To secure the legacy of beneficiaries and protect the interest of creditors in estates that the law requires the Department to administer, through the use of advanced technology while attending to the welfare of its employees”



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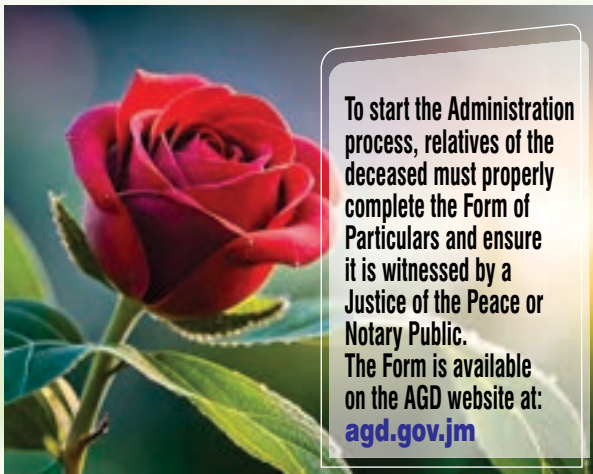
Ministry of Justice

**Administrator-General's
Department**

Funeral Expense Advance



The Administrator-General's
Department



To start the Administration process, relatives of the deceased must properly complete the Form of Particulars and ensure it is witnessed by a Justice of the Peace or Notary Public. The Form is available on the AGD website at: agd.gov.jm

What is a funeral expense advance?

Where a person dies intestate, leaving cash assets held with an institution and these funds are released to assist with burial.

When is the funeral expense advance done?

The Administrator-General upon request may authorize the release of the funds to the funeral home.

What are the documents required?

An advance will only be authorized upon the presentation of:

- A Completed Form of Particulars
- Burial Order or Death Certificate (original)
- Itemized Bill from Funeral Home
- Letter from the financial institution detailing account balance and whether the account is held solely by the deceased
- Valid Identification of the Declarant
- Processing Fee (\$1,500.00)

The Administrator General has no authority to release funds for burial where:

- Where a person dies leaving a Will
- Where there is a joint owner to the funds
- Where there is a nominated beneficiary to the funds.

The Administrator-General's Department prides itself on being an organization that holds true to the public sector values of working towards satisfying the needs and expectations of its customers within a unified culture of efficiency and integrity.