

When should I report a death to the...

ADMINISTRATOR-GENERAL'S DEPARTMENT

You **MUST** report the death of a person to our office where these three circumstances exist:

- The deceased did not leave a Will (that is, died intestate);
- The deceased left children under the age of 18 years; and
- There are assets in the estate such as property, bank accounts, insurance policies, shares, motor vehicle, NHT Contribution Refund

In order to process the report of a death, we will require the following from you:

1. A properly completed Form of Particulars (FP) witnessed by a Justice of the Peace or Notary Public. (The FP is available at our offices and on our website at www.agd.gov.jm)
2. Original Death Certificate
3. Proof that you are related to the deceased for example Birth Certificate, Marriage Certificate
4. Proof of assets belonging to the deceased including bank passbooks, land ownership documents (eg. duplicate Certificates of Title and Common Law Conveyance), share certificates, motor vehicle documents, insurance policies, certificates of deposit
5. Funds towards administration expenses, if no cash is left by the deceased

An Instrument of Administration will be issued by the Agency within three (3) months of all the required documents being submitted. This Instrument allows the Administrator-General to administer the estate.

Before reporting the death, you can call our office for any further information that you may need:

12 Ocean Boulevard, P. O. Box # 458,
Kingston, Jamaica, W.I.

Tel: 922-1830-3/ 922-0700-5, Digicel: 618 -1542
Fax: 922-4201 • email: admingen@agd.gov.jm

42B Union Street, Montego Bay,
St. James, Jamaica, W.I.

(2ND FLOOR OF THE NHT BUILDING)

Tel: 630-4261/630-4653
email: admingenmobay@agd.gov.jm

