

MINISTRY PAPER

25/1A

ANNUAL REPORT OF THE REGISTRAR GENERAL'S DEPARTMENT FOR THE FINANCIAL YEAR 2005/2006

The Ministry Paper on the Annual Report of the Registrar General's Department for the financial year 2005/2006 is being tabled for information in the Parliament.

1. INTRODUCTION

1.1 The Registrar General's Department (RGD) was established in 1879 and became an Executive Agency in 1999. There are two distinct arms of the RGD, the General Register Office and the Island Records Office. The General Register Office has sole responsibility for the registration of births, stillbirths, marriages, adoptions and deaths. The Island Record Office is responsible for safekeeping of historical and public documents.

1.2 To facilitate access to the public, the RGD which is located at Twickenham Park, St. Catherine operates nine (9) regional offices: Savanna-la-Mar, Westmoreland; Montego Bay, St. James; Port Antonio, Portland; Santa Cruz, St. Elizabeth; Mandeville, Manchester; St. Ann's Bay, St. Ann; Duke Street, Kingston; May Pen, Clarendon and Portmore, St. Catherine.

2. KEY PERFORMANCE INDICATORS

2.1 *General Register Office*


- A total of 291,271 applicants were received by the Agency, an increase of 1.3%. Of this figure, 284,939 were processed and delivered to customers during the financial year.
- The Agency established a Death Registration Hotline to assist customers with the completion of registrations in a timely and accurate manner.
- During the review period, the number of registry weddings moved to 1,098 from 649 in the previous year, reflecting an increase of 69.1%.
- During the period under review, the Agency conducted 64 training sessions for its employees with a view to improve customer service.

2.2 *Island Record Office*

- The Agency reported that 2,219 deed polls were prepared during the review, reflecting an increase of 51% when compared with the previous year.
- During the review period, genealogical research requests totalled 2,306, an increase of 92% over the previous year.
- In an effort to further improve the authenticity of documents submitted to the Agency, a policy directive was implemented for Justices of the Peace to affix their seal to all documents with regards to Record Updating or Bills of Sale.

3. FINANCIAL STATEMENT AND AUDITED ACCOUNTS

- 3.1 The compensation package paid to the members of the Advisory Board and Senior Management of the Agency for the period under review is included in the Annual Report.
- 3.2 The total income to the RGD amounted to \$474,181,711 which included Certificate Production at \$245,291,206, Express Fees at \$132,719,250 and Island Records Office at \$54,600,813. Expenditure amounted to 473,726,127, resulting in a surplus of \$455,584.
- 3.3 The Auditor, Auditor General's Department, concluded that the financial statements gave a true and fair view of the financial position of the Agency as at March 31, 2006.


Fenton Ferguson CD, DDS, MP
Minister of Health

March 10, 2014
File No. 346/11¹¹