



INTEGRITY COMMISSION

2020 GUIDELINES FOR SUBMITTING STATUTORY DECLARATION OF ASSETS, LIABILITIES AND INCOME

Due to the COVID-19 Pandemic, the Integrity Commission has decentralised the collection of Statutory Declarations of Assets, Liabilities and Income.

JAMAICA CONSTABULARY FORCE

An Integrity Commission Drop Box for the deposit of Statutory Declarations is established at each Area Headquarters of the Jamaica Constabulary Force (JCF) and at the Commissioner's Office, to facilitate all members of the JCF. The Drop Box locations will be as follows:

- ✚ Office of the Commissioner of Police: 101-105 Old Hope Road, Kingston 6
- ✚ Area 1 Headquarters: 9 Sewell Avenue, Montego Bay, St. James
- ✚ Area 2 Headquarters: Pompano Commercial Centre, Tower Isle, Ocho Rios, St. Ann
- ✚ Area 3 Headquarters: 8 Park Crescent, Mandeville, Manchester
- ✚ Area 4 Headquarters: Harman Barracks, Deanery Road, Kingston
- ✚ Area 5 Headquarters: Constant Spring, Kingston 8

JAMAICA DEFENCE FORCE

An Integrity Commission Drop Box for the deposit of Statutory Declarations is established at each Unit Headquarters of the Jamaica Defence Force (JDF), to facilitate all members of the JDF.

All other MINISTRIES, DEPARTMENTS AND AGENCIES

An Integrity Commission Collection point with a Drop Box or collection envelope for the deposit of Statutory Declarations is established within your organisation. Please contact your Human Resource Department for further details.

ACCESSING THE STATUTORY DECLARATION FORM

- ✚ Download the fillable Statutory Declaration Form from the website: www.integrity.gov.jm, using the 'Forms' Tab on the website; or
- ✚ Request an Integrity Commission Statutory Declaration Form at the collection point which is established within your organisation.

COMPLETING THE STATUTORY DECLARATION FORM

- ✚ Properly complete and sign **ALL** sections of the form. Where you have no asset, liability or income, state “NONE” and sign the appropriate section.
- ✚ Please note that **“See attached”** is not an appropriate response. Please enter the relevant details from the supporting documents on the Statutory Declaration of Assets, Liabilities and Income Form.
- ✚ Attach required supporting documents from relevant institutions. ATM PRINTOUTS ARE NOT ACCEPTABLE.
- ✚ Supporting documents must display the Name of the Institution, Name of the Declarant and balances as at December 31, 2020.
- ✚ Ensure that the completed form is signed, the embossed seal affixed and dated by a Justice of the Peace.

DEPOSITING THE STATUTORY DECLARATION FORM

- ✚ Proceed to the collection point which is established in your organisation.
- ✚ Request an Integrity Commission envelope and tamper-proof seal.
- ✚ The Statutory Declaration Form and all supporting documents should be placed in the Integrity Commission envelope.
- ✚ Seal the envelope and affix the tamper-proof seal.
- ✚ Enter the required details on the face of the envelope.
- ✚ Place the envelope in the Integrity Commission Drop Box/Drum or envelope provided.
- ✚ Enter the date and your name on the Integrity Commission Log Sheet.