

Statutory Declaration FAQs

FILING STATUTORY DECLARATIONS

1. *What are the Integrity Commission's opening hours for customers?*

Our opening hours for customers are:

Monday to Thursday 8:30 a.m. to 4:30 p.m.

Fridays 8:30 a.m. to 3:30 p.m.

2. *Where do I submit my Statutory Declarations?*

Statutory Declarations **MUST** to be delivered to:

The Director of Information and Complaints
Integrity Commission
2nd Floor, 45-47 Barbados Avenue
Kingston 5

*The Oxford Road location of the Integrity Commission **will not accept** Statutory Declaration submissions.*

3. *Am I required to wear a mask when visiting the offices of the Integrity Commission?*

All persons are required to wear a mask when visiting our offices. You **will not** be allowed entry to the building without the appropriate covering.

4. *How do I submit my Statutory Declaration to the Commission?*

Statutory Declarations can be submitted using any of the following methods:

Drop Box

A Drop Box for the submission of Statutory Declarations is now located at the Barbados Avenue office location of the Integrity Commission.

Simply complete your Statutory Declaration Form, ensure it is signed by a Justice of the Peace, place your phone number and e-mail address on the first page of the declaration form, then place it in a sealed envelope and drop it into the Drop Box.

❑ **Courier Service**

Complete your Statutory Declaration Form, ensure it is signed by a Justice of the Peace, place in a sealed envelope and engage a reliable Courier Service provider to deliver your declaration safely to our office.

❑ **Registered Mail**

Complete your Statutory Declaration Form, ensure it is signed by a Justice of the Peace, place in a sealed envelope and go to your preferred Post Office, where you will register your package for dispatch.

5. *At what times can I access the Drop Box?*

The Drop Box can be accessed at the following times:

Monday to Thursday 8:30 a.m. to 4:30 p.m.

Fridays 8:30 a.m. to 3:30 p.m.

6. *Will I be allowed to submit my declaration to a representative of the Commission?*

For your safety and ours, Officers of the Integrity Commission will not be collecting Statutory Declaration Forms face-to-face. However, should you visit our office for the purpose of submitting your declaration, your completed declaration form may be placed in the Drop Box located at our Barbados Avenue office location.

7. *Am I allowed to submit my declaration via e-mail?*

Submission of statutory declarations via email **will not be accepted** or acknowledged.

8. *I am unable to get my supporting documents from the Bank, what should I do?*

We encourage all declarants to use online banking facilities to access their documents in support of information declared. However, if you are unable to receive supporting documents immediately, you are strongly encouraged to submit

your completed declaration form and provide the supporting documents as soon as possible thereafter.

9. I have filed my statutory declaration using the Drop Box system; when will I get my receipt?

Owing to the COVID-19 Pandemic and measures put in place by the Commission to safeguard its employees and members of the public alike, some Public Officers may experience a delay in obtaining receipts from the Commission. However, receipts are currently being prepared and dispatched by the Commission on a daily basis. It is anticipated that this exercise will take longer than usual. The Commission apologises to all affected customers.

10. I have filed my statutory declaration using a Courier Service provider, when will I get my receipt?

Declarants who make submissions by way of a Courier Service, are not issued a receipt. Please retain the receipt from the Courier as proof of having delivered your declaration to the organisation.

11. I have filed my statutory declaration using Registered Mail; when will I get my receipt?

Declarants who make submissions via Registered Mail are not issued a receipt. Please retain the receipt from the Post Office as proof of having dispatched your declaration to the organisation.

12. I have filed my statutory declaration via Courier or Registered Mail, what official proof can I get to show that I have filed?

You may apply to the Integrity Commission for a Status Letter.

STATUS LETTER

13. What is a Status Letter?

A Status Letter is a document issued by the Integrity Commission, showing all the periods for which a declarant has filed or has failed to file statutory declarations.

14. Who can apply for a Status Letter?

All declarants can apply for a Status Letter.

15. I would like to obtain a Status Letter. How do I apply?

To apply for a Status Letter, please follow this link:
<https://integrity.gov.jm/statusletter>.

Please note that the Commission will not be able to provide you with information regarding your 2019 declaration submission or other submissions made after February 28, 2020, at this time.

16. Will I be able to collect a physical copy of my Status Letter?

No. All completed Status Letters will be sent electronically to the e-mail address you provide on the Status Letter Application Form.

17. May I complete a form and apply for a Status Letter on someone else's behalf?

Each declarant is required to complete and sign her/his own application form.

18. How long will it take for me to receive my Status Letter?

Your Status Letter will be sent to your e-mail address within 3 business days.

19. Is there a cost attached to my request for a Status Letter?

No. Status Letters are free of cost.