



REGISTRAR GENERAL'S DEPARTMENT

PUBLIC NOTICE

The Registrar General's Department will resume normal business hours from 9:30am to 4:00pm on Monday, 29th June, 2020. In order to ensure the safety of the general public and our staff, please note the following changes to the provision of our services:

1. Birth Registration - by appointment only

To request an appointment to register the birth of a child, please call **397-8971** or **397-9149**.

2. Certificates (Birth, Death and Marriage) - by appointment only

To apply for a Certificate, please send an email to CERTIFIEDCOPIES@BAHAMAS.GOV.BS to make an appointment.

3. Companies

All company filings and requests should be placed in the drop box located on the 1st Floor of the Department or alternatively requests for the following can be submitted via email:

- i. Requests for a Certificate of Good Standing for an IBC should be submitted to IBCGOODSTANDINGS@BAHAMAS.GOV.BS.
- ii. Requests to register Segregated Accounts Companies should be submitted to SEGREGATEDACCOUNTS@BAHAMAS.GOV.BS.
- iii. Requests to register Executive Entities should be submitted to EXECUTIVEENTITIES@BAHAMAS.GOV.BS.
- iv. Requests to register Foundations should be submitted to FOUNDATIONS@BAHAMAS.GOV.BS.
- v. Requests to register Icons should be submitted to ICONS@BAHAMAS.GOV.BS.
- vi. Requests to continue a company under the IBC Act should be submitted to IBCCONTINUATIONS@BAHAMAS.GOV.BS.
- vii. Requests to commence an IBC Dissolution should be submitted to IBCDISSOLUTIONS@BAHAMAS.GOV.BS.

All requests to search company files should be submitted to COMPANYSEARCHES@BAHAMAS.GOV.BS.

4. Deeds and Documents

To submit a Deed or Document for recording, please use the drop box located on the 1st Floor of the Department if paying by cheque. Any person paying by cash or credit card must submit their Deed or Document to the cashier located on the ground floor of the Department.

To request an appointment to collect a Deed or Document, please send an email to DEEDSANDDOCUMENTS@BAHAMAS.GOV.BS.

To request an appointment to conduct a Deed or Document search, please send an email to DEEDSSEARCHES@BAHAMAS.GOV.BS.

5. Death Registration

All requests to register a death must be submitted on the ground floor of the Department and can be collected two days after the day on which the request was submitted.

6. Intellectual Properties

All Intellectual Property requests should be placed in the drop box located on the 1st Floor of the Department. All inquiries should be submitted via email to IPINQUIRIES@BAHAMAS.GOV.BS.

7. Marriage Licences - by appointment only

To request an appointment to apply for a Marriage Licence, please send an email to MARRIAGELICENCE@BAHAMAS.GOV.BS.

8. Marriage (Duplicate) Registers (Form No. 9)

Please use the drop box located on the 1st Floor of the Department to submit all Marriage (Duplicate) Registers.

All documents placed in the drop box will be stamped along with a copy of the cover letter provided by the agent, as an acknowledgement of receipt.

****Please note that no person will be allowed to enter the Registrar General's Department unless they are wearing a mask that covers their mouth and nose. Social distancing protocols will be strictly adhered to.**