

**MODES OF ADDRESS  
IN THE  
JAMAICAN ORDER OF PRECEDENCE**

## **CONTENTS**

The Head of State

    The Queen

    The Governor-General

The Head of Government

    The Prime Minister

Ministers of Government

    The Deputy Prime Minister

    Cabinet Ministers

    Ministers of State

The Leader of the Opposition

The Senate

    The President of the Senate

    Members of the Senate

Members of the House of Representatives

    The Speaker of the House of Representatives

    Deputy Speaker of the House of Representatives

    The Attorney General

Former Governors-General

Former Prime Ministers

The Judiciary

    The Chief Justice

The President of the Court of Appeal

    Judges of the Court of Appeal, Supreme Court and Parish Courts

President of the Jamaica Council of Churches

Head of the Civil Service

Head of the Foreign Service

Heads of Diplomatic Missions in Jamaica

    Ambassadors

    High Commissioners

    Head of the Delegation of the European Commission

    Chargés d' Affaires, Consuls General

    Heads of International Organizations

Members of the Privy Council

Chairman of the Public Services Commission

Financial Secretary/ Permanent Secretaries

Solicitor General

Governor of the Bank of Jamaica

Auditor General

Director of Public Prosecutions

Chief of Defence Staff

Commissioner of Police

Mayors

Custodes of Parishes

Vice Chancellor of the University of the West Indies

President of the University of Technology

Chairmen and Secretaries of the Political Parties having representation in Parliament

Holders of Jamaican National Honours

    Order of Merit

    Order of Jamaica

## MODES OF ADDRESS IN THE JAMAICAN ORDER OF PRECEDENCE

### Head of State of Jamaica

#### *The Queen*

The full Royal Style and Title of the Queen is: ‘Elizabeth the Second, by the Grace of God of Jamaica and of Her other Realms and Territories Queen, Head of the Commonwealth’.

In formal announcements, The Queen should not be referred to as ‘she’ or ‘her’. After the initial mention the Queen should be addressed as: ‘Her Majesty The Queen’ or ‘The Queen’ or ‘Her Majesty’.

#### *The Governor- General*

The Governor-General is The Queen’s representative and performs most of the functions of Head of State.

#### *The Mode of Address in*

#### *Writing/Formal Settings:*

His Excellency The Most Honourable  
Sir Patrick Allen, ON, GCMG, CD, KSt.J\*  
Governor-General  
King’s House  
Kingston 6

*ON	Order of the Nation
GCMG	Grand Cross of the Order of St. Michael and St. George
CD	Commander of the Order of Distinction
KSt.J	Knight of Grace of the Most Venerable Order of the Hospital of Saint John of Jerusalem

#### *Opening Salutation:*

#### **(For the Foreign Service)**

‘Your Excellency,

I have the honour to inform/invite/etc.....

#### *Closing:*

I avail myself of the opportunity to assure Your Excellency of my highest consideration.’

Name

Title

or

Accept, Excellency, the renewed assurances of my highest consideration.'

Name

Title

**(For Others) Opening**

Salutation:

'Your Excellency'

Closing:

Yours faithfully,'

Name

Title

*Verbal Address/Subsequent Referrals*

'Your Excellency'

*Semi-formal Address:*

'Governor-General'

'Sir Patrick' (senior colleagues and personal friends)

*Introduction:*

Your Excellency, may I present .....

*The initials H.E. (The abbreviation for His Excellency), are not for formal usage, but may be used in informal and third person usage.*

The wife of the Governor-General is formally styled: 'Her Excellency the Most Honourable Lady Allen'

*She may be addressed formally as 'Your Excellency' and informally as 'Lady Allen'.*

The first name should never be used.

*Place Card:*



the letters PC must be placed after the name as the prefix ‘Most Honourable’ subsumes the prefix ‘Right Honourable’ eg. The Most Honourable P.J. Patterson, ON, OCC\*, PC, QC.

\* Mr Patterson was also awarded the Order of Caribbean Community, CARICOM’s highest honour

At formal official functions if the Governor-General is not present and where the Prime Minister is present, the National Anthem should be played to announce the arrival of the Prime Minister. All persons present should stand silently with heels together and preferably with hands at sides

*The Mode of Address in:*

*Writing:*

The Most Honourable Andrew Holness, ON, MP  
Prime Minister  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

*Opening Salutation:*

‘Sir/Dear Sir/Dear Mr Prime Minister/Dear Prime Minister I

*Closing:*

.....  
Yours faithfully (formal usage)

Yours sincerely (semi-formal usage)

Signature’

*Verbal Address/Subsequent Referrals:*

‘Mr Prime Minister’ (formal) /‘Prime Minister’ (semi-formal)

*Introduction:*

Prime Minister, may I introduce .....

*Informally:*

Only if you are a personal friend, the first name may be used in a private setting

*Place Card:*

The Prime Minister

**Note**

**Normally place cards are not used for the Governor-General nor the Prime Minister as, at this level, their seats would have been designated and carefully noted by those doing the seating.**

*Invitation Card:*

Placing the title before the name of the host is correct when addressing an invitation card, eg.

The Prime Minister  
The Most Honourable Andrew Holness, ON, MP and  
The Most Honourable Mrs Holness, MP  
request the pleasure of the company of  
.....

**MINISTERS OF GOVERNMENT**

**The Deputy Prime Minister, Other Cabinet Ministers and Ministers of State**

The Deputy Prime Minister and all other Ministers of the Cabinet are styled: ‘Honourable’

The Mode of Address in:

*Writing:*

\_\_\_\_\_  
Deputy Prime Minister & Minister of \_\_\_\_\_  
Ministry of \_\_\_\_\_

*Opening Salutation:*

‘Dear Deputy Prime Minister/Mr Minister/Sir  
.....

Yours faithfully (formal usage)  
Yours sincerely (semi-formal usage)

Signature’

OR

Honourable Audley Shaw, CD, MP  
Minister of Industry and Commerce  
Ministry of Industry and Commerce

‘Dear Minister/ Dear Minister/Dear Minister Shaw

OR

Honourable William JC Hutchinson, CD, MP  
Minister of State  
Ministry of Transport and Mining

‘Dear Minister /Dear Minister Hutchinson

*If the Minister is also a Member of the Senate, he/she should be formally styled as ‘Senator the Honourable’:*

Senator the Honourable Kamina Johnson-Smith  
Minister of Foreign Affairs and Foreign Trade  
Ministry of Foreign Affairs and Foreign Trade

*Opening Salutation:*

Dear Senator Johnson-Smith/Hon. Minister/Madam Minister

.....

Yours faithfully,  
Signature’

**The Leader of the Opposition**

The Leader of the Opposition, is therefore styled: ‘Mr Mark Golding, MP’.

*in: Writing:*

Mr Mark Golding, MP  
Leader of the Opposition  
1 West King’s House Close  
Kingston 6

*Opening Salutation:*

‘Dear Madam,

.....  
Yours faithfully  
Signature’

‘Dear Mr Golding/Leader of the Opposition

.....  
Yours sincerely  
Signature’

*Formal speech/subsequent to the initial mention:*

‘The Leader of the Opposition Mr Mark Golding

*Informally:*

‘Mr Mark Golding’

## **THE SENATE**

### **The President of the Senate**

The President of the Senate is formally addressed ‘Senator the Honourable’.

*The mode of address in:*

*Writing:*

Senator the Honourable Thomas Tavares-Finson, OJ, CD, QC  
President of the Senate  
Address

‘Dear President Tavares-Finson/Dear Mr President/Dear President

.....  
Yours sincerely  
Signature’

*Formal speech/Subsequent referrals*

‘(Mister) President’

‘(Madam) President’

*If the holder of this office is a Minister of Religion, the preferred form of address is ‘The Reverend Senator.....’.*

**The Deputy President of the Senate & All Other Members of the Senate**

The Deputy President of the Senate and all other Senators are referred to as ‘Senator’, without the use of ‘Mr/Mrs/Miss’ both formally and informally.

*The mode of address in:*

*Writing:*

Senator Charles Sinclair  
Deputy President of the Senate  
c/o The Houses of Parliament

Senators who are members of the Order of Jamaica or are Ministers of Government are addressed ‘Senator the Honourable.....’

Address

*Opening Salutation:*

‘Dear Sir/Madam (formal)

‘Dear Senator (Surname-optional) (semi-formal)

.....

Yours faithfully (formal)

Yours sincerely (semi-formal)

Signature’

OR

Senator Don Wehby, CD  
Houses of Parliament

Address

*Opening Salutations:*

‘Dear Senator (Surname-Optional)

.....

Yours sincerely  
Signature’

*Formal Speech:*

‘Senator (Surname)’ or ‘Senator’

*Informally:*

‘Senator’

**MEMBERS OF THE HOUSE OF REPRESENTATIVES**

**The Speaker of the House of Representatives**

The Speaker of the House is formally referred to as: ‘Mr/Madam Speaker’, within the precincts of the House.

*The formal Mode of Address in:*

*Writing:*

Honourable Marissa Dalrymple Philibert, MP  
Speaker of the House of Representatives  
Houses of Parliament  
Address

*Opening Salutation:*

‘Dear Madam (formal)

‘Dear Madam Speaker (semi-formal)

.....

Yours faithfully (formal)  
Yours sincerely (semi-formal)

Signature'

*Formal Speech*

'Honourable / 'Madam Speaker'

**Deputy Speaker of the House of Representatives**

The Deputy Speaker of the House of Representatives is formally addressed in:

*Writing:*

The Most Honourable Juliet Holness, MP  
Deputy Speaker of the House  
c/o Houses of Parliament

*Opening Salutation:*

'Dear Madam (formal)

'Dear Deputy Speaker (semi-formal)

.....

Yours faithfully (formal)

Yours sincerely (semi-formal)

Signature'

**Members of the House of Representatives**

Members of Parliament are usually referred to as 'Mr/Ms/Mrs....., MP' during their period in Office. If they are recipients of any state honours, the relevant post-nominal letters should be included before MP, for example, if a Member of Parliament is a member of the Order of Distinction in the rank of Commander he/she would be styled: Mr Derrick Kellier, CD, MP. If a Member of Parliament is the recipient of more than one state Order, the highest Order is placed first behind the surname, junior orders follow in succession.

Also, if a Member of Parliament is a Cabinet Minister, he is styled the Honourable. Eg. Honourable Audley Shaw, CD, MP

*The formal manner of address in:*

*Writing:*

Hon/Mr/Mrs/Miss First Name, Last Name, MP  
Member of Parliament for .....

*Opening Salutation:*

‘Dear Sir (formal)

‘Dear Member of Parliament/Dear Mr/Mrs/Miss Last Name (semi-formal)

.....

Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature’

**The Attorney General**

The Attorney General is referred to as ‘The Attorney General’ or Mr/Mrs/Miss.....’ on subsequent referrals.

This title is not hyphenated (neither is that of Solicitor General)

*The formal mode of address in:*

*Writing:*

Mrs Marlene Malahoo Forte, QC, MP  
Attorney General  
Attorney General’s Department  
Address

*Opening Salutation:*

‘Dear Sir/Madam (formal)

‘Dear Attorney General (semi-formal)

.....

Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature’

Former Governors-General

Former Governors-General are usually styled ‘The Most Honourable Sir’. They would not however, be styled as ‘His/Her/Your Excellency’. The formal Mode of Address is in:

*Writing:*

The Most Honourable Professor Sir Kenneth Hall, ON, GCMG, OJ  
Address

*Opening Salutation:*

‘Dear Sir/Madam (formal)

.....

Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature’

His wife is referred to as ‘The Most Honourable Lady Hall’.

Widows of former Governors-General would be referred to in the same manner.

**Former Prime Ministers**

The former Prime Minister is formally styled ‘The Most Honourable’ when he/she is a member of the Order of the Nation and ‘Mr’ when he/she is not.

*(when he/she is a member of the Order of the Nation)*

*The Mode of Address in:*

*Writing:*

The Most Honourable Portia Simpson Miller, ON  
Address

*Opening Salutation:*

‘Dear Mrs. Simpson Miller

*Closing:*

.....  
Yours faithfully (formal usage)

Yours sincerely (semi-formal usage)

Signature’

When referring to she and her spouse jointly, they are formally styled, ‘**The Most Honourable Portia Simpson Miller and The Most Honourable Mr. Miller**’.

The widows/widowers of former Prime Ministers are referred as per example below:

‘**The Most Honourable Mrs. Edward Seaga**’ and not ‘**The Most Honourable Mrs. Carla Seaga**’

**Other examples**

- 1) The late Right Honourable Hugh Lawson Shearer is now formally styled, ‘**The late Most Honourable Hugh Lawson Shearer, ON, OJ**’ or when appropriate, ‘**The late Most Honourable Hugh Shearer**’

The style of address for his spouse is, ‘**The Most Honourable Mrs. Hugh Shearer, OJ, CD**’. In her professional capacity, she is styled ‘**The Honourable Professor Denise Eldemire Shearer, OJ, CD**’

- 2) The late Honourable Michael Manley is now formally referred to as ‘**The late Most Honourable Michael Norman Manley, ON, OM, OCC**’; or when appropriate ‘**The late Most Honourable Michael Manley**’

His widow is now formally styled, ‘**The Most Honourable Mrs. Michael Manley**’ and not ‘**The Most Honourable Mrs. Glynn Manley**’

- 3) The late Sir Donald Sangster is now formally referred to as ‘**The late Most Honourable Sir Donald Sangster, ON, KCVO**’.

## THE JUDICIARY

### *The Chief Justice & The President of the Court of Appeal*

The Chief Justice and the President of the Court of Appeal are formally referred to as: ‘The Honourable Mr/Mrs/Miss Justice (surname only), Chief Justice’ or ‘The Honourable Mr/Mrs/Miss Justice (surname only), President of the Court of Appeal’. Subsequently the Chief Justice may be referred to as, ‘The Chief Justice’, and the President of the Court of Appeal as ‘The President’.

In court, The Chief Justice and the President of the Court of Appeal are referred to as ‘My Lordship/Ladyship’ or ‘My Lord/Lady’. It is customary to appoint the Chief Justice and the President of the Court of Appeal to membership in the Order of Jamaica; once appointed, the formal mode of address is ‘The Honourable....., OJ’.

*The formal mode of address in:*

*Writing:*

The Honourable Mr. Justice Bryan Sykes, OJ, CD  
Chief Justice  
Supreme Court

*Opening Salutation:*

‘Dear Chief Justice/Sir  
.....  
Yours faithfully  
Signature’

*Verbal Address:*

‘Chief Justice’, ‘Mr Justice Sykes’

*Semi-formal:*

‘Justice Sykes’

- (i) The Honourable Mr Justice Patrick Brooks, OJ, CD  
President of the Court of Appeal  
The Court of Appeal

*Opening Salutation:*

'Dear Mr Justice Brooks

.....

Yours faithfully  
Signature'

*Verbal Address:*

'President', 'Mr Justice Brooks',

*Semi-formal*

'Justice Brooks'

**A Judge of the Court of Appeal/High Court**

A Judge of the Court of Appeal/High Court is formally styled, 'The Honourable Mr/Mrs/Miss Justice' on first reference, and 'Mr/Mrs/Miss Justice' subsequently. In court he/she may be referred to as 'My Lord/My Lady' or 'Your Lordship/Ladyship'.

Note that the first name of a judge should be used only where there are two or more judges with the same surname, in which case the first name of the junior one(s) is used as well as the surname at all times.

**A Puisne** (pronounced pu'ni-with a long 'u') Judge is merely a term used to describe a member of the High Court other than the Chief Justice.

**The Master** rules on civil cases in Chambers, and is styled 'The Master' (whether male/female).

**A Judge of the Parish Court** is styled 'His/Her Honour Mr/Mrs/Miss ....., Parish Judge. In court he/she is referred to as 'Your Honour'. Outside court circles the latter referral would only be used in the salutation of a formal letter or in formal introduction as a speaker.

**A Justice of the Peace (JP)** is styled 'Your Worship' on the bench, otherwise he/she is addressed by name in the usual manner.

When a judge of the Court of Appeal/High Court retires from service, he/she retains his/her judicial style, and this is written, 'the Honourable Mr/Mrs/Miss Justice Black (ret'd)'.

If an Attorney-at-Law, who is a Member of the Queen’s Counsel (QC), becomes a judge of the High Court or the Court of Appeal, he/she drops the ‘QC’ after their name. Use of these post-nominals may be resumed upon retirement.

**Members of the Privy Council of Jamaica**

The Members are styled ‘Honourable’. The post nominal letters ‘PC’ are not used as this is reserved for members of the UK Privy Council for example, ‘The Honourable David Muirhead, OJ, CD, and QC

The Honourable Dennis Lalor, OJ  
Member of the Privy Council of Jamaica  
Address

*Opening Salutation:*

‘Dear Privy Councillor,

.....

Yours sincerely  
Signature’

**President of the Jamaica Council of Churches**

The President of the Jamaica Council of Churches is formally addressed in:

*Writing:*

Reverend Newton Dixon  
President of the Jamaica Council of Churches  
Address

*Opening Salutation:*

‘Dear Sir (formal)

‘Dear President (In his capacity) (semi-formal)

.....

Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature’

*Verbal Address:*

Reverend Dixon

*Semi-formal:*

Reverend Dixon or Reverend

*If the President is a Roman Catholic Archbishop as in the case of former President, The Most Reverend and Hon. Donald J. Reece, OJ, DD, the verbal address would be:*

‘Your Grace/Archbishop’ (according to his preference)

***The semi-formal address would be:***

‘Reverend Reece/Archbishop’

**Head of the Civil Service**

The current Head of the Civil Service/Cabinet Secretary is formally addressed in:

*Writing:*

Ambassador the Honourable Douglas Saunders, OJ, CD, JP  
Head of the Civil Service and Cabinet Secretary  
Cabinet Office

*Opening Salutation:*

‘Dear Cabinet Secretary/Ambassador Saunders

.....  
Signature’

*Verbal Address:*

‘The Cabinet Secretary’, ‘Ambassador the Honourable Douglas Saunders, OJ, CD, JP’,  
‘Ambassador Saunders’

**Head of the Foreign Service**

The current Head of the Foreign Service is formally addressed:

*Writing:*

Ambassador Marcia Gilbert-Roberts, CD, JP  
Permanent Secretary and Head of the Foreign Service  
Ministry of Foreign Affairs & Foreign Trade

*Opening Salutation:*

‘Dear Ambassador Gilbert-Roberts,  
.....

Yours sincerely  
Signature’

*Verbal Address:*

‘Ambassador Gilbert-Roberts’/ ‘Permanent Secretary’

*Semi-formal:*

‘Ambassador’

**Heads of Missions in Jamaica**

Ambassadors are formally addressed as: ‘His/Her Excellency’

*The formal mode of address in:*

*Writing:*

His/her Excellency (first name, Surname)  
Ambassador of .....  
Embassy of .....  
Address

*Opening Salutation:*

‘Your Excellency,  
.....

*Closing Remarks:*

I avail myself of the opportunity to assure Your Excellency of my highest consideration.'

or

Accept, Excellency, the renewed assurances of my highest consideration.'

or

Please accept, Excellency, the assurances of my highest consideration.'

Name

Title

*Verbal Address:*

'Your Excellency' or 'Ambassador (Surname)'

*The informal manner in:*

*Writing:*

*Opening Salutation:*

'Your Excellency/Ambassador (Surname)

.....

I have the.....'

*Verbal Address:*

'Your Excellency' or 'Ambassador (Surname)'

**High Commissioners**

High Commissioners are Heads of Diplomatic Missions of Commonwealth Countries.

*The formal manner of address in;*

*Writing:*

His/ Her Excellency (first name, Surname)

High Commissioner

High Commission for .....  
Address

*Opening Salutation:*

‘Your Excellency,  
.....

*Closing Remarks:*

I avail myself of the opportunity to assure Your Excellency of my highest consideration.’

Name  
Title or  
Accept, Excellency, the renewed assurances of my highest consideration.’

or

Please accept, Excellency, the assurances of my highest consideration.’

Name  
Title

*The informal manner in:*

*Opening Salutation:*

‘Dear High Commissioner’  
.....  
Yours sincerely  
Signature’

*Speech:*

‘Ambassador (Surname)’/ ‘Your Excellency’

**Head of the Delegation of the European Union**

The Head of the Delegation of the European Union is ranked at an Ambassadorial level and is referred to as ‘His Excellency’.

The formal mode of address for the current Head of the Delegation in:

*Writing:*

His/Her Excellency (first name, Surname)  
Ambassador/Head of Delegation  
Delegation of the European Union  
Address

*Opening Salutation:*

Dear Ambassador (Surname)  
.....  
Yours sincerely  
Signature'

**Charge d’Affaires, Acting High Commissioners, Consuls-Generals**

The above-mentioned individuals are usually referred to as ‘Mr/Mrs/Ms (Surname), Title’

*Closing Remarks in writing from the Foreign Ministry to a Consul General:*

‘I avail myself of the opportunity to renew the assurances of my high consideration.’

Name  
Title

**Chairman of the Public Services Commission**

The Chairman is referred to as ‘Mr/Mrs/Ms (Surname), Title’

**Financial Secretary/Permanent Secretary**

The Financial Secretary and the Permanent Secretaries are referred to as ‘Mr/Ms/Mrs....., Permanent Secretary in the Ministry of .....’ If the holder of this office has been awarded the Order of Jamaica, the person is referred to as the Honourable....., OJ. If awarded any other distinction, the post-nominals identifying the distinction/award are placed after the person’s name, for example if conferred with the Order of Distinction in the rank of Commander he/she should be referred to as ‘Mr/Mrs/Ms (name), CD’.

*The formal mode of address in:*

*Writing:*

Dr/Mr/Mrs/Miss .....  
Financial / Permanent Secretary  
Ministry of .....

*Opening Salutation:*

'Dear Financial Secretary/ Permanent Secretary'

*Verbal Address:*

'Dr/Mr/Mrs/Miss \_\_\_\_\_',

**Solicitor General**

The current Solicitor General is formally referred to in:

*Writing:*

Dr/Mr/Mrs/Miss .....  
Solicitor General c/o The Attorney  
General's Office  
address

**Governor of the Bank of Jamaica**

*The formal mode of address for the current Governor:*

*Writing:*

Mr Richard Byles  
Governor of the Bank of Jamaica  
Bank of Jamaica  
address

*Opening Salutation:*

'Dear Governor/ Dear Mr Byles

.....

Yours sincerely  
Signature'

*Verbal Address:*

'Governor'/ 'Mr Byles'

**Auditor General**

The current Auditor General is formally referred to in:

*Writing:*

Mrs Pamela Monroe Ellis  
Auditor General  
The Auditor General's Department  
Address

**Director of Public Prosecutions**

The Director of Public Prosecutions is usually referred to as 'Mr/Mrs/Ms .....'. The current DPP is formally addressed in:

*Writing:*

Ms Paula Llewellyn, CD, QC  
Director of Public Prosecutions  
Office of the Director of Public Prosecutions

*Opening Salutation:*

'Dear Madam/Sir (formal)  
Dear Mr/Mrs/Ms \_\_\_\_\_ (semi-formal)  
.....  
Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature'

**Chief of Defence Staff**

The title accorded to the Chief of Defence Staff is dependent on whether the Officer served previously in the Army/Air Wing element of the JDF or the Jamaica Defence Force Coast Guard

The current Chief of Defence Staff is formally styled in:

*Writing:*

Lieutenant General Rocky Meade, CD, ADC, JP, PhD, psc  
Chief of Defence Staff

*Opening Salutation:*

‘Dear Sir (formal)  
Dear Chief of Defence Staff/ Dear Lieutenant General (semi-formal)

.....

Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature’

*Informal /Subsequent Referrals:*

‘Lieutenant General Meade’ or ‘Chief of Defence Staff’

**Commissioner of Police**

The Commissioner of Police is referred to as: Dr/Mr/Ms/Mrs unless he or she has a prefix deriving from previous military service (Major General, Rear Admiral, Colonel)

The current Commissioner of Police is formally styled in:

*Writing:*

Major General Antony Anderson, CD, JP  
Commissioner of Police  
Office of the Commissioner of Police

*Opening Salutation:*

Dear Sir (formal)  
Dear Commissioner (last name)/Dear Commissioner (semi-formal)

.....  
Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature'

*Verbal Address/Subsequent Referrals:*

'Commissioner (last name)' or 'The Commissioner'

**Mayors**

The formal mode of address in:

*Writing:*

His Worship the Mayor Councillor Winston Maragh, OD  
Mayor of May Pen  
Address

or

His Worship the Mayor Senator Councillor Delroy Williams  
Mayor of Kingston  
Address

*Opening Salutation:*

'Your Worship (formal)  
Dear Mayor (last name) (semi-formal)

.....  
Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature'

*Verbal Address:*

'His/Her/Your Worship'; 'Mayor last name, 'Councillor first name last name'

*Semi-formal:*

‘Mayor/Councillor (Surname)’

**Custodes of Parishes**

All custodes are referred to as ‘The Honourable’. A Custos on first mention is the Honourable John (Jane) Brown. Subsequently, he/she is referred to and addresses as ‘Custos’ and/or by name.

*Writing:*

The Hon. Steadman Fuller, CD, JP  
Custos of Kingston  
Address

If the holder of this office is a Minister of Religion or has been accorded a doctorate of philosophy, the title in referral to this position would precede ‘The Honourable’ for example,

‘The Very Reverend Canon the Honourable Dalton Perrin, CD, JP’

If the person is a medical doctor, ‘the Honourable’ would precede the professional title, eg. ‘The Honourable Dr David Stair.

*Verbal Address:*

‘The Honourable Custos (Surname)’ or ‘Custos (Surname)’

**Vice Chancellor of the University of the West Indies**

The Vice Chancellor is formally referred to in:

*Writing:*

Professor /Ambassador/Dr/Mr/Mrs/Miss (first name) (last name)  
Vice Chancellor  
University of the West Indies  
Mona Campus  
Kingston 7

*Opening Salutation:*

Dear Professor /Ambassador/Dr/Mr/Mrs/ (last name)

.....

Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature'

**President of the University of Technology**

The President of the University of Technology is formally referred to:

*Writing:*

Professor /Ambassador/Dr/Mr/Mrs/Miss (first name) (last name)  
President  
University of Technology  
237 Old Hope Road  
Kingston 7

*Opening Salutation:*

Dear Professor /Ambassador/Dr/Mr/Mrs/ (last name)

.....

Yours faithfully (formal)  
Yours sincerely (semi-formal)  
Signature'

**Chairman of Secretaries of the Political Parties having Representation  
in Parliament**

The above-mentioned individuals are usually referred to as 'Mr/Mrs/Ms (Surname), Title'

**HOLDERS OF JAMAICAN NATIONAL HONOURS**

**The Order of Merit**

The honour of the Order of Merit (OM), ranked fourth in order of precedence, may be conferred upon any citizen of Jamaica or distinguished citizen of a country other than Jamaica (an honorary

member) who has achieved eminent international distinction in the field of science, the arts, literature or any other endeavour. Members of the Order are styled 'Honourable' and entitled to place the letters 'OM' after their name. For example 'Professor the Honourable Abraham Chen, OM'

### **The Order of Jamaica**

The honour of the Order of Jamaica (OJ), ranked fifth in the order of precedence, may be conferred upon any Jamaican citizen of outstanding distinction or upon any distinguished citizen of a country other than Jamaica (honorary member). Members of the Order are styled 'Honourable' and entitle to place the letters 'OJ' after their name. For example 'The Honourable Christopher Blackwell, OJ'