MODES OF ADDRESS
IN THE
JAMAICAN ORDER OF PRECEDENCE
(Last Update March 10, 2014)
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 and the Supreme Court
   Resident Magistrates

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*
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

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 Governor-General

The Most Honourable Lady Allen

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.
The formal joint description of Their Excellencies is:

‘Their Excellencies The Governor-General and the Most Honourable Lady Allen’ or ‘Their Excellencies, the Most Honourable Sir Patrick Allen, ON, GCMG, CD and the Most Honourable Lady Allen’

At official functions where the Governor-General is present, the National Anthem should be played on his arrival. All persons present should stand silently with heels together and preferably with hands at sides

Invitation Card:

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

Their Excellencies The Governor-General and the Most Honourable Lady Allen request the pleasure of the company of

The Head of Government

The Prime Minister

In many Commonwealth countries, the Prime Minister is formally styled ‘The Honourable’. If he/she becomes a member of the Privy Council of the United Kingdom (an office held for life), then he/she is styled ‘The Right Honourable’.

If the Prime Minister of Jamaica is a member of the Privy Council he/she is formally styled: ‘the Right Honourable ......................, PC, MP’. Although it has become a tradition in Jamaica to use the postnominal letters ‘PC’, the British and other Commonwealth Countries generally do not use these letters, as it is considered implicit in the title ‘Right Honourable’. It is therefore optional. However, if a Prime Minister becomes a member of the Order of the Nation, he/she is styled the Most Honourable and if he/she becomes a member of the British Privy Council, 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:
Opening Salutation:
‘Madam/Dear Madam/Dear Madam Prime Minister/Deer Prime Minister

I

Closing:
........................................................................................................................................................
Yours faithfully (formal usage)

Yours sincerely (semi-formal usage)

Signature’

Verbal Address/Subsequent Referrals:

‘Madam 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 Portia Simpson Miller, ON, MP and
The Most Honourable Errald Miller
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: ‘The 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

The Honourable Derrick Kellier, CD, MP
Minister of Labour & Social Security
Ministry of Labour & Social Security

‘Dear Minister/ Dear Minister/Dear Minister Kellier

OR

The Honourable Richard Azan, MP
Minister of State
Ministry of Transport, Works & Housing

‘Dear Minister/ Dear Minister Azan

If the Minister is also a Member of the Senate, he/she should be formally styled as ‘Senator the Honourable’:
Senator the Honourable Arnold J. Nicholson, QC  
Minister of Foreign Affairs and Foreign Trade  
Ministry of Foreign Affairs and Foreign Trade

Opening Salutation:

‘Dear Senator Nicholson/Hon. Minister/Mr Minister

................................................

Yours faithfully,
Signature’

The Leader of the Opposition

The former Leader of the Opposition, as a member of the Order of the Nation, and was therefore formally styled: ‘The Most Honourable Portia Simpson Miller, ON, MP’.

The present Leader of the Opposition, was not conferred with the Order of the Nation and is therefore styled as follows

in:

Writing:

Mr. Andrew Holness MP  
Leader of the Opposition  
1 West King’s House Close  
Kingston 6

Opening Salutation:

‘Dear Sir,

...........................................................................................................

Yours faithfully
Signature’

‘Dear Mr. Holness/Leader of the Opposition

...........................................................................................................

Yours sincerely
Signature’

Formal speech/subsequent to the initial mention:
'The Leader of the Opposition Mr Andrew Holness

Informally:

‘Mr. Andrew Holness

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 Floyd Morris
President of the Senate
Address

‘Dear President Morris/Dear Mr President/Dear Madam 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.

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

The mode of address in:
Writing:

Senator Angela Brown Burke
Deputy President of the Senate
c/o The Houses of Parliament
Address

Opening Salutation:

‘Dear Sir/Madam (formal)

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

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

OR

The Rev’d and Honourable Ronald Thwaites, MP

OR

Senator Lambert Brown
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:**

The Honourable Michael Peart, MP
Speaker of the House of Representatives
Houses of Parliament
Address

**Opening Salutation:**

‘Dear Sir/Madam (formal)

‘Dear Mr/Madam Speaker (semi-formal)

..............................................................

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

**Formal Speech**

‘The Honourable Michael Peart/ ‘Mr Speaker’

**Deputy Speaker of the House of Representatives**

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

**Writing:**

Mr Lloyd B. Smith, MP
Deputy Speaker of the House
c/o Houses of Parliament

**Opening Salutation:**

‘Dear Sir/Madam (formal)

‘Dear Deputy Speaker (semi-formal)

..............................................................
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.

The formal manner of address in:

Writing:
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 Mr. or ‘the Honourable (if also a Minister of Government)” on first reference, and ‘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:
Mr. Patrick Atkinson, 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 Sir Howard Cooke, ON, GCMG, GCVO, CD
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 Cooke’.

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 Edward Seaga, ON, PC
Address

**Opening Salutation:**

‘Dear Mr Seaga’

**Closing:**

...........................................................................................................

Yours faithfully (formal usage)

Yours sincerely (semi-formal usage)

Signature’

When referring to him and his spouse jointly, they are formally styled, ‘**The Most Honourable Edward Seaga and The Most Honourable Mrs. Seaga**’.

When referring to Mrs. Seaga alone, she is formally styled, ‘**The Most Honourable Mrs. Edward Seaga**’ and not ‘**The Most Honourable Mrs. Carla Seaga**’.
The widows/widowers of former Prime Ministers would also be referred to in the same manner.

**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’. In her professional capacity, she is styled ‘Professor Denise Eldemire Shearer’

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 Mrs Justice McCalla, OJ  
Chief Justice  
Supreme Court

**Opening Salutation:**

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

**Verbal Address:**

‘Chief Justice’, ‘Mrs Justice McCalla’

**Semi-formal:**

‘Justice McCalla’

(i) The Honourable Mr Justice Panton, OJ, CD  
President of the Court of Appeal  
The Supreme Court

**Opening Salutation:**

‘Dear Mr Justice Panton  
...................................  
Yours faithfully  
Signature’

**Verbal Address:**

‘President’, ‘Mr Justice Panton’,

**Semi-formal**

‘Justice Panton’

*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 Resident Magistrate is ‘His/Her Honour Mr/Mrs/Miss ……………, Resident Magistrate’ (or ‘RM’). Subsequently he/she is referred to as: ‘the Magistrate or the Resident Magistrate’. 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 postnominals 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, 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:

The Rev. Everald Galbraith
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 Galbraith

Semi-formal:

Reverend Galbraith 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:
Opening Salutation:

‘Dear Cabinet Secretary/Ambassador Saunders

..................................................

Signature’

Verbal Address:


Head of the Foreign Service

The current Head of the Foreign Service is formally addressed:

Writing:

Ambassador Paul Robotham, CD
Permanent Secretary and Head of the Foreign Service
Ministry of Foreign Affairs & Foreign Trade

Opening Salutation:

‘Dear Ambassador Robotham,

..................................................

Yours sincerely

Signature’

Verbal Address:

‘Ambassador Robotham’/ ‘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 Excellency Josef Beck
Ambassador of the federal Republic of Germany
Embassy of the Federal Republic of Germany
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 Beck’

The informal manner in:

Writing:

Opening Salutation:

‘Your Excellency/Ambassador Beck
...........................................................
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 Excellency Robert Ready  
High Commissioner  
Canadian High Commission  
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 Ready or ‘Dear Mr Ready

............................................

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 in:

*Writing:*

Her Excellency Paola Amadei  
Head of Delegation  
Delegation of the European Union  
Address

*Opening Salutation:*

‘Dear Ambassador Amadei  
....................................................  
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:

Writing:
Mr Brian Wynter  
Governor of the Bank of Jamaica  
Bank of Jamaica  
address  

Opening Salutation:  

‘Dear Governor/ Dear Mr Wynter  
............................................................  
Yours sincerely  
Signature’

Verbal Address:  

‘Governor’/ ‘Mr Wynter’  

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)  
....................................................

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:**

Major General Antony Anderson, CD, ADC, JP, psc
Chief of Defence Staff

**Opening Salutation:**

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

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

**Informal /Subsequent Referrals:**

‘Major General Anderson’ or ‘Chief of Defence Staff’

Commissioner of Police

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

The current Commissioner of Police is formally styled in:

**Writing:**

Mr Owen Ellington, CD
Commissioner of Police
Office of the Commissioner of Police
Address
**Opening Salutation:**

'Dear Sir (formal)

Dear Commissioner Ellington/Dee Commissioner (semi-formal)

(*after the initial form of address, we abbreviate ‘Rear Admiral’ to ‘Admiral’*)

..........................................................

Yours faithfully (formal)

Yours sincerely (semi-formal)

Signature’

**Verbal Address/Subsequent Referrals:**

‘Commissioner Ellington’ or ‘The Commissioner’

**Mayors**

The formal mode of address in:

**Writing:**

His Worship the Mayor Councillor Glendon Harris
Mayor of Montego Bay
Address

or

Her Worship the Mayor Senator Councillor Angela Brown Burke
Mayor of Kingston & St. Andrew
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’

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

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 E. Nigel Harris
Vice Chancellor
University of the West Indies
Mona Campus
Kingston 7

President of the University of Technology

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

Writing:

Professor the Honourable Errol Morrison, OJ
President
University of Technology
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’