

# GUIDELINES FOR JAMAICAN PASSPORT APPLICATION

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## READ CAREFULLY BEFORE COMPLETING THE PASSPORT APPLICATION FORM

### 1.0 DOCUMENTS (PHOTOCOPIED OR LAMINATED DOCUMENTS WILL NOT BE ACCEPTED)

Eligibility for a Jamaican passport is based on proof of Jamaican Citizenship. **ALL** applicants are therefore required to submit one of the following documents as is applicable:

- \*Full (long) birth certificate [showing parent's name]
- \*Certificate of registration
- \*Certificate of naturalization
- \*Adoption certificate
- \*Letter of certification of citizenship

1.2 Persons claiming Jamaican citizenship by descent **MUST** have their claim established **BEFORE** submitting the application for a passport. The documents required are:

- \*Applicant's full birth certificate [showing parent's correct name which **MUST** match parent name on applicant's birth certificate]
- \*Proof of parent's Jamaican citizenship
- \*Two certified passport size photographs.

The Citizenship Unit is located at the, Immigration Citizenship and Passport Division, 8 Waterloo Road, Kingston 10, Jamaica.

1.3 Passport issuance is also based on credible identification. First time applicants, particularly, are also required to provide one of the following photographic forms of identification:

- \*National Voter's Identification [Jamaican]
- \*Full Driver's Licence
- \*Previous Jamaican Passport
- \*Residence Permit

1.4 Any name change must be substantiated by documentary evidence. All married or divorced women are required to submit the certified copy of Marriage Certificate(s) or Divorce Judgement(s) [Decree Absolute], where married name is being used. A Deed Poll is required for all other name changes.

### 2.0 PHOTOGRAPHS (NO EMBOSSED SEAL SHOULD BE AFFIXED TO PHOTOGRAPHS)

2.1 Applicants are required to submit two (2) identical copies of a professionally produced photograph taken not more than six (6) months prior to the application, with the following specifications:

- Photographs should be taken in colour with a matte/dull finish, against a plain background
- Applicants of light complexion should avoid wearing white clothing and should have photographs taken against a pastel shaded background
- There should be no reflection eyeglasses and no background shadows. Excessive light reflection on image is unacceptable. Light distribution should be even throughout photograph.

- Photograph should provide a full frontal view of head, neck and top of shoulders with ears clearly visible. Photographs should display appropriately clad images; exposed shoulders and chests are to be avoided.
- The applicant should wear no head covering while taking the photograph. However, applicants who must wear head gear for religious reasons must indicate their religion at section H.
- The size of the photograph should be 35mm by 45mm.
- There should be a margin of 3mm to 4mm between the head and the edge of the photograph.
- Photographs submitted with an application become the property of the Government of Jamaica.

### 3.0 CERTIFICATION OF APPLICATION (see Section G of application form)

3.1 Each applicant is required to present a completed and certified application form one certified photograph and one blank photograph.

**If the applicant is applying in person at the High Commission, the certification will be done by the Consular Officer.**

3.2 The official who certifies the application is required to certify the reverse side of one photograph, with the following inscription above his/her signature and the date on which the certification is done:

“I certify that this a true photograph of ..... (insert applicant’s name and note date of Certification).....”,

3.3 For overseas applicants the following persons, who need not to be citizens of Jamaica, may certify the application:

- |   |                               |
|---|-------------------------------|
| *Justice of the peace                                 | *Notary Public                |
| *Attorney-at-law/Solicitor                            | *Medical Doctor               |
| *Minister of Religion authorized to perform marriages |                               |
| *Head Teacher   | * Dentist      * Bank Manager |

### 4.0 CONSENT FOR MINOR (See Section C of the application form)

4.1 The mother, father or legal guardian must complete the application for a child less than 18 years. Persons under 18 years of age, who are unmarried, require the written consent of the mother and/or the father or legal guardian, except where such persons is a member of the Security Forces. In the event that neither parent nor legal guardian is available, contact should be made with the Customer Service Unit at the Kingston Office or the nearest consular representatives in the overseas missions.

### 5.0 REQUIREMENT TO APPEAR IN PERSON

**The Following Categories of Applications MUST appear In-Person and by Appointment:**

- First-time passport.
- Citizenship
- Minors over three (3) years old, with their parent(s).

- Minors under three (3) years old **MUST** have their application form and photo notarised by one of the persons on the list of certifiers.
- Persons over 18 years old who are renewing their passport for the first time ('Child' to 'Adult')
- Lost/damaged replacement passport
- Change of name in passport
- Pages exhausted in passport

When appearing in-person, certification of application form and photographs will be done by the Consular Officer. There is no need to get them certified before your appointment.

**Adult Renewals may also be done through the post. However, in some instances an authorized officer may require the appearance of the applicant.**

## **6.0 LOST PASSPORTS**

*A POLICE REPORT MUST BE SUBMITTED WHERE PASSPORT IS LOST, STOLEN OR DESTROYED. IN THE EVENT THAT A LOST PASSPORT SUBSEQUENTLY COMES INTO POSSESSION OF THE HOLDER, IT MUST BE RETURNED TO THE PASSPORT OFFICE OR THE NEAREST JAMAICAN EMBASSY, HIGH COMMISSION OR CONSULATE OVERSEAS FOR NECESSARY ACTION.*

***APPLICATION FOR REPLACEMENT OF A LOST PASSPORT MUST BE MADE IN-PERSON.***