

Jamaican Citizens

Consular Services

PLEASE READ CAREFULLY BEFORE COMPLETING THE RELEVANT APPLICATION FORM.

Applying for a Passport

The following are instructions for the completion of the Jamaican passport application form.

Ensure that the applicant's signature is affixed in the CENTER of the signature box at the top of page 2.

Signature must not touch the borders of the box. Signature in the box **must be consistent** with the signature at Section E of the application form

Persons who have been married must complete Section B.

Complete Section C for children under 18 years old. The parent or legal guardian's signature must be placed at Section C and Section E on the application form. The name of the parent giving consent **MUST** be on the minor's birth certificate. The parent or legal guardian is required to submit a state issued picture identification and/or court issued guardianship letter.

Section F must be completed with the names and relationships for your Emergency contacts in the United States.

Section G must be signed by a Notary Public, Jamaican Honorary Consul or Jamaican Diplomatic/Consular Officer.

Persons, who are required to wear headgear for religious purposes, must complete Section H.

Persons born outside of Jamaica must complete **Section I**

PHOTOGRAPHS - Two identical non-digitized photos

The photographs must be taken in colour with a matte/dull finish, against a white background. The photographs must be 2x2 in size. Applicants with grey/white hair should have the photographs taken against a pale blue background.

Applicants should not wear white, light-coloured, sleeveless or tank top garments when taking photographs. Photographs should display appropriately clad images. Pictures with exposed shoulders and chest will not be accepted.

Photographs must provide a full frontal view of head, neck, neck and top of the shoulders with both ears visible

Applicants must have a neutral facial expression. Do not smile for photographs and ensure mouth is closed.

Eyeglasses should be removed prior to taking the photographs.

There should be no shadows or light glares in the photographs and the image must reflect your natural skin tone. Photographs that are multicolored, pixilated with shadows in the background will not be accepted.

Renewal of Passport (Adults):

Applicants must submit the following documents:

- Completed passport application form
- Expired Passport
- Original Birth Certificate
- Original Marriage Certificate, where applicable
- Original Death Certificate, where applicable
- Original Adoption Register, where applicable
- Divorce Decree, where applicable

Two (2) identical non digitized colour photographs, one of which should be certified by the same Notary Public who signs Section G

If born abroad, in addition to the Birth Certificate, please submit one of the following:

- Certificate of Naturalization
- Letter of Certificate of Citizenship
- Certificate of Registration

Renewal of Passport (Minors):

Applicants must submit the following documents:

- Completed passport application form
- Expired Passport
- Original Birth Certificate,
- Letter of Certificate of Citizenship, if born abroad
- Original Adoption Register, where applicable
- Parent's ID /Legal Guardian's ID
(along with letter of guardianship for the latter)

Two (2) identical non digitized colour photographs one of which should be certified by the Notary Public who signs Section G

Lost/Stolen Passport (Adults):

Applicants must submit the following documents:

- Completed passport application form
- Original Birth Certificate
- Original Marriage Certificate, where applicable
- Original Death Certificate, where applicable
- Original Adoption Register, where applicable
- Divorce Decree, where applicable
- Police Complaint Report

Two (2) identical non digitized color photographs one of which should be certified by the Notary Public who signs Section G

If born abroad, in addition to the Birth Certificate, please submit one of the following:

- Certificate of Naturalization
- Letter of Certificate of Citizenship
- Certificate of Registration

In addition, ONE of the following supplementary documents must be presented:

- Jamaican driver's license
- Cancelled Jamaican Passport
- Jamaican voter's registration card
- Work Permit bearing a photograph from the country of residence
- Passport from country of residence
- Citizenship Certificate from country of residence
- Identification indicating permanent residency
- Driver's License from country of residence

Other identification issued by a Federal/State/City authority which has an expiration date (subject to approval by a Consular Officer)

Lost/Stolen Passport (Minors):

Applicants must submit the following documents:

- Completed passport application form

Two (2) identical non digitized colour photographs one of which should be certified by the Notary Public who signs Section G

Original Birth Certificate
Letter of Certificate of Citizenship, if born abroad
Original Adoption Register, where applicable
Parent's ID/Legal Guardian's ID
(along with letter of guardianship for the latter)
Police Complaint Report

First-Time Applicant (Adults):

All first time applicants must visit the Embassy to be interviewed by a Consular Officer and submit the following documents:

Completed passport application form
Original Birth Certificate
Original Marriage Certificate, where applicable
Original Adoption Register, where applicable
Divorce Decree, if applicable

Two (2) identical non digitized colour photographs, one of which should be certified by the Notary Public who signs Section G

If born abroad, in addition to the Birth Certificate, please submit one of the following:

Certificate of Naturalization
Letter of Certificate of Citizenship
Certificate of Registration

In addition, ONE of the following supplementary documents must be presented:

Jamaican Driver's License
National Voter's Identification Card
Work Permit bearing a photograph from the country of residence
Passport from country of residence
Citizenship Certificate from country of residence
Identification indicating permanent residency
Driver's License from country of residence

Other identification issued by a Federal/State/City authority, which has an identifiable expiration date (subject to approval by a Consular Officer)

Mailed Applications:

Section G and one (1) photograph must be certified by a Notary Public. Their stamp should be affixed in the area provided. These persons need not be Jamaicans or Commonwealth Citizens.

Passport Fees:

Renewal – Adults
\$90.00
Renewal – Minors (17 years and under)
\$60.00
First Time Applicants – Adults
\$90.00
First Time Applicants - Minors
\$60.00
Lost/Stolen/Damaged – Adults
\$170.00
Lost/Stolen/Damaged – Minors
\$110.00

MAILING FEES

In addition to the passport fees, applicants who opt to use the mail-in service must also include payment for return mail.
Fedex

\$20.00 per applicant

Payment Methods: MoneyOrder/Cashier's Cheque (Mail-in clients)
Cash/MoneyOrder/Cashier's cheque (Walk-in clients)

Payable to : Embassy of Jamaica

The processing time for Passports is approximately four to six (4- 6) weeks for walk in applicants.

Applying for Jamaican Citizenship

Under Chapter two of the Jamaican Constitution, persons born in Jamaica and persons born outside Jamaica of Jamaican parents have an automatic right to Jamaican citizenship. Applications for Jamaican Citizenship are done in different categories. These include applications for citizenship, based on:

Descent

Marriage

Naturalization

Registration (Commonwealth)

Registration (Minor)

a. Based on Descent

An applicant qualifies for Citizenship by descent where:

A (1) He or she was born outside of Jamaica before 6th August 1962 and was on 5th August 1962 a citizen of the United Kingdom and Colonies.

(11) His or her mother or father on the 6th August became or would have, but for his/her death, become a citizen of Jamaica.

B He or she was born outside of Jamaica after the 5th August 1962 whose mother/father at that date of his/her birth is/was a citizen of Jamaica by birth, descent or registration by virtue of marriage to a Jamaican.

Procedures

Complete the form requesting the establishment of a claim to citizenship of Jamaica.

Supporting documents required are:

1. The claimant's Birth Certificate;
2. The claimant's father's or mother's Birth Certificate or Certificate of Jamaican Citizenship;
3. Two (2) passport photographs of the claimant certified by a Consular Officer, Justice of the Peace or Notary Public.
4. Marriage Certificate (where applicable).
5. Applicant's ID (adult 18 years old and older)
6. Jamaican parent's Government issued ID
7. Official Change of Name Document if applicable (deed polls registered through the court or the country's records office)

Complete the *Citizenship Application form*, which can be obtained from the Passport Immigration and Citizenship Agency website (PICA), any Jamaican High Commission or Consulate, or the link below:

<http://www.pica.gov.jm/PICA/media/Application-Forms/Passport/DECENT-APPLICATION>

If one or both parents are Jamaicans:

- a) Applicant's full birth certificate (showing parents' names)
- b) Applicant's passport
- c) Applicant's marriage certificate (if applicable)

- d) Jamaican parent's birth certificate and passport (preferably Jamaican)
- e) Parent's marriage certificate (if applicable).

If applying through Jamaican grandparents:

- a) Applicant's full birth certificate
- b) Applicant's passport
- c) Applicant's marriage certificate (if applicable)
- d) Father/mother's birth certificate and passport
- e) Maternal/paternal grandparent's birth certificate and passport (preferably Jamaican)
- f) Parent's/grandparent's marriage certificate (if applicable)

All applications should be accompanied by two certified passport-sized photographs. Applicants should submit the completed application form to the offices of PICA if applying in Jamaica or the offices of a Jamaican High Commission/Consulate if overseas and present original documents which will be copied and certified as true copies of the originals and your original documents (e.g. birth certificate, passport etc) and are returned to you immediately.

Fees

The following fees apply and are subject to change without notice.

JMD 5000.00

USD100.00

CAD 110.00

GBP 60.00

EUR 74.00

On the basis of the verified compliant documents submitted and lineage established, a Certificate of Citizenship will be issued. The processing time takes approximately six (6) to twelve (12) months.

b. Based on Marriage

Non-Jamaicans wishing to obtain Jamaican Citizenship by virtue of marriage to a Jamaican should apply in writing to the Passport Immigration and Citizenship Agency (PICA) if applying in Jamaica, or through the Jamaican High Commissions/Consulates if overseas. The following documents should be submitted:

§ Completed application *R1 form* in duplicate (forms are available from PICA's website)

§ Applicant's Passport and Birth Certificate

§ Marriage Certificate

§ Two (2) recent passport-size photographs

§ Husband's or Wife's Birth Certificate and Jamaican Passport

§ Police Report from country of residence

Fees

JMD 15,000.00

USD 260.00

CAD 290.00

GBP 155.00

EUR 222.00

The processing period is approximately one (1) year.

Based on Naturalization

A person may be granted naturalization if:

- He/she has lived in Jamaica for a minimum of five (5) years immediately preceding submission of the application.
- He/she is of good character and is financially solvent

How to apply:

The application should be made (in duplicate) on **Naturalisation Form N1**, which is accessible from the link below:

<http://www.pica.gov.jm/PICA/media/Application-Forms/Immigration/Naturalization-of-Alien-or-British-Protected---Application-Form.pdf?ext=.pdf>

The form should be completed and signed in the presence of a Justice of the Peace, a Notary Public or someone authorized to administer oaths.

The application should be sponsored by four (4) references. The sponsors should be Jamaican by birth and should not be civil servants, relatives, lawyers or agents of the applicant.

Before submitting the application, notice of your intention to apply for naturalization must appear in a daily newspaper. This notice should be published on two separate occasions, at least one (1) week apart and be submitted along with the application.

The following support documents should be submitted to PICA along with the application:

- Birth Certificate and any other evidence of nationality
- Passport on which the applicant originally entered Jamaica
- Current passport (if different)
- Work Permit or Exemption Certificate
- Evidence of community activities in which the applicant may be involved, e.g. service club, etc.
- Two (2) passport-size photographs certified by a Justice of the Peace
- Tax Compliance Certificate

Fees

JMD20, 000

USD350.00

CAD390.00

GBP210.00

EUR300.00

The process takes approximately 24 months after which a Certificate of Naturalization will be granted. Thereafter, the Oath of Allegiance will be administered and the successful applicant sworn in as a citizen of Jamaica.

c. Registration (Commonwealth Citizen)

A Commonwealth Citizen who has resided legitimately in Jamaica for at least five consecutive years, and is of good character, may make an application for registration as a Jamaican citizen.

How to Apply

Complete in duplicate the Registration Form, R3 which is accessible from PICA offices or from the link below:

<http://www.pica.gov.jm/PICA/media/Application-Forms/Citizenship/Registration-as-Citizenship-of-Jamaica-Under-Section-3---Application-Form.pdf?ext=.pdf>

The form should be signed in the presence of a Justice of the Peace, Notary Public or someone authorized to administer oaths.

The application form should be submitted to PICA along with following support documents:

- Applicant's original birth certificate
- Passport on which the applicant originally entered Jamaica and current passport, if different
- Work permit or exemption certificate or contract
- Evidence of community activities in which the applicant is involved, for example, service club, etc
- Tax Compliance Certificate (TCC)
- Two certified passport-size photographs
- Verification of income
- Recent bank statements

Once the application is approved the applicant will be required to pay the following fees:

JMD15, 000

USD260.00

CAD290.00

GBP155.00

EUR 222.00

Registration (Minor)

Under the **Jamaican Nationality Act**, the minor of any citizen of Jamaica may apply to be registered as a citizen of Jamaica by a parent or guardian.

How to apply

1.) The application should be made in duplicate on the registration **Form R4** which is accessible from PICA's offices or the link below:

<http://www.pica.gov.jm/PICA/media/Application-Forms/Citizenship/Registration-of-Citizenship-of-Jamaica---Under-21-Years-Application-Form.pdf?ext=.pdf>

The form must be completed by the parent or the guardian of the minor and be signed in the presence of a justice of the peace, notary public or someone authorized to administer oaths.

2.) Two references are required to sponsor the application. These persons should be Jamaicans by birth and should not be a relative, lawyer or agent of the applicant.

3.) The application should be submitted to PICA along with the following supporting documents:

- Minor's Birth Certificate
- Minor's passport
- Parent's Marriage Certificate
- Parent's Passport
- Evidence of parent's Jamaican Nationality (if citizen of Jamaica)
- Work permit of parents
- Tax compliance certificate of the applicant
- Two (2) certified passport size photographs of the minor
- The cost of registration for minors is J\$5000.00, which is payable after the application is approved.

The process takes approximately (2) Months.

For additional information contact:

Passport Immigration and Citizenship Agency (PICA)

25 Constant Spring Road

Kingston 10, Jamaica

Tel: (876) 908-0142

Email: citizenship@pica.gov.jm

Website: www.cpica.gov.jm

Or, the nearest Jamaican Embassy, High Commission or Consulate.

Transportation of Human Remains to Jamaica

All arrangements, including the payment of expenses, for the transportation of human remains are the responsibility of the family members of the deceased.

The family should:

- contact a funeral home in the relevant country to handle all arrangements for transportation of the body, including with the airline for flying the body home;
- seek permission in writing from the pertinent authority in the particular area where death occurred, for the body to be released to the funeral home;
- contact a funeral home in Jamaica to receive the body on arrival and make arrangements for burial.

The following documents must accompany the body to Jamaica:

- Official Death Certificate/Post Mortem Report, issued by the pertinent authority;
- Certificate of Release (Transit Permit), providing the name and age of the deceased;
- Embalming Certificate, issued by the appropriate authority indicating the manner in which the body was prepared and that the coffin contains only the body in question;
- Statement of Assurance that the remains have been placed in a hermetically sealed (air tight) casket; or a lead coffin, in cases where persons died from communicable diseases.
- If the remains have been cremated, the accompanying documents should be:
 - o Cremation certificate
 - o Official death certificate/post mortem report
 - o Certificate of release (transit permit)
- Permit from the Health Department of the Kingston and St. Andrew Corporation or their equivalent in Montego Bay.

The remains will be examined and detained by Customs at the airport until the permit has been obtained. The permit is also obtainable prior to arrival of the human remains. Documents may be faxed to the KSAC Department (1876) 754-4483.