

## **PASSPORT APPLICATION GUIDELINES**

Please be advised that additional documents may be requested depending on the case.

### **In-Person Application**

#### **Renewal of Passport**

This applies to applicants who are in possession of their most recent expired passport.

Passports valid for more than one year will be treated as a replacement (see replacement of passport information for details)

#### **(Adults):**

##### **Applicants must submit the following documents:**

- Completed passport application form
- Expired Passport
- Original Birth Certificate/Adoption Certificate/ Citizenship Certificate
- Original Marriage Certificate, where applicable
- Original Divorce Decree, where applicable
- Original Deed poll/ Name Change document, where applicable
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-servies/general-passport-information/passport-photo-requirements/>
- Payment (see fee chart below)

#### **(Minors):**

##### **Applicants must submit the following documents:**

- Completed passport application form
- Expired Passport
- Original Birth Certificate/ Adoption Certificate/ Citizenship Certificate
- Original Deed poll/ name Change document, where applicable
- \*Original ID for parent / legal guardian giving consent (guardians must provide official documents to prove legal guardianship)
- Original Marriage/Divorce Certificate/ (if mother gives consent and her surname is different due to marriage)
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-servies/general-passport-information/passport-photo-requirements/>
- Payment (see fee chart below)

#### **Replacement of Passport**

This section applies to applicants whose most recent valid or expired passport is lost, stolen or damaged.

Applications submitted for available passports which are valid for more than one year and submitted for name change as a result of marriage, will be considered as a replacement. All other reasons (for submitting an application for an available passport

valid for more than one year) should be communicated in writing (signed by applicant) to the Embassy and the application will be forwarded to the Passport, Immigration and Citizenship Agency in Jamaica for consideration.

**(Adults):**

**Applicants must submit the following documents:**

- Completed passport application form
- Original Birth Certificate/ Adoption Certificate/ Citizenship Certificate
- Original Marriage Certificate, where applicable
- Original Divorce Decree, where applicable
- Original Deed poll/ name Change document, where applicable
- Police Complaint Report
- Lost Passport Form
- Valid ID –If no ID is available please see information regarding **Declaration of Identity below**
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-services/general-passport-information/passport-photo-requirements/>
- Payment (see chart below)

**(Minors):**

**Applicants must submit the following documents:**

- Completed passport application form
- Original Birth Certificate / Adoption Certificate/ Citizenship Certificate
- Police Complaint Report
- Lost Passport Form
- Original Deed poll/ name Change document, where applicable
- Original ID for parent/ legal guardian giving consent (guardians must provide official documents to prove legal guardianship)
- Original Marriage/ Divorce Certificate (if mother gives consent and her surname different due to marriage)
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-services/general-passport-information/passport-photo-requirements/>
- Payment (see chart below)

## First-Time Applicant

### (Adults):

- Completed passport application form
- Original Birth Certificate/Adoption Certificate/ Citizenship Certificate
- Original Marriage Certificate, where applicable
- Original Divorce Decree, where applicable
- Original Deed poll/ name Change document, where applicable
- Original valid ID
- Signed statement explaining entry into the USA
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-services/general-passport-information/passport-photo-requirements/>
- Payment (see fee chart below)

### (Minors):

- A Completed passport application form
- Original Birth Certificate/ Certificate of Citizenship/ Adoption Certificate
- Original Deed Poll/ Name Change document, where applicable
- Original ID for parent/ legal guardian giving consent (guardians must provide official documents to prove legal guardianship)
- Original Marriage Certificate (if mother gives consent and her surname is different due to marriage)
- Signed (by parent or legal guardian giving consent) statement explaining entry into the USA
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-services/general-passport-information/passport-photo-requirements/>
- Payment (see fee chart below)

## PAYMENT CHART

First Time	Renewal	Replacement
Minors- \$60	Minor - \$60	Adult - \$170
Adult - \$90	Adult - \$90	Minor- \$110

An additional cost of \$20 may be submitted for mailing fee

### Payment method

- Cash
- Money Order
- Cashier's Cheque
- Debit/Credit Card ( may attract a small transaction fee)

## **Mailed Applications**

### **IMPORTANT:**

Please pay special attention to Section G of the passport application form. Note that Section G of ALL mailed applications must be certified by a Notary Public. The same Notary public should also certify one of the two photos being submitted.

### **Renewal of Passport**

This applies to applicants who are in possession of their most recent expired passport.

#### **(Adults):**

##### **Applicants must submit the following documents:**

- Completed passport application form
- Expired Passport
- Original or certified copy of Birth Certificate/Adoption Certificate/ Citizenship Certificate
- Original or certified copy of Marriage Certificate, where applicable
- Original or certified copy of Divorce Decree, where applicable
- Original or certified copy of Deed Poll/ Name Change document, where applicable
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-servies/general-passport-information/passport-photo-requirements/>
- Payment (see fee chart below)

#### **(Minors):**

##### **Applicants must submit the following documents:**

- Completed passport application form
- Expired Passport
- Original or certified copy Birth Certificate/ Adoption Certificate/ Citizenship Certificate
- Original or certified copy of Deed Poll/ Name Change document, where applicable
- Original or Certified copy of ID for parent / legal guardian giving consent (guardians must provide official documents to prove legal guardianship)
- Original or certified copy of Marriage Certificate (if mother gives consent and her surname is different due to marriage)
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-servies/general-passport-information/passport-photo-requirements/>
- Payment (see fee chart below)

## **Replacement of passport**

This section applies to applicants whose most recent valid or expired passport is lost, stolen or damaged.

Applications submitted for available passports which are valid for more than one year and submitted for name change as a result of marriage, will be considered as a replacement. All other reasons (for submitting an application for an available passport valid for more than one year) should be communicated in writing (signed by applicant) to the Embassy and the application will be forwarded to the Passport, Immigration and Citizenship Agency in Jamaica for consideration.

### **(Adults):**

#### **Applicants must submit the following documents:**

- Completed passport application form
- Original or certified copy of Birth Certificate/ Adoption Certificate/ Citizenship Certificate
- Original or certified copy Marriage Certificate, where applicable
- Original or certified copy of Divorce Decree, where applicable
- Police Complaint Report
- Original or Certified copy of Deed Poll/Name Change document, where applicable
- Completed Lost Passport Form
- Certified copy of Valid ID –If no valid ID is available please see information regarding **Declaration of Identity below**
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-servies/general-passport-information/passport-photo-requirements/>
- Payment ( see chart below)

### **(Minors):**

#### **Applicants must submit the following documents:**

- Completed passport application form
- Original Birth Certificate / Adoption Certificate/ Citizenship Certificate
- Police Complaint Report
- Lost Passport Form
- ID for parent/ legal guardian giving consent (guardians must provide official documents to prove legal guardianship)
- Original or certified copy of Marriage Certificate (if mother gives consent and her surname is different due to marriage)
- Two (2) identical passport sized photographs see link for guidelines:  
<http://www.pica.gov.jm/passport-servies/general-passport-information/passport-photo-requirements/>
- Payment (see chart below)

## **DECLARATION OF IDENTITY**

### **Don't have a valid ID?**

If you do not have a valid ID, then an older sibling or parent may provide a Declaration of Identity (DOI) for you.

#### **If a Parent does the DOI, then the following is required:**

- Declaration of Identity Form duly completed and certified
- Certified copy of valid ID
- Certified copy of Marriage/ Divorce Certificate (if mother's married name is on ID provided)

#### **If an Older sibling does the Declaration of Identity, then the following is required:**

- Declaration of Identity Form duly completed and certified
- Certified copy of Birth Certificate – Please note that the older sibling providing the DOI should have at least one parent (this parent should also be listed on your Birth Certificate) in common with you on their Birth Certificate
- Certified copy of valid ID
- Certified copy of Marriage/Divorce Certificate (if sister's married name is on ID provided)

If your older sibling or parent is in Jamaica then they may also visit the Passport, Immigration and Citizenship Agency (PICA) closest to them (preferably Kingston) with the same documents listed above and advise of their intention to execute a DOI for you. Kindly advise the Embassy if this will be done in order to ensure that PICA is informed and that the documents are submitted to the relevant officer.

### **PAYMENT CHART**

<b>First Time</b>	<b>Renewal</b>	<b>Replacement</b>
Minors- \$80	Minor - \$80	Adult - \$190
Adult - \$110	Adult - \$110	Minor- \$130

**\$20 mailing fee is included**

Payment method – made payable to the Embassy of Jamaica

- Money Order
- Cashier's Cheque

Only applications for the following states (see service area if your state is not listed below) should be mailed to the Embassy's address at:

**Embassy of Jamaica**  
**1520 New Hampshire Avenue, NW**  
**Washington, D.C 20036**

California	Virginia
Maryland	Washington

*This office is also responsible for:*

District of Columbia	Turks & Caicos <sup>1</sup>
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Passport applications are sent to the Passport, Immigration and Citizenship Agency (PICA), Kingston Jamaica for processing and generally take four (4) to six (6). This processing time may extend if the application is found to be noncompliant (does not meet all the requirements). Feel free to contact the Consular Section for additional information at email: [firstsec@jamaicaembassy.org](mailto:firstsec@jamaicaembassy.org) or telephone: 202-452-0660