

AUTHENTICATION

Jamaican documents

Documents issued in Jamaica that are submitted for authentication must first be authenticated by the Ministry of Foreign Affairs and Foreign Trade (MFAFT), once that is done the document(s) may be submitted to the Embassy as follows:

In-person (by appointment only see www.embassyofjamaica.org):

- Original document(s) to be authenticated
- Letter requesting authentication (should include applicant's contact details)
- Fees: \$10 - per document
- \$20 - mailing fee / prepaid return envelope/ pickup

Payment may be made in cash, money order (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee).

If the applicant requires the assistance of the Embassy for document to be sent to MFAFT for authentication as well, then all the documents above are required, however payment per document is \$30

Mailed requests / or * dropbox (at the Embassy, between 9:00 am and 5:00 pm)/ maildrop (slot in door when the Embassy is closed):

- Original documents to be authenticated
- Letter requesting authentication (should include applicant's contact details)
- Fees: \$10 - per document
- \$20 - mailing fee / prepaid return envelope/pickup

Payment may be made by money order payable to the Embassy of Jamaica

If the applicant requires the assistance of the Embassy for document to be sent to MFAFT for authentication as well, then all the documents above are required, however payment per document is \$30

Authentication Companies:

Authentication companies may submit documents and payment(company cheque) on behalf of clients to the Embassy, Tuesdays and Thursdays, between 11am and 1pm. They may also be mailed or placed in the drop box / maildrop at anytime

US DOCUMENTS

All documents issued in the US being submitted for authentication to be used in Jamaica must first be authenticated by the US Department of State, after this is done the document(s) may be submitted to the Embassy for processing as follows. Note, these documents are mainly submitted by authentication companies:

In-person (by appointments only. See www.embassyofjamaica.org):

- Original documents to be authenticated
- Letter requesting authentication (should include applicant's contact details)
- Fees: \$20 - per document
- \$20 - mailing fee / prepaid return envelope/ pickup

Payment may be made in cash, money order / company cheque (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee),

Mailed requests / or * dropbox (at the Embassy, between 9:00 am and 5:00 pm)/ maildrop (slot in door when the Embassy is closed):

- Original documents to be authenticated
- Letter requesting authentication (should include applicant's contact details)
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CERTIFICATION /NOTARIZATION/ WITNESSING OF SIGNATURE

Certification – Certifying copy of document as a true copy of the original

In-person (by appointment only see www.embassyofjamaica.org):

- Original document(s) to be certified
- Fees: \$10 - per document

Payment may be made in cash, money order (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee).

Kindly note that this is a same day process

Mailed requests / or * dropbox (at the Embassy, between 9:00 am and 5:00 pm)/ maildrop (slot in door when the Embassy is closed):

- Original document(s) to be certified
- Letter requesting certification (should include applicant's contact details)
- Fees: \$10 - per document
- \$20 - mailing fee / prepaid return envelope/pickup

Payment may be made by money order payable to the Embassy of Jamaica.

Processing time – two to three business days.

Notarization/ Witnessing of Signature – by appointments only (see: www.embassyofjamaica.org)

Please be advised that only in person service is offered for this process. This is a same day process and the following is required:

- Original document(s) to be notarized – please note that applicants must sign the documents in the presence of the relevant officer at the Embassy
- Applicants must present a valid ID (Jamaica/ US driver's license, passport)

Payment of \$10 per signature. Payment may be made in cash, money order / company cheque (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee). Kindly note that no payment is taken for pension related documents.