

Emergency Certificate

If you have an emergency and you are unable to obtain a regular passport you may apply for an “Emergency Certificate”. An Emergency Certificate is a temporary travel document that is issued for specific travel. This document is subject to acceptance by the respective airlines and country of destination. It is recommended that you contact your airline before applying for this document. Once your airline has communicated their willingness to accept the document you will be required to submit the following documents:

ADULTS:

1. Completed Passport Application Form (section G should be notarized for mailed applications)
2. Completed Emergency Certificate Form
3. Two (2) passport sized photographs (one photograph should to be notarized by the same Notary who certifies the application form – for mailed applications)
4. Expired Jamaican passport and Birth Certificate
5. Valid ID (certified copy should be submitted with mailed applications)
6. Marriage / Divorce Decree, if applicable
7. Name change document, if applicable
8. Confirmed travel reservation (Travel Itinerary)

MINORS:

1. Completed Passport Application Form (section G should be notarized for mailed applications, Section E and C should be signed by parent giving consent)
2. Completed Emergency Certificate Form
3. Two (2) passport sized photographs (one photograph should to be notarized by the same Notary who certifies the application form – for mailed applications)
4. Expired Jamaican passport and Birth Certificate
5. Valid ID of parent giving consent (Please note that the signature on the parent’s ID must match signatures on the passport application form. A notarized copy may be submitted with mailed applications)
6. Confirmed travel reservation (Travel Itinerary)

Payment(for both adult and minor applications):

- Applications submitted in-person - Sixty Dollars (\$60.00) cash, credit/debit, money order or cashier's cheque
- Mailed applications - Eighty Dollars (\$80.00) money order or cashier's cheque (made payable to the Embassy of Jamaica) for mailed applications. Note that cash/ debit/credit card are NOT accepted in the mail. The Embassy does not accept personal cheques whether mailed or otherwise.

*Applicants who submit documents in-person may also opt to pay an additional twenty dollars (\$20) for the document to be sent to their mailing address once issued.

Processing time:

- Mailed applications – seven (7) business days
- In-person application – three (30) business days

Note:

- ✓ Lost/Stolen/Misplaced passports require a Police Report or a fully completed Lost Passport Form
- ✓ Copies of all documents being submitted must be notarized. Note also that only the original passport will be accepted.
- ✓ Only two (2) Emergency Travel documents are allowed in a twelve (12) month period per applicant. If you are applying for a second emergency travel document you MUST apply for your Jamaican passport .

Please plan travel arrangements accordingly, as we are not responsible for any inconveniences.