

# PASSPORTS

## **In-person Applications – BY APPOINTMENTS ONLY (visit: <http://www.embassyofjamaica.org/index.htm>)**

### **Renewal of Passport**

This applies to applicants who are in possession of their most recent expired passport. Passports valid for less than a year may also be submitted for renewal. Please be advised that once the applicant appears in person at the Embassy, the form and photos will be certified by the relevant officer at the Embassy. Original documents will also be copied and returned to the applicant before the appointment ends.

Passports valid for more than one year should not be submitted for renewal except for women who were married after the currently held passport was issued and desire for the married name to be in passport; other reasons such as official name change (other than marriage) /depleted passport pages should be communicated in writing (signed by applicant) and submitted along with the relevant documents and payment to the Embassy and same will be forwarded to the Passport, Immigration and Citizenship Agency in Jamaica for consideration. Note however that the application will be treated as a replacement (see replacement requirements below)

### **(Adults):**

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

- Completed passport application form
- Original Passport
- Original Birth Certificate/Adoption Certificate/ Citizenship Certificate
- Original proof of name change if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- Two (2) identical passport size photographs (please consult photo chart for instructions  
<https://www.pica.gov.jm/passport/photo-requirements>)
- Original valid ID (US passport/ Green Card, US/Jamaican driver's license, Jamaican Electoral ID), if passport has been expired for ten (10) years or more
- Payment (see fee chart below)

### **(Minors):**

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

- Completed passport application form
- Original passport
- Original Birth Certificate / Adoption Certificate/ Citizenship Certificate
- Original Deed poll/ name Change document, where applicable
- Original valid ID (US passport/ Green Card, US/Jamaican driver's license, Jamaican Electoral ID) for parent/ legal guardian giving consent (guardians must submit an official document of guardianship or a signed, notarized letter from one parent(name must be on the minor's birth certificate) and certified copy of parent's ID)

- Original proof of name change if the name of parent giving consent has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
  - Two (2) identical passport size photographs (please consult photo chart for instructions <https://www.pica.gov.jm/passport/photo-requirements>)
  - Payment ( see chart below)
- \* Note that for all minor applications, the name of the parent giving consent must be clearly written on the child's birth certificate and spelt correctly.

### **Replacement of Passport**

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

This section also applies to applicants whose passports are valid for more than one year but require name change (marriage (women)/ otherwise (official name change)) or as a result of depleted passport pages. Note however that this request (other than women requesting name change due to marriage) should be communicated in writing (signed by applicant) to the Embassy, along with the documents and payment listed below, and same will be forwarded to the Passport, Immigration and Citizenship Agency in Jamaica for review

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

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

- Completed passport application form
- Original Birth Certificate/ Adoption Certificate/ Citizenship Certificate
- Original proof of name change if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- Police Complaint Report ( for lost/ destroyed/ stolen passports only. This is not required if the Lost Passport Form is submitted)
- Lost Passport Form (for lost / destroyed/ stolen passport)
- Passport – for damaged passports or passports valid for more than a year submitted for name change etc.
- Two (2) identical passport size photographs (please consult photo chart for instructions <https://www.pica.gov.jm/passport/photo-requirements>)
- Original valid ID (US passport/ Green Card, US/Jamaican driver's license, Jamaican Electoral ID) for lost/destroyed/ stolen or manual damaged passport
- If no ID is available please see information regarding **Declaration of Identity (DOI)**
- 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 ( for lost/destroyed/ stolen passports ) This is not required if the Lost Passport Form is submitted)
- Original Deed poll/ name Change document, where applicable
- Original valid ID (US passport/ Green Card, US/Jamaican driver's license, Jamaican Electoral ID) for parent/ legal guardian giving consent (guardians must submit an official document of guardianship or a signed, notarized letter from one parent(name must be on the minor's birth certificate) and certified copy of parent's ID
- Original proof of name change if name of parent giving consent name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)

- Lost Passport Form (for lost/destroyed/stolen passport only)
  - Passport – for damaged passports or valid passports submitted for name change etc.
  - Two (2) identical passport size photographs (please consult photo chart for instructions  
<https://www.pica.gov.jm/passport/photo-requirements>)
  - Payment ( see chart below)
- \* Note that for all minor application, the name of the parent giving consent must be clearly written on the child's birth certificate and spelt correctly

### **First-Time Passport**

**This section refers to applicants who were born in Jamaica but have never held a Jamaican passport (including those who were added to their parent's Jamaican manual passport as a child) or who have applied for/ received Jamaican citizenship and are now applying for a passport.**

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

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

- Completed passport application form
- Original Birth Certificate/Adoption Certificate/ Citizenship Certificate
- Original proof of name change if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- Two (2) identical passport size photographs (please consult photo chart for instructions  
<https://www.pica.gov.jm/passport/photo-requirements>)
- If applicant was born in Jamaica, a detailed signed (by applicant) statement outlining applicant's entry into the USA (document used, name used, date (to the best of memory, any other pertinent details)
- Original valid ID (US passport/ Green Card, US/Jamaican driver's license, Jamaican Electoral ID) - If no ID is available please see information regarding **Declaration of Identity (DOI)**
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<b>First Time</b>	<b>Renewal</b>	<b>Replacement</b>
Minors- \$60	Minor - \$60	Adult - \$170
Adult - \$90	Adult - \$90	Minor- \$110

An additional cost of \$20 will be added for mailing fee if applicant requires new passport to be mailed back to the address provided

Payment method (for in-person service only)

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

**Mailed Applications or Applications that are placed in the Embassy's  
Dropbox/ mail drop area**

**IMPORTANT:**

Please read and complete the passport application form carefully and consult photo chart before taking photos and submitting application to the Embassy. The drop box is located inside the Embassy and is available from 9:00am to 5:00pm, Monday to Friday. The mail drop ( slot in door) may be used when the Embassy is closed.

Please pay special attention to Section G. Note that Section G of ALL mailed applications or applications placed in the drop box / maildrop area must be certified by a Notary Public. The same Notary public should also certify one of the two photos being submitted. See photo chart for certification guidelines.

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- Original Passport – for damaged passports or passports for more than a year submitted for name change etc.
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- If no ID is available please see information regarding **Declaration of Identity (DOI)** .
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  - Original Passport – for damaged passports or passports valid for more than a year submitted for name change etc.
  - Two (2) identical passport size photographs ( please consult photo chart for instructions <https://www.pica.gov.jm/passport/photo-requirements>)
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- Two (2) identical passport size photographs (please consult photo chart for instructions <https://www.pica.gov.jm/passport/photo-requirements>)
- If applicant was born in Jamaica, a detailed signed (by applicant) statement outlining applicant’s entry into the USA (document used, name used, date (to the best of memory, any other pertinent details)
- Certified copy of valid ID (US passport/ Green Card, US/Jamaican driver’s license, Jamaican Electoral ID)
  - If no ID is available please see information regarding **Declaration of Identity (DOI)**
- Payment (see fee chart below)

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- Completed passport application form
- Original Birth Certificate / Adoption Certificate/ Citizenship Certificate
- Original Deed poll/ name Change document, where applicable
- Certified copy of valid ID (US passport/ Green Card, US/Jamaican driver’s license, Jamaican Electoral ID) for parent/ legal guardian giving consent (guardians must submit an official document of guardianship or a signed, notarized letter from one parent(name must be on the minor’s birth certificate) and certified copy of parent’s ID
- Original proof of name change of parent giving consent if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- If applicant was born in Jamaica, a detailed signed (by parent giving consent) statement outlining applicant’s entry into the USA (document used, name used, date (to the best of memory, any other pertinent details)
- Two (2) identical passport size photographs (please consult photo chart for instructions <https://www.pica.gov.jm/passport/photo-requirements>)
- Payment ( see chart below)

\* Note that for all minor application, the name of the parent giving consent must be clearly written on the child’s birth certificate and spelt correctly

First Time	Renewal	Replacement
Minors- \$80	Minor - \$80	Adult - \$190
Adult - \$110	Adult - \$110	Minor- \$130

**Fees include \$20 mailing fee**

Payment method – made payable to the Embassy of Jamaica

- Money Order
- Cashier’s Cheque

All applications for the following states should be mailed to the Embassy’s address at:

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

**OR**

**Placed in the Embassy’s drop box (inside the Embassy between 9am and 5pm) or maildrop area (slot in door), if the Embassy is closed**

California	Virginia
Maryland	Washington

*This office is also responsible for:*

District of Columbia	Turks & Caicos <sup>1</sup>

If the State you are applying from does not appear above please visit the following link [http://www.embassyofjamaica.org/ja\\_citizens/service\\_areas.pdf](http://www.embassyofjamaica.org/ja_citizens/service_areas.pdf) to verify to which location the application should be sent.

**Passport applications are sent to the Passport, Immigration and Citizenship Agency (PICA), Kingston, Jamaica for processing. In-person applications are processed within 8-10 weeks while mail-in applications are processed within approximately 3 months depending on whether the application is found to be compliant (meet all the requirements).**

### **Online Passport Adult Renewal**

Please note that this service is only offered to adults renewing adult machine readable passports (passport number starts with 'A' and was issued after 3<sup>rd</sup> September 2001). Applicants must be in possession of the passport being renewed and should not be making changes to their names/ marital status. Passport must be valid for less than a year. Please click the link to proceed [https://passport.pica-online.com/PICA\\_ONLINE/](https://passport.pica-online.com/PICA_ONLINE/)

### **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.