



## EMBASSY OF JAMAICA

1520 New Hampshire Avenue, NW, Washington, DC 20036  
Telephone: (202) 452-0660 | Facsimile:(202) 452-0670/0036

### **PASSPORT RENEWAL APPLICATION GUIDELINES (Adults & Minors)**

Applications may be submitted in person (BY APPOINTMENT ONLY <http://www.embassyofjamaica.org/index.htm>) or by mail (see instructions below).

#### **Adults:**

- 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
- Application Fee \$115 (including mailing fee); \$95 (without mailing fee)
- Mailed-in application should include self-addressed registered envelope (**FEDEX, UPS, or USPS express, priority, registered or certified mail**) to facilitate the return of original documents, while awaiting the processing of application.

#### **Minors:**

#### **(MINORS OVER 3 YEARS MUST APPEAR IN PERSON WITH PARENT/LEGAL GUARDIAN)**

- 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



## EMBASSY OF JAMAICA

1520 New Hampshire Avenue, NW, Washington, DC 20036  
Telephone: (202) 452-0660 | Facsimile:(202) 452-0670/0036

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>
- Application Fee - \$85 (including mailing fee); \$65 (without mailing fee)
- Mailed-in application should include self-addressed registered envelope (**FEDEX, UPS, or USPS express, priority, registered or certified mail**) to facilitate the return of original documents, while awaiting the processing of application.

### **PROCESSING TIME**

All passport applications are sent to the Passport, Immigration and Citizenship Agency (PICA), in Kingston, Jamaica for processing. In-person applications are processed within approximately **10 weeks** while mailed-in applications are processed within approximately **3 months**, if found to be compliant (meet all the requirements). **LOST PASSPORT APPLICATIONS MAY TAKE LONGER THAN NINETY (90) DAYS.**

**PLEASE NOTE THAT LAMINATED, PHOTOCOPIED, OR SCANNED DOCUMENTS WILL NOT BE ACCEPTED**

**The acceptable forms of payment are cash, or debit card (a surcharge is applied by the banking machine used for debit card) for in-person appointments, ONLY. For mailed in applications, payment must be made by way of Money Order made out to the Embassy of Jamaica. Mailed-in applications are to be sent to: The Embassy of Jamaica, 1520 New Hampshire Ave, NW, Washington DC. 20036.**