

GUIDELINES FOR JAMAICAN PASSPORT APPLICATION

READ CAREFULLY BEFORE COMPLETING THE PASSPORT APPLICATION FORM

1.0 DOCUMENTS PHOTOCOPIED OR LAMINATED WILL NOT BE ACCEPTED

Eligibility for a Jamaican Passport is based on proof of Jamaican Citizenship. ALL applicants are therefore required to submit one of the following documents as applicable:

- Birth Certificate
- Certificate of Registration
- Certificate of Naturalization
- Adoption Certificate Letter of Certification of Citizenship

1.2 Persons claiming Jamaican Citizenship by Descent **MUST** have their claim established **BEFORE** submitting the application for a passport. The documents required are:

- Applicant's Birth Certificate
- Proof of Parent's Jamaican Citizenship
- Two certified passport photographs

The Citizenship Unit is located at the 2th Floor, Immigration Citizenship and Passport Division, 25 Constant Spring Road, Kingston 10

1.3 Passport issuance is also based on credible identification. First time applicants, particularly, are also required to provide one of the following photographic forms of identification:

- National Voter's Identification
- Driver's License
- Previous Passport Other identification — (subject to approval by the Passport Officers, e.g. work ID)

1.4 Any name change must be substantiated by documentary evidence. All married or divorced women are required to submit the certified copy of the Marriage Certificate(s) or Divorce Judgement(s), where the married name is being used. A Deed Poll is required for all other name changes.

2.0 PHOTOGRAPHS - NO EMBOSSED SEAL SHOULD BE AFFIXED TO PHOTOGRAPHS

2.1 Applicants are required to submit two (2) identical copies of a professionally produced photograph taken not more than six (6) months prior to the application, with the following specifications:

- a. The photographs should be taken in colour with a matte/dull finish, against a plain background. Applicants of light complexion should avoid wearing white clothing and should have the photographs taken against a pastel shaded background. Applicants of dark complexion should wear coloured clothing and photographs should be taken against a white background. Applicants with hair is grey/white should have photographs taken against a pale blue or grey background.

- b. There should be no reflection from eyeglasses and no background shadows. Excessive light reflection on image is unacceptable. Light distribution should be even throughout photograph.
- c. Photographs should provide a full frontal view of head, neck and top of the shoulders with ears, as much as possible, clearly visible. Photographs should display appropriately clad images; exposed shoulders and chest are to be avoided.
- d. The applicant should wear no head covering while taking the photograph. However, applicants who must wear headgear for religious reasons must indicate their religion at Section H.
- e. The size of the face should be 25mm to 35mm, from the chin to top of head.
- f. When the photograph is cut to a size of about 35mm, there should be a margin of 3mm to 4mm between the head and the edge of the photograph.
- g. Photographs submitted with an application become the property of the Government of Jamaica

3.0 CERTIFICATION OF APPLICATION (See section G)

3.1 Each applicant is required to present an application form and photograph that are certified. This can be done by one of the following official who is a citizen of Jamaica, who is not a member of the family of the applicant AND, has been personally acquainted with the applicant for a period of not less than 12 months:

- Member of Parliament
- High Court Judge
- Resident Magistrate
- Justice of the Peace
- Public Officer (SEC I and above)
- Consular Officer
- Attorney-at-law
- Commissioner of Oaths Notary Public
- Parish Councillor
- Bank Manager
- Credit Union Manager
- Clerk of Courts
- Marriage Officers
- Army Officer (Major & above)
- Dental Surgeon
- Medical Practitioner
- Police Officer (Gazetted Ranks)
- Passport Officer
- Veterinarian
- Principal (Primary, Secondary & Tertiary Educational Institutions)

3.2 The official who certifies the application is also required to certify the reverse side of one photograph of the applicant, with the following inscription above his/her signature:

"I certify that this is a true photograph of (Insert applicant's name and note date of certification)....."

3.3 For overseas applicants the following persons, who need not to be citizens of Jamaica, may certify the application:

- Justice of the Peace
- Notary Public
- Attorney-at-law
- Medical Doctor
- Minister of Religion authorized to perform marriages

3.4 Overseas applicants may contact the nearest Jamaican Embassy, High Commission or Consulate for other categories of persons who may certify applications and photographs.

3.5 NO FEE SHOULD BE PAID FOR CERTIFYING AN APPLICATION. (Applicable in Jamaica ONLY)

4.0 CONSENT FOR A MINOR (See Section C)

4.1 The mother, father or legal guardian must complete the application for a child less than 18 years. Persons under 18 years of age, who are unmarried, require the written consent of the mother and/or the father or legal guardian, except where such person is a member of the Security Forces. In the event that neither parent nor legal guardian is available, contact should be made with the Customer Service Unit at the Kingston Office or the nearest consular representatives in the overseas missions.

5.0 REQUIREMENT TO APPEAR IN PERSON

All first time applicants are required to be present at time of application. Minors under three years are exempt.

Renewals do not require personal appearance. However, in some instances an authorized officer may require the appearance of the applicant. A MINOR over 3 years of age doing a renewal is required to appear in person.

6.0 LOST PASSPORTS

A POLICE REPORT MUST BE SUBMITTED WHERE PASSPORT IS LOST, STOLEN OR DESTROYED. IN THE EVENT THAT A LOST PASSPORT SUBSEQUENTLY COMES INTO THE POSSESSION OF THE HOLDER, IT MUST BE RETURNED TO THE PASSPORT OFFICE OR THE NEAREST JAMAICAN EMBASSY, HIGH COMMISSION OR CONSULATE OVERSEAS FOR NECESSARY ACTION.

Section A

Names

The names entered in this section will appear in the passport. The first, middle and last names should correspond with the names on the birth certificate. If there are differences in spelling a deed poll should be done or one may accept the spelling of the name on the birth certificate. We accept the old format and the new format birth certificates issued on security paper. However, if they are illegible or defaced they will not be accepted. The same is true for the adoption register. Please note that the Certificate of Registry of Birth also called “the pink slip” will not be accepted.

Deed Poll

On a related matter, if your name was changed by deed poll, kindly indicate your former name at the section previous name. The deed poll submitted should be registered by the Relevant Authority in Canada or by the Registrar General in Jamaica.

Profession/Occupation

With respect to profession or occupation, it is important that this section is completed. You should not leave it blank or indicate that you are unemployed.

Height

Height is required for all applicants, even babies. Therefore, please obtain your child's height before attending the offices of the Consulate General of Jamaica. Kindly note that children four years and older are required to visit the Consulate General of Jamaica in person even if they are renewing their passport.

Address

Indicate your permanent address in the Canada in this section, as well as the mailing address if it is different. Your home and mobile telephone numbers are also required. This is essential should there be a need to contact you regarding your application

Section B

All persons including men who are or have been married should complete this section. Women who are using their married names must submit their marriage certificate. However, they can still apply in their maiden name but do not have to submit the marriage certificate.

Signature

Applicants 12 years and older must sign the signature box. Those unable to sign should place a thumb print in the appropriate box in the presence of a Consular Officer.

Section C**Consent for Minors**

Minors are defined as children between the ages of 0-17 years old. Parents/legal guardians must complete this section as children cannot apply for a passport on their own unless they are either in the security forces or are married. The parent(s) or guardian(s) must also tender their identification such as a passport, driver's licence, or other Government issued identification. If the parent/legal guardian is abroad he or she should visit the nearest Jamaican Mission in their country of residence or the Passport Office in Jamaica and complete the Letter of Consent and submit an ID. Copies of these documents must be certified and sent to the High Commission or to the Guardian for submission to the High Commission.

Section D**Particulars of Recent Passport**

Kindly indicate the details of your most recent passport including the one lost/stolen or damaged.

Section E**Declaration of Applicant**

All applicants should state whether they have ever held a passport and sign the form. Children 12 years and older along with their parent/guardian should sign this section.

Section F

Emergency Contacts

This relates to persons who may be contacted in the event that there are questions/issues arising from your application. A different telephone number may be submitted for persons living at the same address.

Section G

Official Certification

The application form can only be certified by a Justice of the Peace, Minister of Religion authorized to perform marriages, Medical Doctor, Attorney-At-Law (Barrister/Solicitor), Notary Public or a Consular Officer from the High Commission.

Section H

Headgear for Religious Purposes

Persons who wear headgear for religious purposes should indicate the name of the religion or sect to which they belong. Kindly ensure that the full facial features are showing which includes the ears, and forehead.

Section I

Persons born outside of Jamaica should indicate the names, dates and places of birth of their parents.

Section J

Supplementary Information

Any information that is relevant to the application which may not be included in the other sections should be placed here.

Photographs

The requirements for photographs submitted for Jamaican passport applications are in accordance with the standards set by the International Civil Aviation Organization. In this regard, applicants should ensure that the photographs are of good quality. This applies especially to those taken with a digital camera as the images sometimes do not represent the true features of the applicant. The photographs should be taken with a high resolution camera with 2560* 1920 (dot per inch).

Please note the specifications mentioned below; if followed will prevent delays in the processing of the passport application.

Photographs should be:

- In colour
- No more than six months old.
- Of high quality with no inks or marks
- Be taken against a plain background
- Have no background shadows or reflections from eyeglasses
- Have a full frontal view of the head, neck and top of shoulders