CONSULATE GENERAL OF JAMAICA, TORONTO

OBTAINING A POLICE CLEARANCE CERTIFICATE FROM JAMAICA

All applicants applying from outside Jamaica must do so directly with the Criminal Records Office using the PCAMS online portal https://cro.jcfcorporatespecialservices.org/#For-Overseas-Applicants

Applicants will need to create an account on PCAMS and submit the required documents. These include:

- Completed PCAMS Application Form
- Certified set of Fingerprints (contact the RCMP CCRTIS-SCICTR@rcmp-grc.gc.ca *to obtain a list of accredited companies)*
- Certified copy of Passport bio-data page(s) (***certification can be done at the Consulate General)***
- Proof of Payment (Tax office receipt – www.jamaicatax.gov.jm)
- Two (2) passport-sized photographs (no stamps or seals)

The completed package is sent directly to **Criminal Records Office, 56 Duke Street, Kingston** via courier with a waybill (FedEx/DHL) for return **or** via an authorized third party in Jamaica, who must present your notarized letter of authorization and their valid ID.

Please note that the Consulate General's role is limited to certification/notarization of your documents.

For further information, please contact the Criminal Records Office at cro@jcf.gov.jm or intlpolcert@jcf.gov.jm.

FEES

The following fees are paid to JCF:

- Express Service – Six Thousand Dollars (J$6,000).
- Normal Service – Three Thousand Dollars (J$3,000).

The following fees are paid at the Consulate General where applicable

- Certification of documents/notarisation of letter - Twenty Dollars (CDN$20.00) per document
  - Payment can be made via Cash or **debit** card (In-person Applicants ONLY)
  - Bank draft/money order payable to **Consulate General of Jamaica** (for clients mailing in from the GTHA)

PROCESSING TIME

- Express Service – 5 Working Days from the date of receipt of application by the CRO
- Normal Service – 21 Working Days from the date of receipt of application by the CRO

Consulate-General of Jamaica
303 Eglinton Avenue East
Toronto, ON M4P 1L3