

## GUIDELINES FOR JAMAICAN PASSPORT APPLICATION

READ CAREFULLY BEFORE COMPLETING THE PASSPORT APPLICATION FORM

- 1.0 **DOCUMENTS** PHOTOCOPIED OR LAMINATED DOCUMENTS WILL NOT BE ACCEPTED
- 1.1 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:
- \* Certified copy of Birth Certificate
  - \* Certificate of Registration
  - \* Certificate of Naturalization
  - \* Certified copy of 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
  - \* Two certified passport photographs
- The Citizenship Unit is located at the 1<sup>st</sup> 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 Licence
  - \* 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 a 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:
- 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 light coloured clothing and photographs should be taken against a white background. Applicants whose hair is grey should have photographs taken against a light blue background.
  - There should be no reflection from eyeglasses or background shadows. Excessive light reflection on image is unacceptable. Light distribution should be even throughout photograph.
  - Photographs should provide a full frontal view of the 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.
  - 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.
  - The size of the face should be 25mm to 35mm, from the chin to top of head.
  - 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
  - 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 officials 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 (SEG 1 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 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 MINORS (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 such presence. However, in some instances an authorized officer may require the appearance of the applicant.**

**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.**



# Jamaican Passport Application Form

PLEASE READ THE INFORMATION SHEET CAREFULLY BEFORE COMPLETING THIS FORM

NOT TO BE SOLD

A APPLICANT'S PERSONAL DATA			
Surname		Profession or Occupation	
First Name		Marital Status	
Middle Name(s)		Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/>	
Maiden Surname (family name at birth)		Eye Colour	
Previous Name: (If name has been changed other than by marriage)		Dark Brown <input type="checkbox"/> Brown <input type="checkbox"/> Grey <input type="checkbox"/>	
Place of Birth: (Town, City and Parish)		Grey Blue <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/>	
Date of Birth		Chestnut <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/>	
Day	Month	Year	Sex
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Height	
Place of Birth		Mother's First Name	
Special Visible Features		Mother's Maiden Name	
APPLICANT'S PERMANENT ADDRESS		APPLICANT'S MAILING ADDRESS (If different from permanent address)	
Street Number and Street name		Street Number and Street name	
Town, City and Parish		Town, City and Parish	
Country		Country	
Postal or Zip Code	State	Postal or Zip Code	State
Residential Telephone Number	Business Telephone Number	Area Code Seven Digit Number	
E-Mail Address:			
B TO BE COMPLETED IF APPLICANT IS OR HAS BEEN MARRIED			
Date of Marriage		Place of Marriage: (Town, City and Parish)	
Country:			
Spouse's Name: (If married, divorced or widowed)		Surname	
First Name			

**FOR  
OFFICIAL  
USE  
ONLY**

**Thumb Print Box Below  
For persons unable to sign**

Signature of the Applicant **WITHIN** the box above

Note: Signature is not required for applicants under the age of 12 years

<b>C CONSENT FOR MINOR (Applicable to persons under 18 years of age, either mother, father or legal guardian may give consent)</b>		
Particulars of person giving consent to minor		
Surname (parent or legal Guardian)	First Name	Middle Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to above-named person to minor		
Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Legal Guardian <input type="checkbox"/>
Declaration of person giving consent:		
I (name)..... the (relationship).....		
Of (minor's name)..... give my consent for him/her to hold a passport.		
Signature of Parent or Legal Guardian .....		
Date .....		
<b>D PARTICULARS OF MOST RECENT PASSPORT : (This information is required whether the passport is expired or current, damaged, lost or otherwise unavailable)</b>		
Passport Number	Date of Issue Day Month Year	Date of Loss Day Month Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Place of Issue		
<input type="text"/>		
Name in which stolen, lost or unavailable passport was issued	First Name	Middle Name(s)
Surname	<input type="text"/>	<input type="text"/>
<input type="text"/>		
Place of Loss (City, Parish):	<b>BRIEF STATEMENT OF CIRCUMSTANCES WHERE PASSPORT HAS BEEN DAMAGED</b>	
<input type="text"/>	_____	
<input type="text"/>	_____	
<b>E DECLARATION OF APPLICANT</b>		
I, the undersigned, apply for the issue of a Jamaican Passport. I declare that the information given in this application is correct to the best of my knowledge and belief. I further declare that:		
<input type="checkbox"/>	I have not previously held or applied for a Jamaican Passport	
<input type="checkbox"/>	All previous passports granted to me have been surrendered, other than Passport or Travel Document No. ....	
<input type="checkbox"/>	My passport has been lost or is not available for present use and that I have reported the circumstances to the Police or to the Passport Office (Kingston) or to the Jamaican Consular representative overseas.	
Signature of Applicant .....	Date of Declaration Day Month Year <input type="text"/>	

**F EMERGENCY CONTACT PERSONS****FIRST CONTACT PERSON**

Surname

First Name

Middle Names

Street Number and Street name

Town, City and Parish

Country

Telephone Number

Area Code    Seven Digit Number

Relationship

State

Postal or Zip Code

**SECOND CONTACT PERSON**

Surname

First Name

Middle Names

Street Number and Street name

Town, City and Parish

Country

Telephone Number

Area Code    Seven Digit Number

Relationship

State

Postal or Zip Code

**G OFFICIAL CERTIFICATION (Please ensure Sections A-F are completed before certifying this document)****WARNING: IT IS AN OFFENCE TO MAKE A FALSE AND MISLEADING STATEMENT IN SUPPORT OF A PASSPORT APPLICATION**

I.....

First Name

Middle Name(s)

Surname

Designation/Occupation

hereby certify that I have known .....  
Full Name of Applicant (in the case of a minor, the parent giving consent) as stated on application

For .....(years) and the information given is correct to the best of my knowledge and belief.

Address of Certifying Official

Building/Apartment Number and Name (if applicable)

Street Number and Street name

Town, City and Parish/ State

Country

Postal Code or Zip Code

Telephone Number

Area Code    Seven Digit Number

Official Stamp or Seal  
(if any)

Date of Certification

Day    Month    Year

Signature of Certifying Official

