

CITIZENSHIP

CITIZENSHIP BY DESCENT

An applicant qualifies for Citizenship by Descent where:

- He/she was born outside Jamaica before August 6, 1962; and
- His/her mother or father became or would have, but for his/her death, become a citizen of Jamaica on August 6, 1962.
- He/she was born outside Jamaica after August 5, 1962 and whose father/mother was citizen of Jamaica by birth, descent or registration by virtue of marriage to a Jamaican on the date of his/her birth.

Required Documents – mailed applications OR applications placed in the drop box at the Embassy

Applications submitted by mail should be sent to Embassy of Jamaica, 1520 New Hampshire Avenue, NW, Washington, DC, 20036. Payment should be made by Money Order, payable to the Embassy of Jamaica and should include full fees (application and mailing fees). The same method of payment is required for applications placed in the drop box. Note that the drop box located inside the Embassy may be accessed between 9 am and 5 pm. The documents may be placed in the maildrop (slot in the door) if the Embassy is closed.

For Adult and Minor

The following documents for the applicant(claimant) is required:

1. Completed Citizenship application form (the form should be signed by parent/guardian ,if applicant is under 18) click link for form: [Microsoft Word - DECENT APPLICATION FORM1 \(pica.gov.jm\)](#)
2. Original or certified copy of birth certificate
3. Certified copy of valid passport/ driver's license (if 18 years or older)
4. Original or certified copy of proof of name change, if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
5. Two (2) Passport sized photographs. Two (2) Passport sized photographs of the applicant. (The reverse side of one of the photographs should have the following inscription written "I.... (insert name of Notary Public) certify that this is a true photograph of" [Insert applicant's full name] The notary should sign and date below the inscription.)

The following documents for the Jamaican parent must also accompany the application:

6. Original or certified copy of Jamaican birth certificate/ citizenship certificate
7. Certified copy of valid Jamaican passport or other forms of valid government issued identification, (USA driver's license or passport), if application is for a minor (under 18 years old)
8. Original or certified copy of proof of name change of parent, if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)

Applicant may also request citizenship through grandparent, instead of parent. If this is the case then in addition to documents mentioned above for the applicant (items 1-5) the following documents should also be submitted:

- Jamaican grandparent's original or certified copy of Jamaican birth certificate/ citizenship Certificate
 - Jamaican grandparent's original or certified copy of valid Jamaican passport or other forms of valid government issued identification (USA driver's license or passport), if application is for a minor (under 18 years old)
 - Original or certified copy of birth certificate and valid ID (if application is for a minor) of applicant's parent (**must be the child of the Jamaican grandparent through whom the applicant is claiming citizenship**)
 - Original or certified copy of proof of name change for parent and grandparent, if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- **Fees: All payment must be made by Money Order payable to the Embassy of Jamaica:**
 - **\$100.00 – application fee**
 - **\$20.00 – mailing fee**
 - **Note: one money order with the total fee (\$120) is acceptable.**

Required Documents – In-person application – BY APPOINTMENTS ONLY

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. If the applicant is not present at the time of the submission of the application, then one of the photos must be certified (see mailed application above)

For Adults and Minors

The following documents for the applicant (claimant) is required:

1. Completed Citizenship application form (the form should be signed by parent/guardian ,if applicant is under 18) click link for form: [Microsoft Word - DECENT APPLICATION FORM1 \(pica.gov.jm\)](https://pica.gov.jm)
2. Original birth certificate
3. Original US (or country of birth) valid passport/ driver's license (if adult, 18 years or older)
4. Original or certified copy of proof of name change, if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
5. Two (2) Passport sized photographs

The following documents for the Jamaican parent must also accompany the application:

6. Original or certified copy of Jamaican birth certificate/ citizenship certificate
7. Certified copy of valid Jamaican passport or other forms of valid government issued identification (USA driver's license or passport), if application is for minor
8. Original or certified copy of proof of name change, if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)

Applicant may also request citizenship through grandparent, instead of parent. If this is the case then in addition to documents mentioned above for the applicant (items 1-5) the following documents should also be submitted

- Jamaican grandparent original or certified copy of Jamaican birth certificate / citizenship certificate
 - Jamaican grandparent's original or certified copy of valid Jamaican passport or other forms of valid government issued identification (USA driver's license or passport), if application is for a minor (under 18 years old)
 - Original or certified copy of birth certificate/ citizenship certificate
 - Valid ID of applicant's parent, if application is for a minor (**must be the child of the Jamaican grandparent through whom the applicant is claiming citizenship**)
 - Original or certified copy of proof of name change for parent and grandparent, if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- **Fees: payment may be made in cash, money order (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee)**

\$100.00 – applicants fee

\$20.00 – mailing fee

Important information to avoid delays in processing application:

- **Parent's name must appear on applicant's birth certificate if claiming citizenship through said parent**
- **Parent's name must appear on applicant's birth certificate if claiming citizenship through grandparent of said parent**
- **Grandparent's name must appear on applicant's parent's birth certificate if the citizenship being claimed through the grandparent**
- **Spelling of parents' names must be consistent with spelling on applicant's birth certificate and on parent's birth certificates as well as ID provided**
- **Applicant must ensure that errors on documents are corrected by offices where they were issued prior to submitting application**

Once the above documents are received, the application will be sent to the Passport, Immigration and Citizenship Agency to be processed. The processing time is approximately six (6) – eight (8) weeks for compliant applications.

CITIZENSHIP BY MARRIAGE

A non-national is eligible to make an application for citizenship by virtue of Marriage if he or she is married to a Jamaican citizen.

Required Documents- Mailed applications/ applications placed in the drop box:

Applications submitted by mail should be sent to Embassy of Jamaica, 1520 New Hampshire Avenue, NW, Washington, DC, 20036. Payment should be made by Money Order, payable to the Embassy of Jamaica and should include full fees (application and mailing fees). The same method of payment is required for applications placed in the drop box. Note that the drop box located inside may be accessed between 9 am and 5 pm. The documents may be placed in the maildrop (slot in the door) if the Embassy is closed.

- Completed and notarized Application R1 Form in duplicate. Both original copies of the form must be notarized by a Notary Public. Click link for form: <https://www.pica.gov.jm/registration-citizenship-woman-marriage-application-form>
- (Please note that although this form was originally designed for women, male applicants should also use this form)**
- Applicant's Letter to the Minister of National Security requesting registration as a Citizen of Jamaica.
 - Certified copy of official marriage certificate
 - Certified copies of husband and wife's Birth Certificates / Jamaican Citizenship Certificate
 - Certified copies of husband and wife's valid Passports/ driver's licenses
 - Certified copy of Deed Poll/ Name change document, where applicable
 - Certified copy of Divorce Decree, where applicable
 - Recent (no older than 6 months old) Police Record of the Applicant from country of residence
 - Two (2) Passport sized photographs of the applicant. (The reverse side of one of the photographs should have the following inscription written "I..... (insert name of Notary Public) certify that this is a true photograph of" [Insert applicant's full name] The notary should sign and date below the inscription.)
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- **Fee: A fee of \$280.00 (mailing fee of \$20 included) is required. The fee is paid by Money Order payable to the Embassy of Jamaica.**

Required Documents – In-person application – BY APPOINTMENTS ONLY

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. If the applicant is not present at the time of the submission of the application, then the application forms and one of the photos must be certified (see mailed application above)

- Completed Application R1 Form in duplicate Click link for form: <https://www.pica.gov.jm/registration-citizenship-woman-marriage-application-form> (Please note that although this form was originally designed for women, male applicants should also use this form)
- Applicant's Letter to the Minister of National Security and Justice requesting registration as a Citizen of Jamaica.
- Original or certified copy of official marriage certificate
- Original or certified copies of husband and wife's Birth Certificates/Jamaican Citizenship Certificate
- Original or certified copies of husband and wife's valid Passports/ driver's licenses
- Original or certified copy of Deed Poll/ Name change document, where applicable
- Original or certified copy of Divorce Decree, where applicable
- Recent (no older than 6 months old) Police Record of the Applicant from Country of Residence
- Two (2) Passport sized photographs of the applicant
- Fee: payment of \$260.00 may be made in cash, money order (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee). An additional \$20 may be paid for mailing fee.

Important information to avoid delays in processing application:

- **Spelling of names must be consistent on all documents**
- **Applicant must ensure that errors on documents are corrected by offices where they were issued prior to submitting application**

Once the above documents are received, the application will be sent to the Passport, Immigration and Citizenship Agency to be processed. The processing time is approximately 24 months for compliant applications.

RENUNCIATION OF JAMAICAN CITIZENSHIP

The formal process of giving up one's Jamaican Nationality/citizenship is referred to as Renunciation.

The applicant should be of full age and capacity, either a national of a foreign country or has been assured of such nationality on the condition that he/she renounces Jamaican Nationality.

Required Documents- Mailed applications/ applications placed in the drop box:

Applications submitted by mail should be sent to Embassy of Jamaica, 1520 New Hampshire Avenue, NW, Washington, DC, 20036. Payment should be made by Money Order, payable to the Embassy of Jamaica and should include full fees (application and mailing fees). The same method of payment is required for applications placed in the drop box. Note that the drop box located inside may be accessed between 9am and 5pm. The documents may be placed in the maildrop (slot in the door) if the Embassy is closed

- Completed and notarized Application Form in triplicate – the three original copies of the form must be certified by a Notary Public. Click link for form:
<https://www.pica.gov.jm/sites/default/files/Forms/Renunciation-Form.pdf>
- Certified copy of Birth Certificate
- Jamaican Passport
- Evidence of other nationality (citizenship certificate, passport or official letter of assurance or promise of other nationality) will be required to support the loss of Jamaican Citizenship
- Two (2) Passport sized photographs of the applicant. (The reverse side of one of the photographs should have the following inscription written "I..... (insert name of Notary Public) certify that this is a true photograph of" [Insert applicant's full name] The notary should sign and date below the inscription.)
- **Fee: A fee of \$1020.00 (mailing fee of \$20 included) is required. The fee is paid by Money Order payable to the Embassy of Jamaica.**

Once the above documents are received, the application will be sent to the Passport, Immigration and Citizenship Agency to be processed. The processing time is approximately 24 months for compliant applications

Required Documents – In-person application – BY APPOINTMENTS ONLY

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. If the applicant is not present at the time of the submission of the application, then the forms and one of the photos must be certified (see mailed application above)

- Completed Application Form in triplicate. Click link for form:
<https://www.pica.gov.jm/sites/default/files/Forms/Renunciacion-Form.pdf>
- Original Birth Certificate
- Jamaican Passport
- Evidence of other nationality (citizenship certificate, passport or official letter of assurance or promise of other nationality) will be required to support the loss of Jamaican Citizenship
- Two (2) Passport sized photographs of the applicant. (The reverse side of one of the photographs should have the following inscription written “I..... (insert name of Notary Public) certify that this is a true photograph of” [Insert applicant’s full name] The notary should sign and date below the inscription.)
- **Fee:** payment of \$1000.00 may be made in cash, money order (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee). An additional \$20 may be paid for mailing fee.

Once the above documents are received, the application will be sent to the Passport, Immigration and Citizenship Agency to be processed. The processing time is approximately 24 months for compliant applications.

RESTORATION OF JAMAICAN CITIZENSHIP

The restoration of Jamaican Citizenship is applicable only to former Jamaican nationals who acquired Jamaican Citizenship by virtue of Birth, descent or adoption and subsequently renounced it.

Required Documents- Mailed applications/ applications placed in the drop box:

Applications submitted by mail should be sent to Embassy of Jamaica, 1520 New Hampshire Avenue, NW, Washington, DC, 20036. Payment should be made by Money Order, payable to the Embassy of Jamaica and should include full fees (application and mailing fees). The same method of payment is required for applications placed in the drop box. Note that the drop box located inside may be accessed between 9am and 5pm. The documents may be placed in the maildrop (slot in the door) if the Embassy is closed

- Completed and notarized Application R5 Form in triplicate . All original copies of the form, must be notarized by a Notary Public. Click link for form:
<https://www.pica.gov.jm/sites/default/files/Forms/Restoration-of-Citizenship.pdf>
- Letter of renunciation
- Proof of current citizenship
- Certified copy Valid government issued ID
- Two (2) Passport sized photographs of the applicant. (The reverse side of one of the photographs should have the following inscription written "I..... (insert name of Notary Public) certify that this is a true photograph of" [Insert applicant's full name] The notary should sign and date below the inscription.)
- **Fee: A fee of \$1020.00 (mailing fee of \$20 included) is required. The fee is paid by Money Order payable to the Embassy of Jamaica.**

Once the above documents are received, the application will be sent to the Passport, Immigration and Citizenship Agency to be processed. The processing time is approximately 24 months for compliant applications

Required Documents – In-person application – BY APPOINTMENTS ONLY

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. If the applicant is not present at the time of the submission of the application, then the forms and one of the photos must be certified (see mailed application above)

- Completed Application R5 Form in triplicate. Click link for form <https://www.pica.gov.jm/sites/default/files/Forms/Restoration-of-Citizenship.pdf>
- Letter of renunciation
- Proof of current citizenship
- Original or certified copy Valid government issued ID
- Two Passport sized photographs
- **Fee:** payment of \$1000.00 may be made in cash, money order (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee). An additional \$20 may be paid for mailing fee.

Once the above documents are received, the application will be sent to the Passport, Immigration and Citizenship Agency to be processed. The processing time is approximately 24 months for compliant applications.

REPLACEMENT CERTIFICATES

Applying for a certified copy of a Jamaican citizenship certificate

QUALIFICATION:

The applicant should have been granted an original Certificate of Jamaican Citizenship.

Required Documents- Mailed applications/ applications placed in the drop box:

Applications submitted by mail should be sent to Embassy of Jamaica, 1520 New Hampshire Avenue, NW, Washington, DC, 20036. Payment should be made by Money Order, payable to the Embassy of Jamaica and should include full fees (application and mailing fees). The same method of payment is required for applications placed in the drop box. Note that the drop box located inside may be accessed between 9am and 5pm. The documents may be placed in the maildrop (slot in the door) if the Embassy is closed

- A letter applying for a Certified Copy should be addressed to:-

**The Chief Executive Officer
Passport, Immigration and Citizenship Agency
25c Constant Spring Road
Kingston 10**

The letter should state the Name, Address and File Reference or Certificate number of the applicant. The applicant is required to state what has happened to the original Certificate of Citizenship and why the certified copy is required.

The letter should be accompanied by the following document:

- Recent Police Report on the status of Original Certificate (should not be older than 6 months)

- One (1) Passport sized photographs of the applicant. (The reverse side of one of the photographs should have the following inscription written “I..... (insert name of Notary Public) certify that this is a true photograph of” [Insert applicant’s full name] The notary should sign and date below the inscription.)
- Certified copy of parent’s valid government issued ID, if applicant is a minor (under 18 years)
- Certified copy of applicant’s valid government issued ID, if applicant is an adult (18 years and older)

Fees:

- **\$100.00 – Replacement fee – by money order, payable to the Embassy of Jamaica**
- **\$20.00 – payment for mailing fee**
- **one money order with the total fee (\$120) is acceptable.**

Compliant applications will be processed within four (4) to six (6) weeks.

Required Documents – In-person application – BY APPOINTMENTS ONLY

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. If the applicant is not present at the time of the submission of the application, then the photo must be certified (see mailed application above)

- A letter applying for a Certified Copy should be addressed to:-

**The Chief Executive Officer
Passport, Immigration and Citizenship Agency
25c Constant Spring Road
Kingston 10**

- The letter should state the Name, Address and File Reference or Certificate number of the applicant. The applicant is required to state what has happened to the original Certificate of Citizenship and why the certified copy is required.

The letter should be accompanied by the following documents: -

- Recent Police Report on the status of Original Certificate (should not be older than 6 months)
- One (1) Passport sized photographs of the applicant. Once the applicant appears in person, the photo will be certified by the relevant officer.
- Original or certified copy of parent’s valid government issued I.D. if applicant is a minor

- Original or certified copy of applicant’s valid government issued I.D. if applicant is an adult (18 years and older)
- **Fees: payment may be made in cash, money order (payable to the Embassy of Jamaica), debit/credit card (this will attract a small transaction fee)**

\$100.00 – applicants born outside of Jamaica and never held a Jamaican passport or who cannot produce a previous Jamaican passport are required to pay this fee

\$20.00 – payment for mailing fee, if applicant desires to have citizenship certificate mailed to their address

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 ¹

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 to verify to which location your application should be sent.

Citizenship applications are sent to the Passport, Immigration and Citizenship Agency (PICA), Kingston Jamaica for processing. PICA reserves the right to request additional and or updated information during the processing of the application.