



EMBASSY OF JAMAICA

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

REPLACEMENT CITIZENSHIP CERTIFICATE APPLICATIONS

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

This process is ONLY applicable for applicants who were already granted an original Certificate of Jamaican Citizenship.

The required documents are:

- 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
Please note that **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.
- Recent Police Report on the status of Original Certificate (should not be older than 6 months)
- Two (2) Passport sized photographs of the applicant taken within the last six months. **Walk-in applicants need not notarize their photographs.** Photographs for **mailed-in applications must be certified as “I certify this to be a true photo of (FULL NAME OF PERSON)”** and should be stamped, signed and dated by the notary. If this is unable to hold on the photographs, the photos may be pasted on a blank paper and notarized following the aforementioned guidelines.
- Parent’s photo I.D. (Driver’s license or passport) if applicant is a minor;
- Application Fee - \$135 (including mailing fee); 115 (without mailing fee)



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- 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

The processing period for Replacement Citizenship Certificate (provided that application fulfills all requirements AFTER being transmitted to the Passport, Immigration & Citizenship Agency (PICA) in Jamaica):

Approximately three (3) months (please allow for transit time between the Embassy and PICA in Jamaica)

NOTE: Persons submitting citizenship by descent applications in-person at the Embassy may also apply for their passports at the same time.

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.