



## **EMBASSY OF JAMAICA**

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

### **EMERGENCY CERTIFICATE APPLICATION GUIDELINES**

An Emergency Certificate (EC) is a one-way travel document designed for **emergency travel** to Jamaica only and is not generally recognized by other territories, as it is neither bar-coded nor does it have an expiry date. The applicant will be required to do a passport renewal/replacement once they are in Jamaica.

#### **The requirements for an Emergency Certificate (EC) are as follows:**

- Most recently issued passport
- Two photos (one to be notarized if submitting via mail)
- Flight Itinerary which clearly states the Airline, flight date and time and flight number
- Original Birth Certificate
- Original Marriage Certificate, Divorce Decree and Deed Poll (if applicable)
- Valid Government-issued Photo ID (notarized copy of the front and back if submitting via post)
- Detailed statement surrounding the loss of passport, if the document is unavailable for submission with the application
- For minors, a notarized copy of the parent's valid ID is required and the original of any other name change document that is required (i.e.; Marriage Certificate).
- **All applicants are required to submit proof of emergency (document/s that correspond/s with the emergency for which the application is being made).**
- For in-person submission, applicants are required to transmit an email to the Embassy of Jamaica, Washington D.C., for appointments, which must be approved prior to visiting.

#### **APPLICATION FEE**

The application \$95 (including mailing fee); \$75 (without mailing fee). Applicants may also submit a self-addressed pre-paid envelope (that bears a tracking number) to facilitate the return of original documents.



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**Please note that mailed-in EC applicants may be subject to obligatory interviews by a Consular Officer.**

### **PROCESSING TIME**

The processing time for ALL Emergency Certificate (EC) applications may take approximately 10 business days. **The Embassy of Jamaica, Washington D.C., reserves the right to request any additional/updated document/s that may imply additional time.**

The acceptable method of payment is cash or debit card (*a surcharge is applied by the banking machine used for debit card*) for in-person applicants, or Money Order made payable to the "Embassy of Jamaica" for mailed-in applicants.

The Embassy of Jamaica, Washington DC, encourages all fellow Jamaicans to ensure that their travel documents are up-to-date ahead of their travel arrangements. In the case of EC applications, in the event of non-compliance, the Embassy of Jamaica, Washington D.C., will not be held responsible for any inconveniences caused.

Thank you for your cooperation and understanding.