



## **EMBASSY OF JAMAICA**

1520 New Hampshire Avenue, NW, Washington, DC 20036  
Telephone: (202) 452-0660 | Facsimile: (202) 452-0670/0036  
<https://www.embassyofjamaica.org/>

### **PASSPORT RENEWAL APPLICATION GUIDELINES (Adults & Minors)**

#### **PLEASE NOTE:**

**Adult applicants may be eligible to apply for their passport online directly through the website of the Passport, Immigration and Citizenship Agency (PICA). Please check eligibility here:**  
[https://passport.pica-online.com/PICA\\_ONLINE/](https://passport.pica-online.com/PICA_ONLINE/) .



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#### **METHODS OF APPLICATION SUBMISSION TO THE EMBASSY**

- In-person appointment: <https://jaembassydcconsularservices.youcanbook.me/>
- Drop-box (located at the Embassy)
- Mail

**Please note that the Embassy of Jamaica will only process mailed applications from residents of the District of Columbia and the following states:**

Maryland (MD)  
Virginia (VA)  
California (CA)  
Washington (WA)

Applicants residing in other states must refer to the following link to determine whether their applications should be mailed to the **Consulate General of Jamaica in New York** or the **Consulate General of Jamaica in Florida**:  
[https://www.embassyofjamaica.org/ja\\_citizens/service\\_areas.pdf](https://www.embassyofjamaica.org/ja_citizens/service_areas.pdf)

**Applications mailed to the Embassy of Jamaica originating from states not listed above will be returned.**

**All mailed applications must include a prepaid, self-addressed (return) envelope to facilitate the return of original documents.**



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#### REQUIRED DOCUMENTS

All applications submitted by mail/drop-box must include a prepaid, self-addressed envelope (FEDEX, UPS, or USPS express, priority, registered or certified mail) to facilitate the return of original documents.

#### ADULTS:

- Completed Adult Renewal Simplified Form:  
[https://www.embassyofjamaica.org/ja\\_citizens/passport\\_adult\\_renewal\\_form.pdf](https://www.embassyofjamaica.org/ja_citizens/passport_adult_renewal_form.pdf)

This form can only be used if your name/marital status has not changed since the issuance of your most recent Jamaican passport and your most recent Jamaican passport is an adult machine-readable passport, i.e. the passport number begins with the letter 'A'. If you do not meet these criteria, the regular application form should be completed.

OR

- Completed Regular Passport Application Form:  
[https://www.embassyofjamaica.org/ja\\_citizens/passport\\_application\\_form.pdf](https://www.embassyofjamaica.org/ja_citizens/passport_application_form.pdf)

#### **Page 2**

Please note that page 2 of the regular application form is a legal document. Original signatures are required within the central rectangular box and in Section E. Both signatures must be consistent. The signature in the box must not touch its borders. In Section E, please tick the appropriate box and print the date of declaration, i.e. the date on which you have signed the form.



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#### **Page 3**

Section G of the form must be completed by a certifying official who must have been familiar with the **applicant** for at least twelve (12) months and must be a Notary Public, Medical Doctor, Minister of Religion (authorized to perform marriages) or an Attorney-at-Law.

- **Most recently issued Jamaican Passport**
- **Two (2) identical passport-sized photos.** Please consult PICA's photo chart for guidelines on submitting compliant photos:  
<https://www.pica.gov.jm/sites/default/files/Forms/photoPoster.pdf>

**In the case of applications submitted by mail/drop-box**, the back of one of the photos must be notarized with the following inscription, 'I hereby certify this is a true photo of [applicant's full name]', followed by the name of the certifying official, his/her notary number (in the case of a Notary Public) and the date. Stamp/seals must not be affixed to the photo. **The same person who certifies the photo must also notarize Section G of the regular application form.**

**In the case of applications submitted by appointment**, the photos and Section G of the application form should not be notarized.

*If most recent Jamaican passport was issued before 3<sup>rd</sup> September 2001, the following documents are also required:*



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- **Original Birth Certificate/Adoption Certificate/Citizenship Certificate**
- **Original valid ID (U.S.A. passport/Green Card, U.S.A./Jamaican driver's license, Jamaican Electoral ID)**

*If name has been legally changed since the date of issuance of your most recent Jamaican passport, the following document is required:*

- **Original proof of name change, if name has been legally changed. Acceptable name change documents are Marriage Certificate, Deed Poll, Divorce Decree and Court Order.**
- **All applications submitted by mail/drop-box must include a prepaid, self-addressed envelope (FEDEX, UPS, or USPS express, priority, registered or certified mail) to facilitate the return of original documents.**



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#### MINORS:

(MINORS OVER 3 YEARS MUST APPEAR IN PERSON WITH PARENT/LEGAL GUARDIAN)

- **Completed Regular Passport Application Form:**  
[https://www.embassyofjamaica.org/ja\\_citizens/passport\\_application\\_form.pdf](https://www.embassyofjamaica.org/ja_citizens/passport_application_form.pdf)

#### **Page 2**

Please note that page 2 of the regular application form is a legal document; original signatures are therefore required in the appropriate sections.

If the minor applicant is 12 years and older, he/she is required to sign within the central rectangular box. That signature must not touch the borders of that box. If the minor applicant is unable to sign, a thumb print should be made in the appropriate box and a notation made of which thumb was used (of the right/left hand). Applicants under 12 years are not required to sign.

The parent/legal guardian giving consent is required to sign on the appropriate lines and print the date of declaration, i.e. the date on which he/she has signed the form, in Sections C and E. Both signatures must be consistent.

#### **Page 3**

Section G of the form must be completed by a certifying official who must have been familiar with the **minor's consenting parent/legal guardian** for at least twelve (12) months and must be a Notary Public, Medical Doctor, Minister of Religion (authorized to perform marriages) or an Attorney-at-Law.

- **Most recently issued Jamaican Passport**



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- **Two (2) identical passport-sized photos.** Please consult PICA's photo chart for guidelines on submitting compliant photos: <https://www.pica.gov.jm/passport/photo-requirements>.

**In the case of applications submitted by mail/drop-box**, the back of one of the photos must be notarized with the following inscription, 'I hereby certify this is a true photo of [minor's full name]', followed by the name of the certifying official, his/her notary number (in the case of a Notary Public) and the date. Stamp/seals should not be affixed to the photo. The same person who certifies the photo **must** also notarize Section G of the regular application form.

**In the case of applications submitted by appointment**, the photos and Section G of the application form are not required to be notarized.

- **Original Birth Certificate/Adoption Certificate/Citizenship Certificate**
- **Original proof of legal name change, if applicable.** Acceptable name change documents are Deed Poll and Court Order.

*From the consenting parent/legal guardian*

- **Original valid ID (U.S.A. passport/Green Card, U.S.A./Jamaican driver's license, Jamaican Electoral ID) for parent/legal guardian giving consent**



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- **Official document of guardianship OR a signed, notarized letter from one parent (name must be on the minor's birth certificate) and certified copy of parent's ID (in the case of legal guardian)**
- **Original proof of name change, if the name of parent giving consent has been legally changed.** Acceptable legal name change documents are Marriage Certificate, Deed Poll, Divorce Decree and Court Order.

**PLEASE NOTE THAT LAMINATED, PHOTOCOPIED, OR SCANNED DOCUMENTS WILL NOT BE ACCEPTED**





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### PASSPORT RENEWAL APPLICATION GUIDELINES (Adults & Minors)

#### APPLICATION FEES

	Application Fee (no Mailing Fee)	Application Fee (inclusive of \$20 Mailing fee for shipment of new passport via FedEx)
Adults	\$95.00	\$115.00
Minors	\$65.00	\$85.00

Accepted methods of payment by means of application submission are as follows:

- By appointment: Cash; Debit/Credit Card; Money Order; Cashier's Check (payable to the Embassy of Jamaica)  
A surcharge is applied by the banking machine for debit/credit card transactions.
- Drop-box and Mail: Money Order; Cashier's Check (payable to the Embassy of Jamaica)

**Personal checks are not accepted.**



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### PROCESSING TIME

All passport applications are sent to the Passport, Immigration and Citizenship Agency (PICA) in Kingston, Jamaica for processing. The standard processing time for passport renewal applications is approximately **10-12 weeks**, **once no issues of non-compliance are identified at PICA.**

If you wish to follow up on the status of your application directly with PICA within the declared timeframe or after the standard processing time has elapsed, you may send an e-mail to the **PICA Helpdesk** at [support@picahelp.eu.freshdesk.com](mailto:support@picahelp.eu.freshdesk.com), call (876) 754-7422 or submit a ticket using their Customer Relationship Management (CRM) platform: <https://www.pica.gov.jm/crm/>.



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#### Important Guidelines for In-Person Appointments

- Please ensure that the relevant application form is printed and completed and all other supporting documents are on hand prior to the scheduled appointment time, to ensure the smooth and timely flow of appointments for the day. If your appointment time has begun and the application form is deemed incomplete by the Consular Officer conducting your appointment, you may be asked to return to the waiting area to complete the form and the next scheduled applicant will be called in to begin their interview, leading to delays in the processing of your application.
- Only the applicant is allowed to be inside the interview room at the time of the scheduled appointment. All other visitors accompanying the applicant should remain within the waiting area. In the case of minor applicants, only the parent/legal guardian giving consent will be permitted to accompany the child to the interview room.
- The use of cellphones in the interview room is strictly prohibited.
- Original documents must be presented for appointments. Photos, forms and copies of original supporting documents will be notarized by the Consular Officer.
- If you have a scheduled appointment and are no longer able to come in during the selected time slot, please reschedule or cancel your appointment through the booking site **at least 24 hours before** the scheduled appointment.