



EMBASSY OF JAMAICA

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

PASSPORT RENEWAL APPLICATION GUIDELINES (Adults & Minors)

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

Adults:

- Completed Passport Application Form
- Original Passport
- Original Birth Certificate/Adoption Certificate/Citizenship Certificate
- Original proof of name change, if name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- Two (2) identical passport size photographs. Please consult photo chart for instructions <https://www.pica.gov.jm/passport/photo-requirements>
- Original valid ID (US passport/ Green Card, US/Jamaican driver's license, Jamaican Electoral ID), if passport has been expired for ten (10) years or more
- Application Fee \$115 (including mailing fee); \$95 (without mailing fee)
- 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.

Minors:

- Completed Passport Application Form
- Original Passport
- Original Birth Certificate/Adoption Certificate/Citizenship Certificate
- Original Deed poll/ name Change document, where applicable
- Original valid ID (US passport/Green Card, US/Jamaican driver's license, Jamaican Electoral ID) for parent/ legal guardian giving consent (guardians must submit an



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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.

- Original proof of name change, if the name of parent giving consent has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- Two (2) identical passport size photographs. Please consult photo chart for instructions <https://www.pica.gov.jm/passport/photo-requirements>
- Application Fee - \$85 (including mailing fee); \$65 (without mailing fee)
- 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

All passport applications are sent to the Passport, Immigration and Citizenship Agency (PICA), in Kingston, Jamaica for processing. In-person applications are processed within approximately **10 weeks** while mailed-in applications are processed within approximately **3 months**, if found to be compliant (meet all the requirements). **LOST PASSPORT APPLICATIONS MAY TAKE LONGER THAN NINETY (90) DAYS.**

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.