



EMBASSY OF JAMAICA

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

REPLACEMENT PASSPORT APPLICATION GUIDELINES (ADULTS & MINORS)

Adults:

- Completed Passport Application Form
- 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)
- Police Complaint Report (not required if the Lost Passport Form is submitted)
- Lost Passport Form (for lost/destroyed/stolen passport)
- Passport – If passport is damaged passports or valid for more than a year and is being submitted for name change etc.
- 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) for lost/destroyed/ stolen or manual damaged passport.
- If no ID is available, please see information regarding **Declaration of Identity (DOI)**
- Application Fee - \$195 (including mailing fee); \$175 (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:

MUST APPEAR IN PERSON WITH PARENT OR LEGAL GUARDIAN

- Completed Passport Application Form
- Original Birth Certificate/Adoption Certificate/Citizenship Certificate
- Police Complaint Report (not required if the Lost Passport Form is submitted)
- Original Deed poll/name Change document, if applicable



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- 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 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 name of parent giving consent name has been changed (Marriage Certificate, Deed poll, Divorce Decree, Court Order)
- Lost Passport Form (for lost/destroyed/stolen passport only)
- Passport – for damaged passports or valid passports submitted for name change etc.
- Two (2) identical passport size photographs (please consult photo chart for instructions <https://www.pica.gov.jm/passport/photo-requirements>)
- Application Fee - \$135 (including mailing fee); \$115 (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



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Jamaica. Mailed-in applications are to be sent to: The Embassy of Jamaica, 1520 New Hampshire Ave, NW, Washington DC. 20036.