



Jamaican Passport Application Form

PLEASE READ THE INFORMATION SHEET CAREFULLY BEFORE COMPLETING THIS FORM

NOT TO BE SOLD

A APPLICANT'S PERSONAL DATA			
A	Surname		Profession or Occupation
	First Name		Marital Status Single Divorced Married Widowed
	Middle Name(s)		
	Maiden Surname (family name at birth)		
	Previous Name: (If name has been changed other than by marriage)		
	Place of Birth: (Town, City and Parish)		Eye Colour Dark Brown Brown Grey Grey Blue Blue Hazel Chestnut Black Red Burgundy Mixed
	Date of Birth (DD/MM/YYYY)	Sex Male Female	Height cm
	Place of Birth		Mother's First Name
	Special Visible Features		Mother's Maiden Name (Surname before Marriage)
	APPLICANT'S PERMANENT ADDRESS Street Number and Street name Town, City and Parish Country		APPLICANT'S MAILING ADDRESS (If different from permanent address) Street Number and Street name Town, City and Parish Country
	Postal or Zip Code	State	Postal or Zip Code State
	Residential Telephone Number Area Code Seven Digit Number		Business Telephone Number Area Code Seven Digit Number
	E-Mail Address:		
B TO BE COMPLETED IF APPLICANT IS OR HAS BEEN MARRIED			
	Date of Marriage (DD/MM/YYYY)	Place of Marriage: (Town, City and Parish)	Country:
	Spouse's Name: (If Married, divorced or widowed)		Surname
	First Name		



Thumb Print Box Below
For persons unable to sign

Signature of the Applicant **WITHIN** in the box above

Note: Signature is not required for applicants under the age of 12 years

C	CONSENT FOR MINOR (Applicable to persons under 18 years of age. Mother, Father or Legal Guardian may give consent)		
	Particulars of person giving consent to minor		
	Surname (parent or legal guardian)	First Name	Middle Name(s)
	Relationship to above-named person to minor		
	Mother	Father	Legal Guardian
	Declaration of person giving consent:		
	I (name).....the (Relationship).		
	Of (Minor's Name), give my consent for him/her to hold a passport.		
 Signature of Parent or Legal Guardian	 Date
D	PARTICULARS OF MOST RECENT PASSPORT: (This information is required whether the passport is expired or current, damaged, lost or otherwise unavailable)		
	Passport Number	Date of Issue (DD/MM/YYYY)	Date of Loss (DD/MM/YYYY)
	Place of Issue		
	Name in which stolen, lost or unavailable passport was issued Surname	First Name	Middle Names(s)
	Place of Loss (City, Parish):	BRIEF STATEMENT OF CIRCUMSTANCES WHERE PASSPORT HAS BEEN DAMAGED _____ _____ _____	
E	DECLARATION OF APPLICANT		
	I, the undersigned, apply for the issue of a Jamaican Passport. I declare that the information given in this application is correct to the best of my knowledge and belief. I further declare that:		
	I have not previously held or applied for a Jamaican Passport		
	All previous passports granted to me have been surrendered, other than Passport or Travel Document No. which is submitted herewith.		
	My passport has been lost or is not available for present use and that I have reported the circumstances to the Police or to the Passport Office (Kingston) or to the Jamaican Consular representative overseas.		
 Signature of Applicant	Date of Declaration (DD/MM/YYYY)	

F EMERGENCY CONTACT PERSONS

FIRST CONTACT PERSON		
Surname	First Name	Middle Names

Street Number and Street name	Telephone Number Area Code Seven Digit Number
Town, City and Parish/State	Relationship
Country	
State	Postal or Zip Code

SECOND CONTACT PERSON		
Surname	First Name	Middle Names

Street Number and Street name	Telephone Number Area Code Seven Digit Number
Town, City and Parish/ State	Relationship
Country	
State	Postal or Zip Code

G OFFICIAL CERTIFICATION (Please ensure that Sections A-F are completed before certifying this document)

WARNING: IT IS AN OFFENCE TO MAKE A FALSE AND MISLEADING STATEMENT IN SUPPORT OF A PASSPORT APPLICATION

I.....
First Name **Middle Name(s)** **Surname** **Designation/Occupation**

hereby certify that I have known
Full Name of Applicant (in the case of a minor, the person giving consent) as stated on application.

For(years) and that the information given is correct to the best of my knowledge and belief.

Address of Certifying Official Building/Apartment Number and Name (if applicable)	Country	Official Stamp or Seal (If any)
Street Number and Street name	Postal Code or Zip Code	
Town, City and Parish/ State	Telephone Number Area Code Seven Digit Number	

..... Signature of Certifying Official	Date of Certification (DD/MM/YYYY)
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H TO BE COMPLETED BY APPLICANTS WHO MUST WEAR HEADGEAR FOR RELIGIOUS REASONS

(Religion/Sect)

I TO BE COMPLETED BY APPLICANTS BORN OUTSIDE OF JAMAICA

Father's Name:

Mother's Name:

Father's Place of Birth:

Mother's Place of Birth:

Father's Date of Birth:
(DD/MM/YYYY)

Mother's Date of Birth:
(DD/MM/YYYY)

J SUPPLEMENTARY INFORMATION

K FOR OFFICIAL USE ONLY

DOCUMENTS SUBMITTED	DOCUMENT NUMBER	ISSUE DATE (DD/MM/YYY)	PREVIOUS PASSPORT STAMP
BIRTH CERTIFICATE			
ADOPTION CERTIFICATE			
MARRIAGE CERTIFICATE			
NATURALIZATION CERTIFICATE			
REGISTRATION CERTIFICATE			
CERTIFICATION OF CITIZENSHIP			
DIVORCE CERTIFICATE			
DRIVERS' LICENCE			
TAX REGISTRATION NUMBER			
ELECTORAL IDENTIFICATION			
OTHER			

RECEPTION TEAM

(Outpost Staff)

Date (DD/MM/YYYY)

.....

(Passport Office)

.....

GUIDELINES FOR JAMAICAN PASSPORT APPLICATION

READ CAREFULLY BEFORE COMPLETING THE PASSPORT APPLICATION FORM

- 1.0 **DOCUMENTS** PHOTOCOPIED OR LAMINATED DOCUMENTS WILL NOT BE ACCEPTED
- 1.1 Eligibility for a Jamaican Passport is based on proof of Jamaican Citizenship. ALL applicants are therefore required to submit one of the following documents as applicable:
- * Birth Certificate
 - * Certificate of Registration
 - * Certificate of Naturalization
 - * Adoption Certificate
 - * Letter of Certification of Citizenship
- 1.2 Persons claiming Jamaican Citizenship by Descent MUST have their claim established BEFORE submitting the application for a passport. The documents required are:
- * Applicant's Birth Certificate
 - * Proof of Parent's Jamaican Citizenship
 - * Two certified passport photographs
- The Citizenship Unit is located at the 1st Floor, Immigration Citizenship and Passport Division, 25 Constant Spring Road, Kingston 10
- 1.3 Passport issuance is also based on credible identification. First time applicants, particularly, are also required to provide one of the following photographic forms of Identification:
- * National Voter's Identification
 - * Driver's Licence
 - * Previous Passport
- Other identification - (subject to approval by the Passport Officers, e.g. work ID)
- 1.4 Any name change must be substantiated by documentary evidence. All married or divorced women are required to submit the certified copy of the Marriage Certificate(s) or Divorce Judgement(s), where the married name is being used. A Deed Poll is required for all other name changes.
- 2.0 **PHOTOGRAPHS** NO EMBOSSED SEAL SHOULD BE AFFIXED TO PHOTOGRAPHS
- 2.1 Applicants are required to submit two (2) identical copies of a professionally produced photograph taken not more than six (6) months prior to the application, with the following specifications:
- The photographs should be taken in colour with a matte/dull finish, against a plain background. Applicants of light complexion should avoid wearing white clothing and should have the photographs taken against a pastel shaded background. Applicants of dark complexion should wear coloured clothing and photographs should be taken against a white background. Applicants with hair is grey/white should have photographs taken against a pale blue or grey background.
 - There should be no reflection from eyeglasses and no background shadows. Excessive light reflection on image is unacceptable. Light distribution should be even throughout photograph.
 - Photographs should provide a full frontal view of the head, neck and top of the shoulders with ears, as much as possible, clearly visible. Photographs should display appropriately clad images; exposed shoulders and chest are to be avoided.
 - The applicant should wear no head covering while taking the photograph. However, applicants who must wear headgear for religious reasons must indicate their religion at Section H.
 - The size of the face should be 25mm to 35mm, from the chin to top of head.
 - When the photograph is cut to a size of about 35mm, there should be a margin of 3mm to 4mm between the head and the edge of the photograph
 - Photographs submitted with an application become the property of the Government of Jamaica

3.0 CERTIFICATION OF APPLICATION (See section G)

3.1 Each applicant is required to present an application form and Photograph that are certified. This can be done by one of the following officials who is a citizen of Jamaica, who is not a member of the family of the applicant AND, has been personally acquainted with the applicant for a period of not less than 12 months:

- | | | |
|------------------------|--|-----------------------|
| * Member of Parliament | * High Court Judge | * Resident Magistrate |
| * Justice of the Peace | * Public Officer (SEG 1 and above) | * Consular Officer |
| * Attorney-at-law | * Commissioner of Oaths Notary Public | * Parish Councillor |
| * Bank Manager | * Credit Union Manager | * Clerk of Courts |
| * Marriage Officers | * Army Officer (Major & above) | * Dental Surgeon |
| * Medical Practitioner | * Police Officer (Gazetted Ranks) | * Passport Officer |
| * Veterinarian | * Principal (Primary, Secondary & Tertiary Educational Institutions) | |

3.2 The official who certifies the application is also required to certify the reverse side of one photograph of the applicant, with the following inscription above his/her signature:

"I certify that this is a true photograph of (Insert applicant's name and note date of certification)"

3.3 For overseas applicants the following persons, who need not be citizens of Jamaica, may certify the application:

- | | |
|--|------------------|
| * Justice of the Peace | * Notary Public |
| * Attorney-at-law | * Medical Doctor |
| * Minister of Religion authorized to perform marriages | |

3.4 Overseas applicants may contact the nearest Jamaican Embassy, High Commission or Consulate for other categories of persons who may certify applications and photographs.

3.5 NO FEE SHOULD BE PAID FOR CERTIFYING AN APPLICATION. (Applicable in Jamaica ONLY)

4.0 CONSENT FOR A MINOR (See Section C)

4.1 The mother, father or legal guardian must complete the application for a child less than 18 years. Persons under 18 years of age, who are unmarried, require the written consent of the mother and/or the father or legal guardian, except where such person is a member of the Security Forces. In the event that neither parent nor legal guardian is available, contact should be made with the Customer Service Unit at the Kingston Office or the nearest consular representatives in the overseas missions.

5.0 REQUIREMENT TO APPEAR IN PERSON

- All first time applicants are required to be present at time of application.
- Minors under three years are exempt.
- Renewals do not require personal appearance. However, in some instances an authorized officer may require the appearance of the applicant. A MINOR over 3 years of age doing a renewal is required to appear in person.

6.0 LOST PASSPORTS

A POLICE REPORT MUST BE SUBMITTED WHERE PASSPORT IS LOST, STOLEN OR DESTROYED. IN THE EVENT THAT A LOST PASSPORT SUBSEQUENTLY COMES INTO THE POSSESSION OF THE HOLDER. IT MUST BE RETURNED TO THE PASSPORT OFFICE OR THE NEAREST JAMAICAN EMBASSY, HIGH COMMISSION OR CONSULATE OVERSEAS FOR NECESSARY ACTION.