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## 1. Application For Jamaican Citizenship by Virtue of Marriage

You may print a copy of the Jamaican Citizenship by Virtue of Marriage Application Form from here: [Registration of Citizenship of a Woman by Marriage Application Form | Passport, Immigration and Citizenship Agency \(pica.gov.jm\)](https://pica.gov.jm) Please note, form is to be completed in DUPLICATE – NOT photocopied, and should also be completed in blue or black ink ONLY. Any corrections should be crossed out, clearly re-written and initialled. Use of liquid paper or overwriting is not allowed.

In addition, the following documents (original or certified copies\*) are to be submitted along with the application:

1. Birth Certificate and/or Certificate of Jamaican Citizenship and passport of the Jamaican National. (spouse)
2. Birth Certificate and current passport of the applicant (spouse).
3. Marriage Certificate.
4. Decree Absolute, where applicable.
5. Work Permit/ Marriage Exemption Certificate (if resident in Jamaica).
6. Recent (at most 6 months old) Police Record of the applicant.
7. Verification of Income e.g. Employment Letter, last 3 Pay slips, Company Financial Statements (should not be older than 6 months).
8. Recent Bank Statement (should not be older than 6 months).
9. A Personal Tax Compliance Certificate. N.B. If applicant is the owner of a business, the company's Tax Compliance Certificate must be submitted (if resident in Jamaica).
10. If applicant operates a wholesale/haberdashery then Income Tax Filings with both Personal and Business Tax Compliance Certificates are required.
11. A Police Certificate from country of last Residence.
12. Official Change of Name Document – Court Order, Deed Polls registered through the court or the Country's record office, etc., where applicable.
13. Two (2) passport sized photographs of the applicant certified by any of the following: Notary Public, Justice of the Peace, Commissioner of Oaths or Consular Officer, for overseas applications.
14. SIGNED letter to the Minister of National Security and Justice requesting registration as a Citizen of Jamaica.

**Please note that ALL copies of documents are required to be notarised or certified by the same Canadian-based Justice of the Peace, Notary Public, Commissioner of Oaths, Consular Officer or Attorney-at-Law. A seal of stamp of the official should also be placed on all documents, EXCEPT the photos.**

### FEES & PAYMENT

The fees for this application consist of two separate payments:

1. Citizenship fee is CAD\$290.00. This payment must be made by an **International** Bank Draft or **International** Money Order made payable to the Ministry of National Security of Jamaica.
2. Processing fees and postage fees of CAD\$26.00, payable by regular bank draft or money order, payable to Jamaican High Commission.

### PROCESSING TIME

Once the above documents are submitted to the High Commission, they are sent to the Passport, Immigration and Citizenship Agency (PICA) to be processed. Compliant applications will be prepared for submission to the Minister within twenty four (24) months and then returned to the Jamaican High Commission to be dispatched to the applicant.

PICA reserves the right to request additional and or updated information during the processing of the application.

## 2. Application For Jamaican Citizenship by Descent

You may print a copy of the Jamaican Citizenship by Descent Application Form from here: [Citizenship By Descent Application Form | Passport, Immigration and Citizenship Agency \(pica.gov.jm\)](https://pica.gov.jm/Citizenship-By-Descent-Application-Form)

**Please note, the form is to be completed using blue or black ink ONLY. Any corrections should be crossed out, clearly re-written and initialed. Use of liquid paper or overwriting is not allowed.**

In addition, the following documents are to be submitted along with the application:

1. An original or certified\* copy of the Birth Certificate of the Jamaican parent or grandparent of the applicant through whom the line of descent falls (i.e. mother or father, grandmother or grandfather)
2. An original or certified\* copy of the parent's/grandparent's valid Jamaican government-issued photo ID such as a Jamaican:
  - a. Passport
  - b. Driver's License or
  - c. Voter's Registration card **OR**
  - d. a Passport which reflects place of birth being Jamaica as well as the most recent expired Jamaican Passport – which should be certified.

Please submit the first 5 pages if it is the old format, manual or handwritten passport

3. An original or certified\* copy of the applicant's Statement of Live Birth (long format with name of parents, not card-sized format).
4. An original or certified\* copy of any name change document if current name varies from name on your Statement of Live Birth (where applicable).
5. An original or certified\* copy of the applicant's valid photo ID e.g. a Passport or Driver's License. N.B. Provincial Photo ID cards are not accepted.
6. An original or certified\* copy of the Marriage Certificate of the parents of the applicant (only if applicant was born in wedlock).
7. Two (2) passport sized photographs of applicant taken within the last six (6) months (date of photo to be stamped on back). One should be certified on the back. To be properly certified it should bear annotation "Certified true photo of *FULL NAME* of the applicant" AND the signature of the official. Please ensure that a seal is NOT placed on the photo. See next page for photo specifications.

### FEES & PAYMENT

The cost for processing the application is CDN\$136.00. This is payable as follows:

1. An **International** Bank Draft or **International** Money Order for CDN\$110.00, made payable to Ministry of National Security – for the final processing of the application which is done in Jamaica.
2. A bank draft or money order for CDN \$26.00, made payable to the Jamaican High Commission – \$13.00 for initial processing in Canada and forwarding to the authorities in Jamaica and \$13.00 for postage of the certificate and any original documents to be returned to you.

### Important to Note:

**\*Certification** for the Citizenship Application **may only be done by one of the following officials:**

1. Consular Officer (Affiliated to the Government of Jamaica) \*\*
2. Justice of the Peace
3. Notary Public
4. Commissioner of Oaths
5. Attorney-at-Law

Please note that ALL copies of documents are required to be notarized or certified by the same Canadian-based official. A seal or stamp of the official should also be placed on all documents, EXCEPT the photos.

It is also important that the spelling of names is consistent across all documents and that for card-sized IDs, both front and back are clearly copied and certified with the notation "Certified true copy of the original" and the signature of the official.

You may either attend our offices in Ottawa and present the original documents which we will notarize (please note our Consular hours are 9:30am – 1:30pm, Mondays – Fridays), or you may mail the documents to us at:

JAMAICAN HIGH COMMISSION  
350 SPARKS STREET, SUITE 910  
OTTAWA, ON K1R 7S8

### PROCESSING TIME

On average, the process takes between 1 – 3 months, once a compliant application is received in Jamaica.

Please feel free to contact us should you require further clarification at: **613-233-9311**

## 3. Passport Photo Specifications – P.I.C.A.

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[Passport Photo Requirements | Passport, Immigration and Citizenship Agency \(pica.gov.jm\)](#)

### Guidelines

1. Size dimensions: 35mm wide, 45mm high, 2mm from top of head / hair to top edge of photo and at least 25 mm from chin to HAIRLINE (NOT top of head).
2. Applicant should be directly facing the camera and centred, not looking downwards nor upwards into camera and not at an angle. Both ears and the entire forehead should be clearly visible and the entire hairstyle should be within the frame of the photograph. The photos should be cropped across the shoulder blades so that the formation of both shoulders is visible.
3. Applicant should NOT be wearing a sleeveless top, neither a white nor a light coloured top that does not provide enough contrast with the background.
4. Applicant should have a neutral expression, NOT be smiling. The photo should be taken against a white background, with the exception of persons white or grey hair, for these, the background should be pale blue or pastel.
5. There should be an even distribution of light throughout the photo, with no glare in any part of the image, nor on the face, no light reflecting off the cheeks or top of the head and no shadows e.g. under the chin.
6. The image should reflect the natural skin tone of the applicant and should not be pixelated i.e. one should not see any white, golden nor coloured flecks in the image, no lines nor streaks. No red eyes.
7. The photos should be sharp, not blurry, cloudy or out of focus, and ideally printed on semi-gloss paper. Do NOT staple them and be careful not to crease, nor get marks from paper clips, nor ink marks on the photos. Ideally place them either back to back in a single small envelope OR separated by a piece of paper or a post-it note with the side of glue placed to the back of the photo OR in separate small envelopes - within the envelope that they are being posted in.
8. Photos should be identical, and have the date taken stamped on the back of at least 1 photo, by the photo studio and should have been taken within the last 6 months.
9. A seal should NOT be affixed to the photo.

# Photograph Specifications for Jamaican Passports

In order to produce the right quality photographs for the Jamaican passport, please note the following guidelines:

### PHOTOGRAPH SIZE

**PHOTOGRAPHS MUST BE:**

- All photographs (length x 2) minimum width
- A clearance of 10 pixels and absolute cut-off for hair must appear every 10 to 15% of the photograph
- With a margin of no less than 20px from the top of forehead (including hair) to the edge of the photograph
- Showing the length of the hair to be 20mm to 25mm from the top of the hair

### BACKGROUND

- The photograph should be taken in front of a plain background
- Applicants should avoid wearing white clothing and should have the photograph taken against a plain colored background
- Applicants with prosthetic hair should have their photograph taken against a plain blue or grey background
- There must be no other person or object in the photograph
- Only the applicant should be visible in the photograph. Any object, including the sides of glasses, beards, patterns etc., in the background of a photograph is unacceptable
- There should be no background shadows

### PHOTOGRAPH QUALITY

- Two (2) passport-sized photographs are needed for a passport application
- The photographs must be identical
- The photographs should be more than 1 month old
- The photographs should be printed on high quality photo paper with maximum resolution
- Photographs should be printed on high quality paper (matte-gloss recommended) with a high quality resolution (300 DPI recommended)
- A professional service is recommended to help photo applicants
- The photograph should show the applicant's face clearly at the camera. It should have the appropriate brightness and contrast. It should show ears and skin tones clearly.

### STYLE AND LIGHTING

- Excessive light shadows on the face is unacceptable
- Light shadows should be cast through the photograph
- Lighting must be uniform with no shadows or shadows of the face on the background
- Both edges of the face must be clearly visible in the photograph with appropriate lighting
- There should be no red eyes
- The photograph should be clear, related, unobscured and brightly lit against a plain blue

### DRESS AND ATTIRE

- Photographs should reflect appropriate, neat, simple, conservative dress and wear should be modest
- Light-colored clothing is not recommended when high contrast backgrounds are used as the color of the clothes should not reflect or blend with the background
- Dark colors are recommended

### POSE AND EXPRESSION

- The photograph should show the applicant's face clearly, making sure it is centered
- Photographs should show the applicant's face from the front, head and shoulders with hair neatly styled
- Applicants should maintain a neutral expression
- Smiling is not recommended
- Face must be shown clearly and fully visible

### HEAD COVERING

- Applicants should not wear head covering or anything that obscures the face
- Headscarves are permitted only if they are plain and do not obscure the face
- Headscarves in plain or light-colored fabric are permitted, including the border of the face
- Headscarves in plain or light-colored fabric are permitted, including the border of the face
- Headscarves in plain or light-colored fabric are permitted, including the border of the face

### EYE GLASSES

- There should be no reflections from the lenses
- Dark frames are not permitted
- Photographs should show the applicant's face clearly
- Dark frames are not permitted
- Dark frames are not permitted
- Dark frames are not permitted

### BUNDLING OF PHOTOGRAPHS

- Applicants should ensure that the photos are clearly visible
- Applicants should ensure that the photos are clearly visible
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To see a larger image please go to this link:

[Passport Photo Requirements | Passport, Immigration and Citizenship Agency \(pica.gov.jm\)](https://pica.gov.jm/Passport-Photo-Requirements)

#### 4. Where to Get Your Passport Photos Taken in Montreal

The photos may be taken at any photo studio including pharmacies, Costco, etc.; it's just that often they do not have the correct dimensions or the quality is poor...

Here are some places that do Passport Photos:

**It is always a good idea to bring the specifications with you when having your photos done**

Company	Phone	Address	Business Hours	Cost
<b>Acco Photo</b>  Website: accophoto.com	514-488-4041	4671 Notre Dame O. Montreal, PQ H4C 1S7	<b>Monday</b> 12 PM to 5 PM <b>Tuesday, Wednesday, and Thursday</b> 10:30 AM to 5 PM <b>Friday</b> 10:30 AM to 5:30 PM <b>Saturday</b> 12 PM to 5 PM	\$9.99 / 2 photos for a customer older than 5 years old \$14.99/ 2 photos for kids (2-5 years old) \$19.99 / 2 photos for a baby (1- 2 years old) \$24.99 / 2 photos for a baby (younger than 1 year); \$9.99 for each additional digital copy \$6.00 /2 additional prints of the same pose
<b>Studio Photo Rose</b>  Website: studio-photo-rose.business.site	514-488-7121	5301 Queen Mary, Montreal, PQ H3X 1T9	<b>Monday to Wednesday</b> 9 AM to 6 PM <b>Thursday and Friday</b> 9 AM to 7 PM <b>Saturday</b> 10 AM to 5 PM	\$14.99 + tax for 2 pictures
<b>Photo Studio Dana</b>  Small studio in Cote des Neiges	514-735-5380	5891 Victoria Ave Cote des Neiges, PQ H3W 2R6	<b>Monday to Friday</b> 11 AM to 4 PM	\$15 tax included for 2 pictures
<b>Kant Photo Studio</b>  Website: kantphoto.com	514-392-1361	1226 rue Stanley Montreal, PQ H3B 2S7	<b>Monday to Friday</b> 11 AM to 4 PM Temporary hours during Covid	\$19.99 for 2 pictures \$10.00 for digital copies \$39.99 for baby pictures
<b>Colour Kraft</b>  Website: colourkraft.com	514-279-3931	8305 rue Durocher Montreal, PQ H3N 2B1	<b>Monday to Friday</b> 9 AM to 6 PM	\$8.00 no tax – CASH ONLY for 2 pictures

## Helpful Links

### **Appendix A: Citizenship by Virtue of Marriage Application Form**

[Registration of Citizenship of a Woman by Marriage Application Form | Passport, Immigration and Citizenship Agency \(pica.gov.jm\)](#)

### **Appendix B: Citizenship by Descent Application Form**

[Citizenship By Descent Application Form | Passport, Immigration and Citizenship Agency \(pica.gov.jm\)](#)

### **Appendix C: Passport Photo Specifications Poster**

[Passport Photo Requirements | Passport, Immigration and Citizenship Agency \(pica.gov.jm\)](#)