

How to Apply for a Jamaican Passport

Written by JIS

Monday, 10 January 2011 14:35

A passport is a secure travel document that is often used to show proof of one's identity and citizenship. It is also used for international travel.

First-Time Applicant (Adult)

Persons residing in Jamaica who have never held a passport **MUST** appear in person either at the head office of the Passport Immigration & Citizenship Agency (PICA) at 25c Constant Spring Road or to an Immigration Officer situated in the police divisional headquarters in each parish.

The following documents should be submitted for first time applicants:

- A certified application form (forms are available from the PICA offices or from their website, www.pica.gov.jm)
- Valid photo identification
- Two (2) Passport-sized photographs, one of which must be certified
- Birth Certificate/Adoption register/ Certificate of Citizenship
- Marriage Certificate (for women using married name)
- Application Fee - \$4,500.00 JMD

Applications for Minors

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Where an application is being made for a minor, that is, a person under 18 years, one of the parents or a legal guardian is required to complete the application form. Persons appointed as legal guardians should also present the letter from the court conferring guardianship on that individual. A person acting on behalf of a parent who is overseas, needs a letter of authorization and a copy of the parent's passport or valid photo ID. Children three years and over are required to appear in person with their parent/guardian for all applications.

To apply, the following documents must be submitted:

- A certified application form (forms are available from the PICA offices or from their website, www.pica.gov.jm)
- Sections C and E must be completed and signed by parent/legal guardian
- Two (2) Passport-sized photographs, one of which must be certified
- Birth Certificate/Adoption register/ Certificate of Citizenship
- Parents ID
- Application Fee - \$2,700.00 JMD

Passport Renewal

A passport may be renewed if:

- Expired
- If there are no more pages for visas
- The holder has changed his or her name.

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An applicant should submit the following documents:

- A certified application form (forms are available from the PICA offices or from their website, www.pica.gov.jm)
- Current Passport
- Two (2) Passport-sized photographs, one of which must be certified
- Birth Certificate/Adoption register/ Certificate of Citizenship
- Marriage Certificate (for women using married name)
- Application Fee - \$4,500.00 JMD

The application process takes seven (7) working days for applications made through the Kingston office and fourteen (14) working days, for applications made through the Montego Bay Office. If collecting the passport in person, the applicant is expected to show the receipt received when the application was made. If Collecting on behalf of another person, a letter signed by the applicant and a copy of the applicant's ID must accompany the receipt.

For additional information contact:

Passport Immigration and Citizenship Agency (PICA)

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25 Constant Spring Road

Kingston 10, Jamaica

Tel: (876) 908-0142

Or

Overton Plaza, 49 Union Street,

Montego Bay,

St. James, Jamaica

Tel: (876) 952-5380-1

Email: citizenship@pica.gov.jm