



Jamaican Passport Application Form

PLEASE READ THE INFORMATION SHEET CAREFULLY BEFORE COMPLETING THIS FORM

A APPLICANT'S PERSONAL DATA

Surname	First Name
Middle Name(s)	Maiden Surname (family name at birth)
Previous Name: (If name has been changed other than by marriage)	Profession or Occupation
Marital Status	Eye Colour
Place of Birth: (Town, City and Parish)	Date of Birth (DD/MM/YYYY)
Sex	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
Postal or Zip Code
State
Residential Telephone Number
Area Code Seven Digit Number

APPLICANT'S MAILING ADDRESS (If different from permanent address)

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

E-Mail Address:

B TO BE COMPLETED IF APPLICANT IS OR HAS BEEN MARRIED

Spouse's Name: (If Married, divorced or widowed)	Spouse's Surname
Date of Marriage (DD/MM/YYYY)	Country:
Place of Marriage: (Town, City and Parish)	

**FOR OFFICIAL USE
ONLY FOR OFFICIAL
USE ONLY**

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 _____

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)

Particulars of person giving consent to minor

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:

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 06/11/2018 Date of Declaration (DD/MM/YYYY)

F EMERGENCY CONTACT PERSONS

FIRST CONTACT PERSON

Surname	First Name
Middle Names	Street Number and Street name
Town, City and Parish/State	Country
State	Postal or Zip Code
Telephone Number	Relationship

SECOND CONTACT PERSON

Surname	First Name
Middle Names	Street Number and Street name
Town, City and Parish/State	Country
State	Postal or Zip Code
Telephone Number	Relationship

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**
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)	Street Number and Street name
Town, City and Parish/ State	Country
Postal Code or Zip Code	Telephone Number
State	Postal or Zip Code



Date of Certification (DD/MM/YYYY)



Signature of Certifying Official

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

FIRST CONTACT PERSON

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

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

J SUPPLEMENTARY INFORMATION

K FOR OFFICIAL USE ONLY

DOCUMENTS SUBMITTED	DOCUMENT NUMBER	ISSUE DATE (DD/MM/YYYY)	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) _____

RECEPTION TEAM

(Passport Office) _____ Date (DD/MM/YYYY) _____

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:

- * Applicants Birth Certificate
- * Proof of Parents Jamaican Citizenship

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 Voters Identification
- * Drivers Licence
- * Previous Passpor

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 head-gear 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* Medical Doctor

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.

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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 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.