

GUIDELINES FOR COMPLETION OF THE JAMAICA PASSPORT APPLICATION FORM

Section A

Names

The names entered in this section will appear in the passport. The first, middle and last names should correspond with the names on the birth certificate. If there are differences in spelling a deed poll should be done or one may accept the spelling of the name on the birth certificate. We accept the old format and the new format birth certificates issued on security paper. However, if they are illegible or defaced they will not be accepted. The same is true for the adoption register. Please note that the Certificate of Registry of Birth also called “the pink slip” will not be accepted.

Deed Poll

On a related matter, if your name was changed by deed poll, kindly indicate your former name at the section previous name. The deed poll submitted should be registered by the Royal Courts of Justice (The Strand) if done in the UK or by the Registrar General in Jamaica.

Profession/Occupation

With respect to profession or occupation, it is important that this section is completed. You should not leave it blank or indicate that you are unemployed.

Height

Height is required for all applicants, even babies. Therefore, please obtain your child’s height before attending the offices of the High Commission. Kindly note that children four years and older are required to visit the High Commission in person even if they are renewing their passport.

Address

Indicate your permanent address in the UK in this section, as well as the mailing address if it is different. Your home and mobile telephone numbers are also required. This is essential should there be a need to contact you regarding your application.

Section B

All persons including men who are or have been married should complete this section. Women who are using their married names must submit their marriage certificate. However, they can still apply in their maiden name but do not have to submit the marriage certificate.

Signature

Applicants 12 years and older must sign the signature box. Those unable to sign should place a thumb print in the appropriate box in the presence of a Consular Officer.

Section C

Consent for Minors

Minors are defined as children between the ages of 0-17 years old. Parents/legal guardians must complete this section as children cannot apply for a passport on their own unless they are either in the security forces or are married. The parent(s) or guardian(s) must also tender their identification such as a passport, driver's licence, or other Government issued identification. If the parent/legal guardian is abroad he or she should visit the nearest Jamaican Mission in their country of residence or the Passport Office in Jamaica and complete the Letter of Consent and submit an ID. Copies of these documents must be certified and sent to the High Commission or to the Guardian for submission to the High Commission.

Section D

Particulars of Recent Passport

Kindly indicate the details of your most recent passport including the one lost/stolen or damaged.

Section E

Declaration of Applicant

All applicants should state whether they have ever held a passport and sign the form. Children 12 years and older along with their parent/guardian should sign this section.

Section F

Emergency Contacts

This relates to persons who may be contacted in the event that there are questions/issues arising from your application. A different telephone number may be submitted for persons living at the same address.

Section G

Official Certification

The application form can only be certified by a Justice of the Peace, Minister of Religion authorized to perform marriages, Medical Doctor, Attorney-At-Law (Barrister/Solicitor), Notary Public or a Consular Officer from the High Commission.

Section H

Headgear for Religious Purposes

Persons who wear headgear for religious purposes should indicate the name of the religion or sect to which they belong. Kindly ensure that the full facial features are showing which includes the ears, and forehead.

Section I

Persons born outside of Jamaica should indicate the names, dates and places of birth of their parents.

Section J

Supplementary Information

Any information that is relevant to the application which may not be included in the other sections should be placed here.

Photographs

The requirements for photographs submitted for Jamaican passport applications are in accordance with the standards set by the International Civil Aviation Organization. In this regard, applicants should ensure that the photographs are of good quality. This applies especially to those taken with a digital camera as the images sometimes do not represent the true features of

the applicant. The photographs should be taken with a high resolution camera with 2560* 1920 (dot per inch).

Please note the specifications mentioned below; if followed will prevent delays in the processing of the passport application.

Photographs should be:

- In colour
- No more than six months old.
- Of high quality with no inks or marks
- Be taken against a plain background
- Have no background shadows or reflections from eyeglasses
- Have a full frontal view of the head, neck and top of shoulders

Jamaican High Commission
9/4/2010