



# **JAMAICA ADULT RENEWAL PASSPORT APPLICATION**

Read carefully before completing this Passport Application Form

## **1.0 WHO MAY USE THIS APPLICATION FORM?**

This application may be used to **RENEW** an **ADULT** passport **ONLY** if **ALL** the following conditions are met:

- 1.1 Age at time of previous application **18 years** and over.
- 1.2 Name, Date of Birth and Place of Birth on this application form is **exactly** as it appears on your current passport.
- 1.3 **Current** passport is issued after September 2001 with a validity of ten (10) years.
- 1.4 (a) Your current passport is **valid** for no more than **one (1)** year; except where all the visa pages have been used.

**or**

- (b) Your current passport is **expired** for no more than **two (2)** years.
- 1.5 Passport is **not** damaged or otherwise mutilated.
- 1.6 Passport was never reported lost or stolen.
- 1.7 Marital Status has **not** changed since the issuance of passport being renewed.

## **2.0 DOCUMENTS REQUIRED**

The following documents must be submitted to a PICA office or Jamaican Embassy/Consulate/High Commission:

- 2.1 A completed Jamaican Passport Application Form 1 (Simplified Adult Renewal)
- 2.2 Current Jamaican Passport (*Passport being renewed*).
- 2.3 Two (2) identical photographs (*Please see "section 5.0" below for photograph specifications*).
- 2.4 Applicable fees (*Please visit [www.pica.gov.jm](http://www.pica.gov.jm) or, contact the nearest PICA Office or Jamaican Embassy/Consulate/High Commission for applicable fees and turnaround times*).

**Note: P.I.C.A. RESERVES THE RIGHT to request any additional document which may be needed during processing of your application. You may also be required to visit a PICA location in-person, where an authorised officer deem such appearance necessary to complete processing of your application.**

### 3.0 APPLICATION PROCESS

- 3.1 You may submit your application in person, by a third party or by registered mail. Where your application is being submitted by a **third party**, a **notarised consent** letter along with a **valid Identification** of the third party is required.
- 3.2 For applicants who are in Jamaica and submitting by registered mail, the package **must** be addressed to: ***“Director of Passport Services, Passport Immigration and Citizenship Agency, 25 Constant Spring Road, Kingston 10”.***
- 3.3 For applicants who are overseas and submitting by registered mail, the application must be addressed to the nearest Jamaican Embassy/Consulate/Mission.
- 3.4 The applicable fees along with the original documents required at section “2.0” above **must** be enclosed, where the application is submitted by registered mail.

### 4.0 PHOTOGRAPHS

Applicants are required to submit two (2) identical professionally produced photographs. The photographs must meet the following specifications:

- ↗ Not be more than six (6) months old.
- ↗ Taken in colour, against an off-white background.
- ↗ Applicants with grey/white or bleached hair should have photographs taken against a pale blue background.
- ↗ Photographs should provide a **FULL FRONTAL VIEW OF THE FACE** with a neutral expression.
- ↗ Eyes must be clearly visible
- ↗ No head covering is allowed, except for religious purposes.
- ↗ **NO EMBOSSED SEAL SHOULD BE AFFIXED TO PHOTOGRAPHS**
- ↗ Size of photograph is illustrated in diagram below **(NB//: diagram not drawn to scale).**

