



Guidelines for Applications for Jamaican Citizenship by Descent

1.0 QUALIFICATION

An applicant qualifies for citizenship by descent where:

- A. (i) He/she was born outside Jamaica before August 6, 1962; and
(ii) His/her mother or father became or would have, but for his/her death, become a citizen of Jamaica on August 6, 1962.
- B. He/she was born outside Jamaica after August 5, 1962 and whose father/mother was citizen of Jamaica by birth, descent or registration by virtue of marriage to a Jamaican on the date of his/her birth.

2.0 DOCUMENTS

2.1 The application form which is obtainable at nearest Jamaican High Commission/Embassy/ Consulate or online at www.pica.gov.jm should be completed and submitted along with the following documents:

- 2.2** The applicant's birth certificate;
- 2.3** The applicant's father's /mother's birth certificate, certificate of adoption issued by the Registrar General of Jamaica or certificate of registration as a citizen of Jamaica by virtue of marriage;
- 2.4** Marriage certificate (where applicable);
- 2.5** Applicant's valid government issued ID (valid driver's license, passport or Jamaican Voter ID) (photographed ID is required for minor is also required if application is on behalf of a minor);
- 2.6** Court issued document to support legal guardianship where applicable;
- 2.7** 2 passport sized photographs one of which should be certified by a consular officer, Justice of the Peace, Notary Public Commissioner of Oaths, Medical Doctor or lawyer. The name of the applicant along with the name, number and signature of the certifying officer should be included. Certification should not be older than 6 months.
- 2.8** Descendants of Jamaicans born in Dutch or French Overseas departments in the Caribbean and whose surname is acknowledged on PERMISSION of the mother in the supporting documents will be issued with a citizenship certificate bearing that surname.
- 2.9** In cases where there is no information for the father recorded on the Jamaican birth certificate and no stated surname is given to the child, then the document is accepted where the child automatically assumes the mother's name.

Last updated 29/08/2016



Guidelines for Applications for Jamaican Citizenship by Descent

3.0 PHOTOGRAPHS

Requirements for photographs:

- 2 identical photographs are required
- 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 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 grey/white hair should have their photograph taken against a pale blue or pastel background
- There must be no other person or object in the photograph
- There should be no background shadows
- A full frontal pose is required
- There should be no creases or ink marks on the photograph
- Exposed shoulders and chest must be avoided
- Bright coloured clothing is not recommended
- Eye glasses should not have tinted lenses
- Heavy (thick) frames should be avoided
- Headgear is permitted ONLY for religious purposes. Facial features including the outline of the face from the bottom of the chin to top of the forehead must be clearly shown
- Photographs submitted with an application become the property of the Government of Jamaica

4.0 CHANGE OF NAME

4.1 Where a new name is introduced by any document(s) supporting the application, the applicant is required to submit a Deed Poll, Court Order or Apostille to support the use of that new name(s).

4.2 Deed polls not issued by a State Authority to evidence change of name should be treated on a case use of the new identity in a passport; cases should be referred to the Director/Operations Manager for guidance. Change of name completed by persons in the UK will be accepted only if issued by the UK Deed Poll Services and High Court.



Guidelines for Applications for Jamaican Citizenship by Descent

5.0 WHO MAY SUBMIT APPLICATION

Applications may be submitted by the following:-

- 5.1 Attorneys -All attorneys (Should make formal representation on behalf of their clients).
- 5.2 Persons who hold law degrees and are not Attorneys may not submit applications on behalf of Individuals
- 5.3 Legal guardian of a minor.
- 5.4 Persons authorized in writing by the parent of a minor who is entitled to citizenship by descent.
Parents may submit applications on behalf of their adult child with his/her authorization.
Persons whose parent(s) obtained Citizenship by Doubt may submit an application for Citizenship by Descent.

6.0 METHOD OF PAYMENT

- 6.1 Payments will be accepted by cash, debit or credit (**local Customers**)
- 6.2 All existing payment methods will be accepted (**for overseas Customers**).
- 6.3 Personal cheques from customers are not accepted.

7.0 FEE PAYMENT

7.1 Fee Schedule:

	Processing Time (Regular Service)	Regular Fee (Non-refundable)	Expedited Service Processing Time	Expedited Fee
Local Application for Citizenship by Descent	Compliant applications will be processed within 25 Working Days	J\$10,000.00	Compliant applications will be processed within 15 Working Days	J\$5000.00
Overseas Application for Citizenship by Descent	Compliant applications will be processed within 25 Working Days	US\$100.00, CAD\$110.00 GBP£60.00, EUR€75.00	Compliant applications will be processed within 20 Working Days	US\$100.00, CAD\$110.00 GBP£60.00, EUR€75.00

NB Overseas Customers. Fee does not include cost of mailing certificate from Mission to Customer.

- 7.2 The processing fee is waived for applicants applying for Citizenship by Descent who previously held a Jamaican passport.
- 7.3 Application for expedited service must be submitted to the Jamaica High commission/Embassy /Consulate 2 to 3 working days before the scheduled date of dispatch of the application to PICA.

NB: For any additional information or clarification please contact us at PICA or the nearest Jamaican High Commission/Embassy/Consulate.



Address:

Date:
(DD/MM/YYYY)
Telephone:

Chief Executive Officer
Passport, Immigration and Citizenship Agency
25 Constant Spring Road
Kingston 10

Dear Sir/Madam:

I hereby request the establishment of a claim to Citizenship of Jamaica by descent for the following person (s):

1. **NAME:**

Date of Birth:
(DD/MM/YYYY)

Place of Birth:

2. **NAME:**

Date of Birth:
(DD/MM/YYYY)

Place of Birth:

PARTICULARS OF PARENTS

FATHER

MOTHER

Name:

Name:

Date of Birth:
(DD/MM/YYYY)

Date of Birth:
(DD/MM/YYYY)

Place of Birth:

Place of Birth:

PARTICULARS OF GRAND PARENTS

(If Applicable)

PATERNAL

MATERNAL

Name:

Name:

Date of Birth:
(DD/MM/YYYY)

Date of Birth:
(DD/MM/YYYY)

Place of Birth:

Place of Birth:

When completed the Certificate is to be Register Mailed Couriered COD Collected

Yours faithfully,

Signature: