



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 4.0” below for photograph specifications).

2.4 Applicable fees (Please visit 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 and 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)

