



PASSPORT APPLICATION PROCESS FOR JAMAICA

TABLE OF CONTENTS

1. General Guidelines from the Jamaica High Commission, Ottawa:	1
2. Preparing for the Passport Application Process	3
3. First Time Passport Applications	4
Adults	4
Minors	4
4. Passport Renewal Applications	5
5. Replacement of Passports – for Lost, Stolen, Damaged or Destroyed	6
6. Passport Photo Specifications – P.I.C.A.	7
7. Where to Get Your Passport Photos Taken in Montreal	8

HELPFUL LINKS

Appendix A: Passport Application Form	9
Appendix B: Online Passport Renewals – Some Adults	9
Appendix C: Sample of Completed Manual Renewal Application (Adults)	9
Appendix D: Sample of Completed Manual Renewal Application (Minors)	9
Appendix E: Sample of Completed Manual Replacement Application (Adults)	9
Appendix F: Passport Photo Specifications Poster from PICA	9
Appendix G: Declaration of Identity Form (JHC)	10
Appendix H: Additional Signature Boxes (JHC)	11

1. General Guidelines from the Jamaica High Commission, Ottawa:

Certain adult passports may be renewable by submitting your entire application online. Persons who received an adult passport after September 2001 can renew their passport online, providing the passport has expired or will expire in less than 1 year. There will be some screening questions for you to check before you start the process.

https://passport.pica-online.com/PICA_ONLINE/

For ALL other manually processed applications the below applies:

1. Passport Forms and all supporting documents are considered legal and should be completed in **blue or black ink ONLY**. Any errors should be crossed out, clearly re-written and initials placed nearby. Use of correction fluid / liquid paper is prohibited.
2. All supporting documents must be original or clear, readable certified copies of the original. Certification should ideally be completed by the same official who signs Section G of the form AND certified the back of 1 of the passport photos.
3. Valid certifying officials are any of the following Canadian-based persons:
 - a. Notary Public
 - b. Justice of the Peace
 - c. Commissioner of Oaths
 - d. Honorary Consul and Consular Officers appointed by the Government of Jamaica
 - e. Lawyer
 - f. Family Doctor (GP ONLY)
 - g. Minister of Religion with a valid Marriage License to perform marriages in Canada

ALL except the Minister are required to place a stamp or seal in the area requested in Section G – **this is NOT optional**.

The Minister of Religion is required to note his/her Marriage License number in the area for the stamp.

4. Valid photo IDs are either:
 - a. Passports
 - b. Citizenship Cards
 - c. Driver's Licenses
 - d. Jamaican Voters Registration cards

All should bear the identical name to the name provided on the application or the name of the parent reflected on the child's Birth Certificate.

Canadian Permanent Resident cards are accepted as a last resort as there are no signatures.

Health Cards and other provincial photo IDs are generally not accepted.

In the case of different names on the documents, the supporting name change documents:

- a. Deed Poll (a legal document that allows an individual to assume a new name and provides documentary evidence of the name change) or
- b. Name Change document (prepared by a lawyer) or
- c. Marriage Certificate

should also be certified and submitted along with the ID for certified copies of card-sized IDs, both the front and back of the card must be clearly copied and certified.

5. In the absence of a valid photo ID in the same name, an older Jamaican relative may complete a Declaration of Identity (DOI) form available from the High Commission (or see Page 10) and provide a certified copy of their ID and certified copies of Birth Certificates to prove the relationship.
6. To be considered properly certified, the back of one of the two passport photos should bear a notation to the effect of “Certified true photo of *first middle last name*” AND the signature of the official.
7. For Minor Passport Applications, in general, only parents named on the child’s Birth / Adoption Certificate or legally appointed guardians are allowed to renew the Passport and are required to submit a valid Photo ID of themselves as described in Item 4 above. The signature of the adult on the forms and on the ID presented for themselves should be consistent.

Adults who are not parents or legal guardians may renew Passports for Minors, once they present a notarized, signed letter of authorization from the parent named on the Child’s Birth / Adoption Certificate.

8. Passports may generally be renewed within a year of expiration. Early renewal (more than 1 year of validity remaining) to facilitate name changes (including marriage), for extension or renewal of immigration status (work/student visas), etc. will require a signed letter of explanation from the applicant addressed to the Passport, Immigration and Citizenship Agency.

Extra Passport fees are also payable in these cases:

- Adult: CDN\$160
- Minor (CDN\$100)

2. Preparing for the Passport Application Process

<http://www.jhcottawa.ca/application-passport-preparing.html>

PROCESSING TIME

Regular service: Compliant applications are processed within 4-8 weeks

Please make direct contact with the Jamaican High Commission in Ottawa to apply for expedited service which MAY be available under certain conditions

FEES & PAYMENT

Passport Renewals and First Time Applications

Adult Renewal – \$93.00 - (\$106.00 inclusive of processing and mailing fees)

Minor Renewal – \$63.00 - (\$76.00 inclusive of processing and mailing fees)

Lost/Stolen/Damaged/Destroyed Passport Applications

Adult Replacement – \$173.00 - (\$186.00 inclusive of processing and mailing fees)

Minor Replacement – \$113.00 - (\$126.00 inclusive of processing and mailing fees)

If you wish your new passport and the original documents submitted along with your application to be returned to you, *without paying the mailing fees*, you have the option to:

- ❖ Send a self-addressed registered mail or express return mail envelope. You may also include the bar code insert and envelope for a courier service

The payment for passports are to be in the form of Money Order/Bank Draft made payable to the Jamaican High Commission in the relevant amounts. **(Do not send cash in the mail)**. Please note that the High Commission does not return more than one new Passport in each package, so while you may submit multiple applications in the same package, individual postage fees or envelopes are required per application

PLEASE NOTE THAT DEFACED DOCUMENTS WILL NOT BE ACCEPTED – THIS INCLUDES: LAMINATED, TORN, WITH HOLES, STAINED, WRITTEN ON, ETC

Guidelines on how to properly complete the Passport Application Form:

1. Use the most recent passport in your possession along with the original certificates/documents to complete the application form. Certified copies are accepted IF ALL areas of the original are clearly visible in the copy and notarized as a true copy of the original, bearing the stamp and signature of an authorize official
2. Ensure information is consistent throughout the documents such as dates and the spelling of all names
 - a. Date format is generally DD-MM-YYYY
 - b. Placement of hyphens and apostrophes is important
3. Ensure the applicant's signature is affixed **within** the rectangular box, which sits in the middle of two square boxes at the top of page 2. The signature must **not** go outside of, nor touch any of the lines of the rectangular box.
 - a. Minors ages 12 and over are required to affix their signature in the middle box at the top of page 2 on the application form. They are not required to sign anywhere else on the form.
 - b. Minors under the age of 12 are not required to affix signatures and the middle box at the top of page 2 should remain blank

4. The signature in the rectangular box must match the declarant's signature in Section E at the bottom of page 2, with the exception of minors under the age of 12. If the signatures are not consistent, please print and sign once in the middle of each box of the sheet of bank boxes available from the High Commission
5. The parent giving consent for the child to hold a passport will complete and sign Sections C and E of the passport application form. Signatures of the parent in Sections C and E should be consistent and also ideally match the signature on the valid photo ID of the parent presented as a supporting document

Completed Package should be mailed to the:

JAMAICAN HIGH COMMISSION

350 SPARKS STREET, SUITE 910

OTTAWA, ON K1R 7S8

Telephone: 613-233-9311

3. First Time Passport Applications

<http://www.jhcottawa.ca/application-passport-first-time.html>

Adults

Completed [Passport Application Form](#)

1. Original or certified copy of Birth Certificate or Certificate of Jamaican Citizenship or Adoption Register
2. Original or certified copy of Marriage Certificate for married women only **IF** the **current** application is being made in the maiden name, when the previous passport was issued in the marital name
3. Photographic government issued identification such as the passport from country or Citizenship Card, driver's licence, identification indicating permanent residency, Jamaican Electoral ID. **NOTE:** Provincial Photo IDs are generally not accepted by PICA
4. Two (2) colour, passport size photographs; one of which should be certified (including mailed-in-application). See the [passport picture specifications](#) on Page 5. The photo should **NEVER** bear a raised seal which defaces the surface of it
5. **This requirement has been relaxed.** All first time applicants ~~must~~ appear in person to submit their applications

Minors

Completed [Passport Application Form](#)

1. Original or certified copy of Birth Certificate or Certificate of Citizenship or Adoption Register
2. The valid identification such as a passport, for the minor or even a student ID – as long as the names are consistent between the ID and application form.
3. Legal Guardians are required to submit relevant documentation showing legal guardianship along with valid ID or a notarized signed letter of consent from the parent (s) and a copy of the parent's valid identification bearing a photograph and signature such as a passport or driver's license
4. Two (2) colour, passport size photographs; one of which should be certified (including mailed-in-application). See the [passport picture specifications](#) on Page 5
5. All minors aged 12 years and older must appear in person to the official who is certifying the documents – this is due to the requirement that the official witnesses their signature

4. Passport Renewal Applications

[http://www.jhcottawa.ca/ESW/Files/Application for Adult Renewal.pdf](http://www.jhcottawa.ca/ESW/Files/Application%20for%20Adult%20Renewal.pdf)

Adults

Completed [Passport Application Form](#).

1. Original passport (current or expired)
2. Original or certified copy of Birth Certificate, Certificate of Citizenship or Adoption Register
3. Two (2) colour non-digitized passport size photographs; one of which should be certified (including mailed-in-applications). See the [passport picture specifications](#) and [passport photo requirements](#) on Page 5
4. A Name Change Document or Deed Poll from Jamaica or other relevant authority in the country of residence, must be submitted where there has been a change of name
5. Section G of the passport application form must be certified by a Canadian-based official as noted on Page 2, Item #3
6. All persons who have been married are required to complete Section B of the Passport Application Form and submit a copy of their Marriage Certificate
 - **For married women only IF** the **current** application is being made in the maiden name, when the previous passport was issued in the marital name an Original or certified copy of the Marriage Certificate will be required, if not a copy will be sufficient

Click Link to see [Sample of a completed form \(Adult\)](#)

Minors

Completed [Passport Application Form](#).

1. Original Passport (current or expired).
2. Original or certified copy of Birth Certificate, Certificate of Jamaican Citizenship or Adoption Register. The name of the parent providing consent for the minor to hold a passport must appear on the minor's Birth Certificate at the time of application.
3. Two (2) colour non-digitized passport size photographs; one of which should be certified (including mailed-in-applications). See the [passport picture specifications](#).
4. Valid photo identification such as a passport, driver's licence or other government issued ID in the country of residence of the parent providing consent for the minor to hold a passport.
5. Section G of the passport application form must be certified by a Canadian-based official as noted on Page 2, Item #3
6. Legal Guardians are required to submit relevant documentation showing legal guardianship along with a valid ID or a notarised letter of consent from the parent(s) and a certified copy of the parent's valid photo identification such as a passport, driver's license or other government issued ID in the country of residence.

Click Link to see [Sample of a completed form \(Minor\)](#)

5. Replacement of Passports – for Lost, Stolen, Damaged or Destroyed

<http://www.jhcottawa.ca/application-passport-replacement.html>

Adults

Completed [Passport Application Form](#)

1. Original or certified copies of Birth Certificate or Certificate of Citizenship or Adoption Register.
2. All persons who have been married are required to complete Section B of the Passport Application Form and submit a copy of their Marriage Certificate
 - **For married women only IF** the **current** application is being made in the maiden name, when the previous passport was issued in the marital name an Original or certified copy of Marriage Certificate will be required, if not a copy will be sufficient
3. Photographic valid identification in the same name as on the application bearing a signature such as driver's license, (any cancelled ID is automatically considered invalid), or other passport from country of citizenship. PICA will as a last resort, accept valid Canadian Permanent Resident cards that do not generally bear a signature
4. Original Police Report with all details provided – this document is **mandatory** for lost/stolen passports.

If the Police only provide a reference number, that is **inadmissible**. In these cases, an affidavit notarized by a Lawyer / Commissioner of Oaths / Notary Public / Honorary Consul / Consular Officer of the Jamaican High Commission or the Consulate in Toronto is required.

Damage reports from the relevant official authorities are required for cases where passports are damaged / destroyed by flood and/or fire. Any remaining parts of the Passport are to be submitted along with the application

5. Two (2) colour non-digitized passport size photographs; one of which should be certified (including mailed-in-applications). See next page for [passport picture specifications](#).
6. Section G of the passport application form must be certified by a Canadian-based official as noted on Page 2, Item 3

Click Link to see [Sample of a completed form](#)

Minors

Completed [Passport Application Form](#)

1. Original or certified copy of Birth Certificate, Certificate of Citizenship or Adoption Register.
2. The valid photo identification such as a passport, driver's licence or other government issued ID in the country of residence of the parent providing consent for the minor to hold a passport.
3. Original Police Report – this document is **mandatory** for lost/stolen passports.
4. Two (2) colour passport size photographs; one of which should be certified (including mailed-in-applications). See next page for [passport picture specifications](#)
5. The Parent authorizing the renewal must be named on the child's Birth/Citizenship/Adoption Certificate and **is required to appear in person** with children 12 years and older **to the official who is certifying the documents – this is due to the requirement that the official witnesses their signature**.
 - If the mother is married, and the ID does not reflect her maiden name, a certified copy of her Marriage Certificate is required to be submitted along with a certified copy of the photo ID
6. Legal Guardians are required to submit relevant documentation showing legal guardianship along with a valid photo ID or a notarized letter of consent from the parent(s) and a copy of the parent's valid photo identification such as a passport, driver's licence or other government issued ID in the country of residence.

6. Passport Photo Specifications – P.I.C.A.

<http://www.pica.gov.jm/media/2014/06/PICA-Photo-Poster-for-Website.jpg>

Guidelines

1. Size dimensions: 35mm wide, 45mm high, 2mm from top of head / hair to top edge of photo and at least 25 mm from chin to HAIRLINE (NOT top of head).
2. Applicant should be directly facing the camera and centred, not looking downwards nor upwards into camera and not at an angle. Both ears and the entire forehead should be clearly visible and the entire hairstyle should be within the frame of the photograph. The photos should be cropped across the shoulder blades so that the formation of both shoulders is visible.
3. Applicant should NOT be wearing a sleeveless top, neither a white nor a light coloured top that does not provide enough contrast with the background.
4. Applicant should have a neutral expression, NOT be smiling. The photo should be taken against a white background, with the exception of persons white or grey hair, for these, the background should be pale blue or pastel.
5. There should be an even distribution of light throughout the photo, with no glare in any part of the image, nor on the face, no light reflecting off the cheeks or top of the head and no shadows e.g. under the chin.
6. The image should reflect the natural skin tone of the applicant and should not be pixelated i.e. one should not see any white, golden nor coloured flecks in the image, no lines nor streaks. No red eyes.
7. The photos should be sharp, not blurry, cloudy or out of focus, and ideally printed on semi-gloss paper. Do NOT staple them and be careful not to crease, nor get marks from paper clips, nor ink marks on the photos. Ideally place them either back to back in a single small envelope OR separated by a piece of paper or a post-it note with the side of glue placed to the back of the photo OR in separate small envelopes - within the envelope that they are being posted in.
8. Photos should be identical, and have the date taken stamped on the back of at least 1 photo, by the photo studio and should have been taken within the last 6 months.
9. A seal should NOT be affixed to the photo.



7. Where to Get Your Passport Photos Taken in Montreal

The photos may be taken at any photo studio including pharmacies, Costco, etc.; it's just that often they do not have the correct dimensions or the quality is poor...

Here are some places that do Passport Photos:

It is always a good idea to bring the specifications with you when having your photos done

Company	Phone	Address	Business Hours	Cost
Acco Photo Website: accophoto.com	514-488-4041	4671 Notre Dame O. Montreal, PQ H4C 1S7	Monday 12 PM to 5 PM Tuesday, Wednesday, and Thursday 10:30 AM to 5 PM Friday 10:30 AM to 5:30 PM Saturday 12 PM to 5 PM	\$9.99 / 2 photos for a customer older than 5 years old \$14.99/ 2 photos for kids (2-5 years old) \$19.99 / 2 photos for a baby (1- 2 years old) \$24.99 / 2 photos for a baby (younger than 1 year); \$9.99 for each additional digital copy \$6.00 /2 additional prints of the same pose
Studio Photo Rose Website: studio-photo-rose.business.site	514-488-7121	5301 Queen Mary, Montreal, PQ H3X 1T9	Monday to Wednesday 9 AM to 6 PM Thursday and Friday 9 AM to 7 PM Saturday 10 AM to 5 PM	\$14.99 + tax for 2 pictures
Photo Studio Dana Small studio in Cote des Neiges	514-735-5380	5891 Victoria Ave Cote des Neiges, PQ H3W 2R6	Monday to Friday 11 AM to 4 PM	\$15 tax included for 2 pictures
Kant Photo Studio Website: kantphoto.com	514-392-1361	1226 rue Stanley Montreal, PQ H3B 2S7	Monday to Friday 11 AM to 4 PM Temporary hours during Covid	\$19.99 for 2 pictures \$10.00 for digital copies \$39.99 for baby pictures
Colour Kraft Website: colourkraft.com	514-279-3931	8305 rue Durocher Montreal, PQ H3N 2B1	Monday to Friday 9 AM to 6 PM	\$8.00 no tax – CASH ONLY for 2 pictures

Helpful Links

Appendix A: Passport Application Form

<http://www.pica.gov.jm/wp-content/uploads/2014/06/Jamaica-Passport-Application-Compressed.pdf>

Appendix B: Online Passport Renewals – Some Adults

https://passport.pica-online.com/PICA_ONLINE/

Appendix C: Sample of Completed Manual Renewal Application (Adults)

http://www.jhcottawa.ca/ESW/Files/Application_for_Adult_Renewal.pdf

Appendix D: Sample of Completed Manual Renewal Application (Minors)

http://www.jhcottawa.ca/ESW/Files/Application_for_a_Minor.pdf

Appendix E: Sample of Completed Manual Replacement Application (Adults)

http://www.jhcottawa.ca/ESW/Files/Application_for_Replacement_Adult.pdf

Appendix F: Passport Photo Specifications Poster from PICA

<http://www.pica.gov.jm/media/2014/06/PICA-Photo-Poster-for-Website.jpg>

**JAMAICAN HIGH COMMISSION**

350 Sparks Street, Suite 910

Ottawa, ON K1R 7S8

Telephone: (613) 233-9311 | Facsimile: (613) 233-0611

passportsandvisas@jhcottawa.ca | www.jhcottawa.ca

DECLARATION OF IDENTITYNote

*The person making the declaration should be a Jamaican relative
older than the person being identified*

I of
.....
in the Parish / Province of
do solemnly declare that I am the (relationship)
of who
was born at in the Parish of
on the Day of in the year
His/Her mother's name is/was
His/Her father's name is/was
The person referred to on Birth Certificate No.
as and on Marriage Certificate No.
as
is the said person known as

who is applying for a Jamaican Passport, and I make this solemn Declaration conscientiously believing the same to be true
by virtue of the Voluntary Declaration Law.

Signature

TAKEN AND ACKNOWLEDGED by the said

Before the undersigned Consular Office/Justice of the Peace for the Parish of

this Day of In the year

Consular Officer/Justice of the Peace

(N.B.: Certified copies of Declarant's valid Jamaican government issued photo ID i.e. passport, driver's licence or voter's registration card as well as supporting birth certificates to prove the nature of the relationship must accompany this form).

SIGNATURE BOX

SIGNATURE BOX