



## **Passport, Immigration and Citizenship Agency (PICA)**

### **Requirements for Doing Business with PICA**

**Website:** <https://www.pica.gov.jm>

**Email:** info@pica.gov.jm

**Telephone:** (876) 754-7422

#### **Overview of Services**

PICA offers the following core services:

1. Passport Application & Renewal
2. Citizenship Applications
3. Immigration Services (Unconditional Landing)

#### **1A. PASSPORT APPLICATION- ADULT**

##### **Requirements**

Completed Passport Application Form (certified)

- Two (2) identical passport-sized photographs (1 certified)
- Original Birth Certificate/adoption certificate/Jamaican citizenship certificate
- Valid Government-issued ID (Driver's Licence/National ID)
- Proof of name change where applicable (marriage certificate, deed poll, divorce decree or court order)
- Expired passport

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*Note: Application form and one (1) photo must be signed by the same certifying official*

## **1B. PASSPORT APPLICATION- MINOR**

### **Requirements**

- Completed Passport Application Form (certified)
- Two (2) identical passport-sized photographs (1 certified)
- Original Birth Certificate/adoption certificate/Jamaican citizenship certificate of the minor
- Valid Government-issued ID for the parent/legal guardian (Driver's Licence/National ID/Passport)
- Proof of name change where applicable (marriage certificate, deed poll, divorce decree or court order)
- Expired passport
- Parent or legal guardian applying is required to complete sections C& E of the application form
- Section G is to be certified in the name of the parent or guardian who is applying (minor above 3 years old must be present at time of application)

*Note: Application form and one (1) photo must be signed by the same certifying official*

## **2. CITIZENSHIP APPLICATIONS**

### **2A. Citizenship by Descent**

#### **Requirements**

Completed Application Form

- The applicant's Birth Certificate

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- The applicant's father's or mother's Birth Certificate or Certificate of Jamaican  
Citizenship or Adoption Certificate issued by the Registrar General's Department  
(RGD)
- Two (2) passport sized photographs of the applicant certified
- Marriage Certificate (where applicable)
- Applicant's valid ID (If adult 18 years and older)
- Jamaican parents' government-issued ID (Valid Passport, National ID or Driver's  
License); if application is for a minor
- Court-issued document evidencing Legal Guardianship (where applicable)
- Official Change of Name Document (Court Order, Deed Poll registered through the Court or the country's Records Office, etc.), where applicable

## **2B. Citizenship by Registration (Marriage)**

### Requirements

- Completed Application Form
- Official Marriage Certificate
- Husband and wife's official Birth Certificate/Certificate of Jamaican Citizenship
- Husband and wife's current passports
- Decree Absolute (where applicable)

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- Police Certificate from the country of last Residence (previous to Jamaica)  
Official Change of Name Document (Court Order, Deed Polls registered through the court or the Country's record office, etc.), where applicable
- Two passport-sized photographs of the applicant certified

### **3. IMMIGRATION SERVICES**

#### **3A. Unconditional landing**

##### **Requirements**

**Birth:** Jamaican nationals by birth, but travel on a non-Jamaican passport Documents needed:

- Valid passport with no less than 6 months to the expiration date
- Original birth certificate
- Original marriage certificate/Decree Absolute (if applicable)

**Descent:** Applicants born overseas with Jamaican parents or grandparents Documents needed:

- Valid passport with no less than 6 months to the expiration date
- Applicant's original birth certificate
- Jamaican parents' original birth certificate/Machine-readable Jamaican passport/original citizenship certificate
- Jamaican parents' original marriage certificate/Decree absolute (if applicable)

**Naturalisation:** Applicants who have acquired Jamaican citizenship through registration or naturalisation

Documents needed:

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- Valid passport with no less than 6 months to the expiration date
- Original naturalisation certificate/original registration certificate
- Original marriage certificate/Decree absolute

### **CARICOM Nationals with the CSME certificate and their**

#### **dependents Documents needed:**

- Valid passport with no less than 6 months to the expiration date
- CARICOM Single Market Economy (CSME) skills movement certificate certified by the Ministry of Labour and Social Security
- Original birth certificate of dependents, if applicable
- Original marriage certificate, if applicable

### **Payment Methods for All Processes**

- Debit/Credit Card
- Online Payment (where available)

### **Notes**

- All documents must be original and valid unless otherwise stated.
- Copies need to be certified/notarised.
- Processing times vary depending on service type and demand.