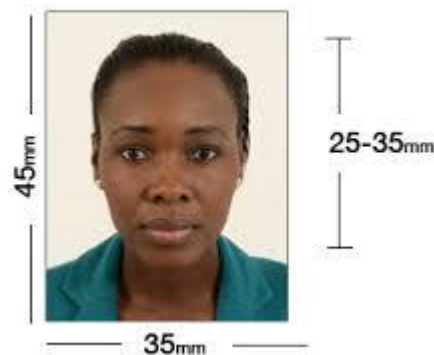


Kindly pay attention to the following guidelines when submitting your passport application in order to avoid delays with processing.

Photographs

Photographs must be taken at a **PROFESSIONAL** photo studio. Instant Polaroid photos or photos from cell phones are **not** acceptable. When taking your photographs, please follow these guidelines:

- **DO** ensure that the size of the photographs is 45cm x 35 cm (see below)
- **DO NOT** smile when the photographs are being taken
- **DO NOT** wear spaghetti straps or sleeveless tops/blouses, merinos/sleeveless T-shirts
- **DO** take photographs against a plain, light-coloured background. Persons with grey hair, for contrast, must take photos against a light blue or grey background
- **DO** remove eyeglasses before taking photographs
- **DO** wear coloured shirt/blouse when taking the photographs. There should be a contrast between the background and your shirt/blouse
- **DO** ensure that both ears and shoulders must be clearly visible
- **DO** ensure that hair is combed away from forehead
- **DO** ensure that there are no shadows behind the ears and neck when photos are taken
- **DO** ensure that the size of the photographs is 2in x 2in (approx. 50 mm x 50 mm)
- **DO** ensure that only **ONE** of the photographs is certified by the same person who is certifying section G of your application form, and that the certified photo does not have an embossed seal



Signatures

On page two of the application form, there is a rectangular signature box at the top of the page. Please sign in the **centre (middle)** of the box. The signature **MUST NOT** touch any of the lines of the box at the top of Page 2. Applicants must also sign declaration. **BOTH** signatures **MUST** be identical.

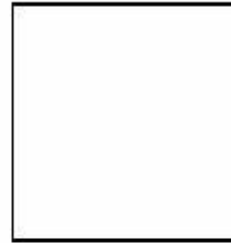
Examples of the signature box and the declaration are shown in the diagram below:



Signature of the Applicant WITHIN the box above

Note: Signature is not required for applicants under the age of 12 years

Thumb Print Box Below
For persons unable to sign



E	<p>DECLARATION OF APPLICANT</p> <p>I, the undersigned, apply for the issue of a Jamaican Passport. I declare that the information given in this application is correct to the best of my knowledge and belief. I further declare that:</p> <p><input type="checkbox"/> I have not previously held or applied for a Jamaican Passport</p> <p><input type="checkbox"/> All previous passports granted to me have been surrendered, other than Passport or Travel Document No. which is submitted herewith.</p> <p><input type="checkbox"/> My passport has been lost or is not available for present use and that I have reported the circumstances to the Police or to the Passport Office (Kingston) or to the Jamaican Consular representative overseas.</p>
	<p>Signature of Applicant</p> <p>Date of Declaration Day Month Year <input type="text"/>/ <input type="text"/>/ <input type="text"/> <input type="text"/></p>

Birth Certificates and Other Documents

The **new format** of your Birth Certificate and other documents issued by the registrar General of Jamaica is required for your passport application (please go to the Registrar General's Department Web site at www.rgd.gov.jm to see the new formats).

The Registry of Birth document given to your parents at the hospital is not a birth certificate and is not acceptable.

The Marriage Duplicate Register given to you on the day of your wedding is not acceptable.

A certified copy of your birth certificate and marriage certificate can be obtained from the Registrar General's Department, www.rgd.gov.jm

Name Change: If you changed your birth name for any reason other than by marriage a Deed Poll Certificate from the Registrar General's Department or the Authority in the country where you changed your name is required

All Supporting documents should be original. No photocopies will be accepted. See instructions re documents

Completing the Application Form

The following are instructions for the completion of the Jamaican passport application form. Please pay close attention to the following:

- Married, divorced and widowed men or women are to complete Section B.
- A Consular Official will indicate the document number and date of issue of all submitted documents in Section K.
- Complete Section C for children under 18 years old. The parent or legal guardian's signature must be placed beside the minor's signature on the line in Section C. The parent giving consent **MUST** be on the minor's birth certificate.
- The parent or legal guardian is required to submit a state issued valid picture identification.
- Tick the appropriate box in Section E and affix your signature to the signature line.
- Section F must be completed with the name and relationship for your Emergency contacts.
- Section G must be signed by either a Notary Public, Jamaican Honorary Consul or Jamaican Diplomatic/Consular Officer.
- Persons, who are required to wear headgear for religious purposes, must complete Section H.