



EMBASSY OF JAMAICA AND JAMAICAN MISSION TO THE EUROPEAN COMMUNITIES

231.2

Dear applicant,

Re: Lost/Stolen/Damaged Jamaican Passport

Concerning the replacement of your lost/stolen Jamaican passport, this serves to advise you that all applications are processed at the Passport, Immigration and Citizenship Agency (PICA) in **Kingston, Jamaica**.

Please click on the link below to select, print and complete the passport application form provided:

<http://www.pica.gov.jm/content/home/detail.asp?iData=507&iCat=342&iChannel=2&nChannel=Articles>

The application should be carefully completed and returned to this Embassy along with the following, for onward transmission to Jamaica:

- Police Report of loss
- Details of Lost Passport-if available
- Birth Certificate-**photocopies will not be accepted**
- Certified copy of Nationality document (if applicable)
- Three identical colour photographs, one of which should be certified by the Notary/Consular Officer who should also sign **Section G** of the application form

- **One of the following ;**
 - National Voter's identification card
 - Jamaican driver's licence
 - Passport from the country of residence
 - Certificate of residence form the country of residence
 - Identification indicating permanent residency in the country of residence
 - Driver's licence from the country of residence
 - Work Permit (bearing a photograph) from the country of residence
 - Marriage certificate (where applicable)

Along with:

- **Bank draft** in the amount of One Hundred Pounds Sterling (£100.00) – Adults or Fifty Pounds Sterling (£50.00)children **made payable to the Ministry of National Security-Jamaica**.
- **Consular Fee** in the amount of €20.00 (**this amount must be paid in Euros cash**) transferred directly to the Embassy of Jamaica-Brussels bank account:

Embassy of Jamaica
ING Bank, Rond Point Schuman 8
B-1040 Brussels
Account N°310 -1389882-55
IBAN No: BE31 3101 3898 8255
BIC: BBRUBEBB

You must ensure that the name of the person whose passport is being renewed is mentioned in the communication to the bank.

Other useful information

1. Please ensure that your signature is affixed to the box located at the top of page 2 (in the middle and in a straight line, avoid touching the lines of the box)
2. Also ensure that Section E - Declaration of Applicant is also signed (signature should be identical to #1).
3. Please ensure that Section F is completed, that is, details of two (2) emergency contacts.
4. Please pay special attention to the following relating to your **photographs**:
 - a. Photos should not be more than six months old;
 - b. 35-45 mm in width;
 - c. your face should be straight and take up 70-80 % of the photograph;
 - d. show skin tones naturally;
 - e. have appropriate brightness and contrast;
 - f. be printed on high quality paper at high resolution;
 - g. where digital camera is used the photograph should be high quality colour and printed on photo quality paper;
 - h. should you wear eyeglasses, please ensure that the frame does not cover or cut off any part of your eye/s. If you have big frames or thick frames it is advised to take them off prior to taking the photo.
 - i. eyes should be open and clearly visible;
 - j. photos should be taken against a plain light-coloured background;
 - k. must be taken with uniform lighting and not show shadows or flash reflections on the face or pate;
 - l. Red eye not accepted;
 - m. Shoulders should be clothed.
5. No stamps or seal should be used on the photograph. Only one photograph should bear the inscription, "I certify that this is a true photograph of the applicant -----".
6. Processing time: **minimum** of twelve (12) weeks after - all your documents are received. **Please do not make travel plans before the receipt of your passport.**
7. Submit Official Translation/s for document/s that is/are not in English. **All translations must be legalized by the Belgian (French or Dutch)Foreign Ministry and subsequently by the closest Jamaican Mission or Honorary Consulate.**

Should you require additional information, please do not hesitate to contact the Embassy.

Consular Department,
Embassy of Jamaica, Brussels
February 2011.