

THE PASSPORT ACT

REGULATIONS
(*under section 10*)

The Passport Regulations, 1962

L.N. 209/62
28/63
35/64
295/64
240/65
148/67
146/68
248/77
62A/79
200/84
48/90
85C/91
40/92
1271/96
22B/98
128/2001

THE PASSPORT ACT

REGULATIONS
(under section 10)

THE PASSPORT REGULATIONS, 1962

(Made by the Minister on the 6th day of August, 1962)

1. These Regulations may be cited as the Passport Regulations, 1962.
2. In these Regulations unless the context otherwise requires—
 - “authorized officer” means the Minister or the Passport Officer or any other officer authorized by the Minister under the provisions of section 5 of the Act;
 - “passport” means a Jamaican passport as defined in the Act;
 - “security forces” means the Jamaica Constabulary Force, the Jamaica Defence Force, the Island Special Constabulary Force and the Rural Police Force.
- 3.—(1) Special classes of passport (hereinafter referred to as “diplomatic passport” and “official passport” respectively) shall be issued to such categories of persons as the Minister may specify in respect of each class of passport.
 - (2) The holder of a diplomatic passport or an official passport shall, whenever he is required by the Minister so to do, return that passport to the Minister or to such authorized officer as the Minister may specify.
4. Every application for a passport shall be submitted to the Passport Office, Kingston (hereinafter referred to as the Passport Office) or, in the case of Jamaican citizens resident in any other country, to the office of the nearest overseas representative—
 - (a) at least ten days; or
 - (b) where a passport is required urgently, at least three days, prior to the date on which the passport is required.
5. Every application for a passport shall be made on the appropriate form which may be obtained from—
 - (a) the Passport Office;
 - (b) the Police Divisional Headquarters for any parish, except the parishes of Kingston and St. Andrew; or

L.N. 209/62
Amd.:
 L.N. 28/63
 35/64
 295/64
 240/65
 148/67
 146/68
 248/77
 62A/79
 200/84
 48/90
 83C/91
 40/92
 127F/96
 22B/98
 128/2001

- (c) in the case of Jamaican citizens resident in any other country—
- (i) the office of the nearest overseas representative; or
 - (ii) the office of the representative of any Commonwealth country with which Jamaica has a reciprocal agreement to handle the passport applications of their respective citizens,

and shall—

- (aa) in the case of an application for a diplomatic passport or an official passport indicate that a diplomatic passport or an official passport, as the case may be, is required;
- (bb) in the case of an application for a passport which is required urgently (hereinafter referred to as an emergency passport) indicate that an emergency passport is required;
- (cc) in the case of an application for a passport to replace a passport other than for renewal upon expiration (hereinafter referred to as a replacement passport) indicate that a replacement passport is required; and
- (dd) in the case of an application for any passport other than a diplomatic passport or an official passport, be accompanied by the appropriate fee set out in the First Schedule.

First
Schedule.

6. Every applicant for a passport or for the endorsement or amendment thereof or for the grant of a visa on a passport, or for a permit to leave Jamaica, or for any other travel document, shall attend in person at the passport office or at the Police Divisional Headquarters for the parish in which he resides, except the parishes of Kingston and St. Andrew, or at the office of the overseas representative at which he submitted his application:

Provided that an authorized officer may, if he thinks fit, having regard to the special circumstances of the case, dispense with such personal attendance.

7.—(1) A group passport may be applied for if the number of persons making such an application is not less than ten and not more than fifty.

(2) Where an application is made for a group passport the application form shall be accompanied by two unmounted photographs of each applicant certified in the manner set out in the Second Schedule, a certified birth certificate or a certificate of registration of birth of each applicant and a letter of approval from the Minister for the issue of such a passport to the persons named therein.

Second
Schedule.

(3) Every group passport shall be returned to the authorized officer on the expiry of the period for which it is valid.

(4) In this regulation “group passport” means a passport issued to a

group of persons for travel by them for a common purpose on any single occasion and valid only for that occasion.

8. No passport shall be sent out of Jamaica by post.

9.—(1) Every citizen of Jamaica who is desirous of obtaining a passport shall apply on the appropriate form and in the case of an applicant who became a citizen of Jamaica by naturalization or registration, shall forward with his application his naturalization or registration documents. Every applicant shall produce to an authorized officer such documents of identity as such authorized officer may require.

(2) Every person desirous of obtaining a passport for a citizen of Jamaica under the age of sixteen years shall—

- (a) apply on the appropriate form;
- (b) where the application is in respect of a person who became a citizen of Jamaica by naturalization or registration, forward with his application the document of naturalization or registration; and
- (c) produce to an authorized officer such documents of identity as the authorized officer may require.

(3) No child under the age of eighteen years shall be granted a passport without the written consent of the father or mother, or, in the case of a child who is a ward of the court, the court:

Provided that—

- (a) no such consent is required if the child is a member of the security forces of Jamaica or is married; and
- (b) the Minister may in writing, direct that a passport be issued to a child without the consent of his father or mother, as the case may be, where the Minister is satisfied either that such consent has been unreasonably refused and the child is likely to suffer hardship if he is unable to obtain a passport, or that such consent cannot be obtained because the father or mother is too ill to give it or cannot be found by the child.

(4) Every written consent granted pursuant to paragraph (3) shall be certified by any of the persons entitled to verify an application under regulation 11 (1) upon proper identification of the person giving consent.

10. Every applicant for a passport shall forward with his application two small unmounted duplicate photographs of himself or of the citizen of Jamaica under the age of sixteen years in respect of whom he is applying as the case may be. On the back of one of such duplicate photographs a certificate in the form set out in the Second Schedule shall be affixed by the person verifying the declaration in the application.

Second
Schedule.

11.—(1) The declaration contained in any application shall—

- (a) in the case of an applicant resident in Jamaica, be verified by any of the following persons who is a Commonwealth citizen ordinarily resident in Jamaica and who has been personally acquainted by name with the person making the application—
- (i) an authorized officer;
 - (ii) Resident Magistrate;
 - (iii) Justice of the Peace;
 - (iv) Minister of Religion authorized to perform marriage;
 - (v) Clerk of the Court;
 - (vi) member of the Constabulary Force (*Gazetted rank*);
 - (vii) officer of the Island Special Constabulary Force (*Gazetted rank*);
 - (viii) bank manager;
 - (ix) medical practitioner;
 - (x) dental surgeon;
 - (xi) public officer not below the grade of SEG I;
 - (xii) principal of a college, secondary or primary school;
 - (xiii) attorney-at-law;
 - (xiv) Member of Parliament;
 - (xv) Judge of the Supreme Court or the Court of Appeal;
 - (xvi) consular officer;
 - (xvii) Commissioner of Oaths;
 - (xviii) notary public;
 - (xix) parish councillor;
 - (xx) veterinarian;
 - (xxi) credit union manager;
- (b) in the case of an applicant resident abroad, be verified by any categories of persons authorized by the Minister by notice in the *Gazette*.

(2) A declaration verified by the father, mother, husband, wife, brother, sister or child of the person making the application shall not be accepted.

12.—(1) Every passport shall be valid for travel to such country or countries as the Minister may thereon signify.

(2) The Minister may restrict the validity of a passport to such period of time as may be specified thereon, in any case in which—

- (a) the applicant was the holder of a passport which has been lost,

but, owing to the nature of the case the loss has not been fully investigated; or

- (b) it would, in the opinion of the Minister, be in the public interest to do so.

13. Where the Minister has restricted the validity of a passport for travel to a particular country or countries, the holder of such restricted passport may apply to have the passport amended to permit travel to any other country or countries, and his application shall be accompanied by the appropriate fee set out in the First Schedule.

First
Schedule.

14.—(1) A seaman's certificate of nationality and identity may be issued to a seaman who is a citizen of Jamaica, so, however, that such certificate shall not be issued to any such seaman who is not already engaged in seagoing employment at the time of applying for such certificate unless he is a seaman—

- (a) reverting to seagoing employment after a period of employment ashore; or
- (b) entering into seagoing employment for the first time, and produces satisfactory evidence of having been accepted for seagoing employment.

(2) A seaman's certificate of nationality and identity shall include the full name, date and place of birth, nationality, distinctive marks, photograph, left thumb print and signature of the bearer.

(3) A seaman's certificate of nationality and identity shall not be issued to an alien.

(4) An application for the issue of a seaman's certificate of nationality and identity shall be on the appropriate form, which may be obtained from the Passport Office, and shall be accompanied by two small unmounted duplicate photographs of the applicant and the appropriate fee specified in the First Schedule.

(5) A seaman's certificate of identity may be issued to a seaman who is domiciled in Jamaica but whose national status has not been established.

(6) (a) An application for the issue of a seaman's certificate of identity shall be on the appropriate form, which may be obtained from the Passport Office, and shall be accompanied by two small unmounted duplicate photographs of the applicant and the appropriate fee set out in the First Schedule.

(b) A seaman's certificate of identity shall include the name, date of birth, distinctive marks, photographs, left thumb prints and signature of the bearer.

(7) A seaman's certificate of nationality and identity and a seaman's certificate of identity shall remain valid unless or until cancelled or withdrawn.

15.—(1) Subject to paragraphs (2) and (3), the name of the holder of a passport once written therein shall not be changed.

(2) A woman may apply to have her name amended on her passport upon marriage, remarriage or divorce, as the case may be, and every such application shall be accompanied by such evidence of marriage, remarriage or divorce, as the case may be.

(3) Where a person changes his name by deed poll he may apply to have his name amended on his passport.

(4) Every application for any amendment to a passport shall be accompanied by the appropriate fee set out in the First Schedule.

(5) Paragraph (3) shall not apply to diplomatic passports or official passports.

First
Schedule.

16. Where an application for a passport is made in order to enable the applicant to proceed directly to a place outside of Jamaica and an authorized officer either is of the opinion that the case is not one in which a regular passport should be issued or is not fully satisfied by the evidence of nationality produced, such authorized officer may refuse to issue a passport and instead thereof may issue an emergency certificate or may affix a visa to an affidavit furnished by the applicant setting out the facts of the case. There shall be payable in respect of such emergency certificate or visa the appropriate fee set out in the First Schedule.

17. Every application by a person other than a citizen of Jamaica for a permit to leave Jamaica shall be made on the appropriate form, which may be obtained from the Passport Office, and shall be accompanied by a letter from the representative in Jamaica of the country of which the applicant is a national, requesting the issue of the permit and by the appropriate fee set out in the First Schedule and by two small unmounted duplicate photographs of the applicant, and on the back of one such duplicate photograph a certificate in the form set out in

the Second Schedule shall be affixed by the person verifying the application, so, however, that the Chief Immigration Officer may, if he thinks fit, having regard to the circumstances of the case, dispense with the requirement of such letter.

Second
Schedule.

18. Wherever in these Regulations any photographs are required to be attached to any application such photographs shall not be accepted unless—

- (a) they represent the applicant full-face and without a hat except where the applicant wears a head dress on the basis of his religious belief and his forehead, eyes and ears are clearly visible; and
- (b) they are not more than 6.25 cm x 5 cm and not less than 5 cm x 3.75 cm.

19. For the purposes of section 4 (b) of the Act, a certificate of identity shall be in the form specified in the Third Schedule.

Third
Schedule.

20.—(1) Subject to paragraph (2), a passport issued to a child under the age of eighteen years, shall be valid for a period of five years from the date of issue thereof.

(2) A passport issued to a child under the age of eighteen years who is a member of the security forces of Jamaica or is married shall be valid for a period of ten years.

(3) A passport issued to a citizen of Jamaican (other than a child under the age of eighteen years) shall be valid for a period of ten years from the date of issue thereof.

21. Where an overseas representative receives an application for a passport from a Jamaican citizen that overseas representative may—

- (a) where the applicant is the holder of a Jamaican passport which has expired not less than one year prior to the application, extend the validity of that passport for the period of one year;
- (b) where the applicant—
 - (i) is not the holder of a Jamaican passport; or
 - (ii) is the holder of a Jamaican passport which expired more than one year prior to the date of the application,

issue an interim passport which shall be valid for a period of one year from the date of issue thereof.

FIRST SCHEDULE

(Regulations 5, 13, 14, 15,
16 and 17)

Document	Fee in Jamaica	Fee in the United Kingdom, Europe, Africa, the Middle East, the Far East, Australia, New Zealand and Pacific States	Fee in North, Central and South America and the Caribbean
A passport			
Minor ...	\$1,500.00	£30.00	US\$50.00
Adult ...	\$2,500.00	£50.00	US\$80.00
A group passport ...	\$2,500.00	£60.00	US\$90.00
Interim passport	—	£15.00	US\$30.00
Each amendment to a passport ...	\$1,000.00	£15.00	US\$30.00
Replacement of passport (other than renewal)—			
(i) Minor	\$1,500.00	£50.00	US\$100.00
Adult	\$2,500.00	£100.00	US\$160.00
(ii) extension of validity	—	£15.00	US\$30.00
Seaman's certificate of nationality and identity ...	\$1,500.00	£30.00	US\$40.00
Seaman's certificate of identity ...	\$1,100.00	—	—
Emergency certificate or visa affixed to an affidavit ...	\$2,500.00	£30.00	US\$60.00
Permit to leave Jamaica—			
Minor ...	\$1,600.00	—	—
Adult ...	\$2,500.00	—	—
Additional fee for Express Service excluding passport (same day)	\$2,500.00	—	—
A single entry visa on a passport other than a Jamaican passport		The equivalent in the currency of Jamaica, the United States of America or the United Kingdom, as the case may be, to the amount charged for a single entry visa on Jamaican or British passports by the authorities of the country of which the applicant is a national.	
A multiple entry visa on a passport other than a Jamaican passport		The equivalent in the currency of Jamaica, the United States of America or the United Kingdom, as the case may be, to the amount charged for a multiple entry visa on Jamaican or British passports by the authorities of the country of which the applicant is a national.	

SECOND SCHEDULE

(Regulation 10)

I certify this to be a true photograph of

Mr.
Mrs.
Miss

.....
*Signature and qualification of person
certifying the declaration of the applicant*

Date.....

THIRD SCHEDULE

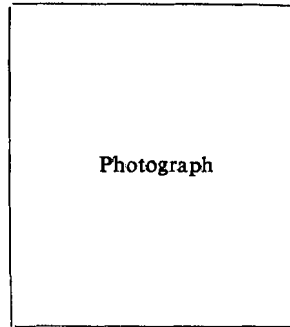
(Regulation 19)

Certificate of Identity for Entry into Jamaica

Name in Full.....
Occupation.....
Address.....
Date of Birth.....
Place of Birth.....

DESCRIPTION

Height.....
Colour of eyes
.....
Colour of hair
.....
Special Peculiarities
.....



Signature of Bearer.....
Signature of Authorizing Officer.....

VISA