

ATTENTION PASSPORT APPLICANTS:

Kindly pay special attention to the following guidelines when submitting your passport applications, and refer to our website for additional information www.jamaicacgmiami.org

A) PHOTOGRAPHS

Photographs must be taken at a **PROFESSIONAL** photo studio. Instant photos are **NOT** acceptable (example those taken at Pharmacies/Drug Stores).

Photos that do not meet requirements will help to delay Passport processing time.

When taking your photographs, please note the following guidelines:

1. Do NOT smile (teeth must not be visible).
2. 2 identical photographs are required.
3. Photographs should be taken in color with a matte/dull finish, against a plain background.
4. Applicants of light complexion should avoid wearing white clothing and should have photographs taken against a pastel shaded background.
5. Applicants of dark complexion should wear colored clothing and photographs should be taken against a white background.
6. Applicants with grey/white hair should have their photograph taken against a pale blue or pastel background.
7. There must be no other person or object in the photograph.
8. There should be no background shadows.
9. A full frontal pose is required.
10. There should be no creases or ink marks on the photograph.
11. Exposed shoulders and chest must be avoided.
12. Bright colored clothing is not recommended.
13. Eye glasses should not have tinted lenses.
14. Heavy (thick) frames should be avoided.
15. Do **NOT** use paperclips/Staples on photos.
16. Headgear is permitted ONLY for religious purposes. Facial features including the outline of the face from the bottom of the chin to top of the forehead must be clearly shown.
17. Photographs submitted with an application become the property of the Government of Jamaica.

The photograph must highlight the face from the chest to crown of head (natural top of head).

The photos should measure 45mm(length) x 35mm(width) in size.



B) SIGNATURE

On **page two (2)** of the Passport Application Form, there is a rectangular signature box at the top of the page.

1. Please sign in the **MIDDLE** of the box.
2. Signature **MUST NOT** touch any of the outer lines.
3. Applicants must also sign declaration in **Section E**.
4. Both signatures **MUST** be **IDENTICAL**.