

APPLICATION PROCEDURE

The following must accompany each application for a Jamaican Police Certificate:

Cover letter, addressed to the Senior Superintendent of Police and signed by the applicant, requesting the Certificate and stating the reason the Police Certificate is needed, e.g. for a work permit or permanent residence application etc.

A full set of fingerprints which should be taken by the authorized police department in the country in which one currently resides. The set of fingerprints must be stamped and signed by an authorized individual in the police department or any other authorized Agency.

A certified copy of the applicant's valid passport bio-data page. The certification should be done at the nearest Jamaican Embassy, High Commission, Consulate General or Honorary Consulate.

Two (2) recent passport size photographs which must not be signed or sealed.

An International Money Order in either United States Dollars (USD\$), Pound Sterling (£) or Canadian Dollars (CAD\$), depending on the applicant's location. This should be drawn in the amount equivalent to the Jamaican processing fees (stated below) and made payable to the Commissioner of Police:

The application should be addressed to:

Senior Superintendent of Police

i/c Technical Services Division

34 Duke Street

Kingston C.S.O.

Jamaica, W.I.

The following processing times do not include the time taken to transmit the document and begins on the day the application is received by the Technical Services Division.

Normal Service - Twenty-one (21) Working Days – JMD\$3,000.

Express Service - Five (5) Working Days– JMD \$6,000.

Next Day Service - JMD \$8,000