



Information sheet for applying for an identity card

Applications for the issuance of an identity card must be submitted in person at the German Embassy in Kingston. Applicants under the age of 16 must also submit their identity card application in person and accompanied by **all** legal guardians. If, as an exception, one of the legal guardians is not able to come in person, his/her signed and certified consent to the application is required.

Appointments can only be made via our free **appointment system** online on our website. To book your appointment, click [here](#). Please understand that appointments cannot be made by phone or email.

Further information on the use of your electronic identity card and the online ID function (eID function) can be found [here](#). The eID-mechanism is generally used for applicants over the age of 16. To actually use the eID function, the transport PIN must be replaced by a personal PIN, which you can do at the Embassy. The storage of fingerprints on the identity card is optional.

The German Embassy Kingston is responsible for applications from the following countries: Jamaica, the Bahamas, the Cayman Islands, the Turks and Caicos Islands.

We recommend to our applicants from the Bahamas, the Cayman Islands and from the Turks and Caicos Islands to first email their application with all supporting documents to the German Embassy for preliminary examination, in order to check if complete or if any documents may be missing. Only after positive feedback from the Embassy should you make your appointment booking to come in.

Address: 10 Waterloo Road, Kingston 10
Telephone: +1 876 619 3132 (DIGICEL) or
+1 876 631 7935 (FLOW)
Fax: +1 876 620 5457 (FLOW)
Email: info@kingston.diplo.de

Address:
10 Waterloo Road
Kingston 10
a.m.
Jamaica W.I.

Mailing address:
P.O. Box 444
Kingston 10
Jamaica W.I.

Telephone:
++1 876 926 6728/9
++1 876 631 7935/6

Mon, Fri: 7:30 – 8:30 Clock
Tue, Wed, Thu: 2:00 pm – 3:00 pm

Fax:
++1 876 620 5457

info@kingston.diplo.de
www.kingston.diplo.de

Opening hours:
Monday - Friday
from 8.30 a.m. to 11.30

To apply, please submit your legibly completed application form and two recent biometric photographs. The application form and important information on biometric photographs can be found [here](#).

In addition, please present the following documents in original or as a certified copy:

- previous German passport or identity card
- birth certificate or certificate of ancestry
- registration or de-registration certificate from your current or last place of residence in the Federal Republic (in the case that you were ever registered in Germany)
- if applicable, rental contract, electricity or water bills as proof of the foreign residential address (otherwise "no address in Germany" will be entered when de-registering from Germany)
- residence permit and work permit from Jamaica (incl. Alien Registration Card), the Bahamas, Cayman Islands or the Turks and Caicos Islands
- excerpt from the family book or marriage certificate (if you are or have ever been married)
- if applicable, certificate of name declaration
- if applicable, nationality card or naturalization certificate
- if applicable, a document of acquisition of a foreign nationality or a travel or identity document issued by another state
- if applicable, certificate of Permission to Retain Citizenship from a German Citizenship Authority
- in the case of the loss of passport/identity card, a police report **must be** made

In addition to the above-mentioned documents, ID card applicants under the age of 16 should also submit the following documents – also in the original or as a certified copy:

- current passport/identity card of all legal guardians
- excerpt from the parents' family book or marriage certificate of the parents (if the parents are or were married to each other)
- proof of relationship to the German parent, e.g. birth certificate, recognition of paternity, adoption order, etc.
- if applicable, nationality card or naturalization certificate of the German parent
- if applicable, proof of sole custody by custody order or divorce decree of the parents or death certificate of a deceased parent

In individual cases, the submission of further documents may be required.

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If, in addition to the issuance of the identity card, questions of nationality or civil status law still need to be clarified in Germany, the documents must be presented with the apostille stamp. This means in detail:

Official Jamaican documents are provided with an apostille by the Jamaican Ministry of Foreign Affairs, 2 Port Royal Street, Kingston, Tel.: 001 876 926 4220-8. Documents issued by the Cayman Islands and the Turks and Caicos Islands must be provided with an apostille by the respective Governor General for use in Germany.

Other foreign documents must either be legalized or provided with an apostille. Whether legalisation or the apostille is required in your case may be found in the detailed information provided by the Federal Foreign Office [here](#).

The fees are to be paid in US dollars at the current daily rate of the Embassy paying agent in cash or by credit card (Visa and MasterCard). The Embassy does not accept US\$50 nor US\$100 banknotes, and the banknotes must have been printed flawlessly and after 2000. **When paying by credit card, the cardholder must be present**. The payment process by credit card is processed in euros and it is not possible to object to a credit card payment that has already been made (e.g. if the application is denied). We expressly point out that additional fees may be charged by your bank or credit card company. Payments by cheque, EC card and cash payments in euros are unfortunately **not possible**.

Fees	WITH residence in the jurisdiction of the German Embassy and deregistered from Germany	WITHOUT residence in the jurisdiction of the German Embassy or still registered in Germany
Identity card for applicants aged 24 and over (Validity: ten years) incl. international surcharge	€67.00	€80.00
Identity card for applicants under 24 years of age (Validity: six years) incl. international surcharge	52,80 €	€65.80
Changes of residence in identity cards	0,00€	Not possible

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Please note that your identity card application can only be processed if all documents have been submitted in full and the fees have been paid. The processing time for identity cards is about six to eight weeks (including postal delivery times), as they are manufactured in Germany. In addition to your ID card, you will receive a PIN letter with a PIN, a PUK and a password. You can convert the transport PIN into your own PIN at the Embassy.

Do you want to change your family name after a marriage or divorce? Then please contact the Embassy in advance to clarify whether a name declaration and/or recognition of the divorce in Germany are required. In this case, the submission of further documents may be required and the processing time may be extended.

You can collect your identity card and PIN letter in person at the Passport Section of the Embassy from Monday to Friday, during the hours of 8.30am. to 11:00am. At the same time, you can change your temporary PIN to a personal PIN. Please bring your previous identity card with you when you come in to collect. The old card will be cancelled and returned to you. You may also give written authorization to a third party to collect your identity card and PIN letter on your behalf (please mention both expressly in the authorization letter).

If you have any questions, please do not hesitate to contact the Embassy.

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