



Konzulat Jamajke

Consulate of Jamaica

Dobracina 60, 11000 Belgrade, Serbia; Tel: +381 11 3340 338; Fax: +381 11 3340 488

PLEASE READ CAREFULLY!

Apostille Process for Authentication of Public Documents Issued in Jamaica for use Overseas or Issued Overseas to be Used in Jamaica

Jamaica has become a signatory to the 1961 Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents also known as the Apostille. The Convention entered into force in Jamaica on 3rd July 2021 and implementation of its provisions began on 5th July 2021.

Effective then, the Ministry of Foreign Affairs and Foreign Trade, as the Competent Authority, affixes an Apostille to documents as proof of authentication for use in countries that are Apostille-Contracting Parties. This means that documents such as Birth Certificates, Marriage Certificates, Divorce Decrees, Certificates of No Impediment, Police Records, Certificates of Free Sale, etc, no longer need to be legalised by the Ministry, then the Embassy, then the representative of the foreign state where it will be used. The single Apostille will replace the chain of verification signatures. This will remove the additional costs that have been associated with the authentication and legalization of documents by the Foreign Embassies and Consulates. The implementation of this service will be a major improvement and will result in significant savings and convenience to the client.

Please note that documents that are intended for use in countries that are not party to the Convention will continue to be authenticated or legalised by the Ministry, in the usual manner and at the same cost of JM\$500 for regular five (5) day-service or JM\$750 for the three (3) day-service, per document. Such documents being legalised by the Embassy attract a fee of €20 per document.

The list of one hundred and twenty (120) countries that are Parties to the Convention is available at the following link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

Guidelines for Applications

Applications for Apostilles may be made

- Directly at the Ministry of Foreign Affairs and Foreign Trade in Jamaica
- Through this Embassy; or
- applicants may choose to send their documents directly to the Ministry of Foreign Affairs and Foreign Trade for processing.



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In this regard, please note the following Guidelines that apply to the option chosen:

1. Applications if Applicant is in Jamaica

Visit the Reception Desk at the Ministry of Foreign Affairs and Foreign Trade where you will be directed to pay the requisite fee. After payment, return to the Reception Desk to submit the completed application form, the receipt of payment, your TRN and the document(s) to be apostilled. The Ministry is located at:

2 Port Royal Street
Kingston

The fees for an Apostille in Jamaica:

- JM \$3,500.00 per document (processing time is 5 business days).
- JM \$5,000.00 (twenty-four-hour service). Please contact the Ministry to ensure that your application qualifies for this service.)

Apostilled documents can be collected in person from the MFA&FT or applicants may make arrangements for their return by a courier agent such as TARA, DHL, or other Courier Service in a prepaid, self-addressed envelope. TRN of the applicant or bearer is required.

Application forms may be obtained from the Reception Desk at the Ministry or may be requested by emailing apostille@mfaft.gov.jm.

2. Applications through the Consulate i.e. Embassy

Consulate can only help in obtaining additional information related to submitting an application for an Apostille, i.e. authentication of documents, everything else is done through the Embassy of Jamaica in Berlin, Germany.

Application Form: The attached fillable form should accompany documents. Clients can also obtain the form by e-mail at apostille@mfaft.gov.jm

- Fee per document – Twenty- Five Euros - €25.00.
- Administrative Fee including postage for return **receipt** in Germany calls for an additional Twenty €20.00 Euros.
- Applicants outside of Germany will be advised of the cost of return mail.
- Payment of Fees –. Fees may be paid by Bank Transfer to the Embassy's account, noting that the Reference should be Apostille and the number of documents to be processed, **for example**: Ref: **Apostille x 3**

The Embassy's bank details are as follows:

Embassy of Jamaica
Commerzbank Berlin
IBAN: DE 9610 0400 0002 6643 7300



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BIC: COBADEFFXXX

Taxpayer Registration Number (TRN) – No TRN is required for applications originating overseas.

Please be advised that the turnaround time for processing Apostilles once the application is compliant (i.e., satisfies all requirements) can take **Fourteen (14) weeks to Sixteen (16) weeks** – from the date of dispatch of Mission's diplomatic bag to the date the apostilled document is returned from the Ministry of Foreign Affairs and Foreign Trade, Jamaica.

3. Applications Sent by Courier (DHL/FED-EX etc.) directly to the MFA&FT

Applications may be sent directly to the following address:

Consular Affairs Department
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston, Jamaica

Applications should include the following:

- Cover letter (in English);
- Application Form - The attached fillable form should accompany documents. Clients can also obtain the form by e-mail at apostille@mfaft.gov.jm
- **Please Write on the envelope: AUTHENTICATION.**

PAYMENT FOR APPLICATION

Option 1: - Payment through the Embassy

- Fee per document: - Twenty- Five (€25.00) Euros
Cost for return **receipt** in Germany: - Fifteen (€15.00) Euros.

This receipt provided should be included in your package for Jamaica

- **Payments at the Embassy can be done via Bank Transfer. The Embassy's bank details are as follows:**
Embassy of Jamaica
Commerzbank Berlin
IBAN: DE 9610 0400 0002 6643 7300
BIC: COBADEFFXXX

Option 2: - Payment directly to MFA&FT

- Where **documents, fees and application** are being sent directly to the MFA&FT by courier, the exact amount of funds are to be remitted (Fee per document €25.00 Euros).
- For return of documents, a pre-paid self-addressed envelope from a courier agent such as TARA, DHL, Fed EX or other Courier Service should be sent to the Authentications Section, Consular Affairs Department; Ministry of Foreign Affairs & Foreign Trade; 2 Port Royal Street, Kingston. Please Write on the envelope: **AUTHENTICATION.**