

## Ask the Embassy - March 13, 2018

***Question: I need a document notarized by a U.S. notary, and not a Jamaican Justice of the Peace. Can the U.S. Embassy help?***

The American Citizen Services Unit at the U.S. Embassy in Kingston offers notarial services by appointment between 10:00am and 11:00am on weekdays, except for Wednesdays and holidays. These services include acknowledgements, authentications, affidavits, and powers of attorney. You can schedule an appointment online by following the instructions on the “Notarial Services” page within the U.S. Citizen Services section of the U.S. Embassy website at <https://jm.usembassy.gov/u-s-citizen-services/notaries-public/>

Please note that all persons requiring notarial services must present valid, government-issued photo identification, such as a passport or driver’s license. Jamaican Voter Registration cards are not accepted. The name on the document to be notarized must EXACTLY match the name on the identification card or passport. Do not sign your document before your notary appointment.

If you are signing documents on behalf of a company, you also must bring the company's Articles of Association, issued by the local authorities. This document lists all persons authorized to sign documents on behalf of the company. If your name is not listed in the Articles of Association, you may be required to submit further documentation before your document can be notarized. If you would like to have a document notarized and your name is not listed in the Articles of Association, you should contact the American Citizen Services Unit at [KingstonACS@state.gov](mailto:KingstonACS@state.gov) before going online to schedule a notary appointment.

If you are a process server or have been asked to serve papers on an individual, you should read the information on the “Serving Papers” section of the U.S. Embassy’s website. Documents that require authentication should first be taken to the Ministry of Foreign Affairs.

Notarial services are also available at the U.S. Consular Agencies in Montego Bay and the Cayman Islands. To schedule a notarial appointment in Montego Bay, e-mail [MoBayACS@state.gov](mailto:MoBayACS@state.gov) To schedule an appointment in the Cayman Islands, e-mail [CaymanACS@state.gov](mailto:CaymanACS@state.gov)

There is a \$50.00 USD fee for each signature by a U.S. Consular Officer or U.S. Consular Agent. This fee can be paid by credit card, or with U.S. or Jamaican dollars.

*For more information on notarial services and the American Citizen Services Unit at the U.S. Embassy in Kingston, please visit our website, <https://jm.usembassy.gov/> For safety and security measures, the U.S. Embassy asks that all individuals arrive at the Embassy no more than 15 minutes before their designated appointment time.*