



Department of Immigration and Emigration Sri Lankan Identity Overseas



Instructions to Passport Applicants

(Please read all the instructions carefully before filling the application)

(a) Instructions to fill the application K - I.E. 35 A

- (1) Specify whether you are applying for the travel document under normal service or one day service. ("✓" Tick the relevant cage)
- (2) Type of the travel document - ("✓" Tick the relevant cage) (i) For all countries ☐ (ii) Emergency Certificates (India and Nepal) (iii) Identification Certificates - Valid for all countries or a specific country.
- (3) Mention the number of your last travel document, if you have obtained. (Passport/Emergency Certificates/Identification Certificates). If it was lost in this country attach a Photocopy of the complaint made to the police or attach a Photocopy of the temporary travel document used to arrive in Sri Lanka, if it was lost in a foreign country. (Not applicable for the first time applicants).
- (4) If you arrived in Sri Lanka using a None-Machine Readable Passport, write the number of aforesaid passport. The said temporary passport should be produced along with a photocopy thereof.
- (5) Mention the number of National Identity Card issued by the Commissioner of Registration of Persons. All the applicants above the age of 16 years should produce their National Identity Card along with a photocopy.
- (6) Mention your first name (Surname/family name). Write one letter in each box. Leave one box blank between two names. If a female applicant is applying for a passport with her spouse's name after marriage, write that name as well. (The original and the photocopy of the marriage certificate should be submitted).
- (7) Mention the remaining part of your full name other than your first name (surname/family name) mentioned under No. 06 above. (As mentioned in column 02 of the birth certificate).
- (8) Mention the address of residence in Sri Lanka.
(8.1) Mention the District in which the residence is situated.
- (9) Mention the Date of Birth (As per the Birth Certificate).
- (10) Mention the number and the district of the birth certificate (The original and photocopy of the birth certificate need to be produced).
- (11) Mention the place of birth as mentioned in the birth certificate.
- (12) Sex ("✓" Tick the relevant cage)
- (13) Mention your job/profession/status or post. Leave one box blank between two words. (The originals and the photocopies of the educational certificates / professional certificates / service certificates should be produced in order to confirm the job).
- (14) If you have obtained dual citizenship ("✓" Tick the relevant cage) and write the number of the dual citizenship certificate. (The original of the dual citizenship certificate should be produced along with a photocopy).
- (15) Mention your mobile phone number which you can be contacted.
- (16) Mention your email address.
- (17) Mention the foreign country in which you have obtained citizenship.
- (18) Mention the number of the passport issued by the foreign country in which you have obtained citizenship.(A photocopy of the passport should be produced).
- (19) Mention the number of the National Identity Card or the passport of the father or guardian along with the number of the National Identity Card or the passport of the mother or guardian, if the application is of a child less than 16 years of age.
- (20) Place your signature without touching the lines of the 02 cages provided.
- (21) Signature should be placed after having read understood the applicant's declaration.

(b) Documents required for obtaining a passport

- (i) The original and a photocopy of the birth certificate/probable age certificate of the applicant. On special occasions on which the birth certificate is not available, a blank result sheet with regard to the search of the birth certificate/the original and a photocopy of the birth certificate of a child.
- (ii) National Identity Card and a photocopy thereof.

(*) Important:

The application and documents submitted by an applicant for obtaining a passport is returned to him/her when the passport is issued. The applicant should keep the aforesaid application and the documents attached to it secured until the expiration of the period of ten years. (Until the expiration of the period for which the passport is valid).

(c) Documents to be submitted and requirements to be fulfilled in obtaining passports for children under 16 years of age.

(Children under 16 years of age are not included in the passports of their parents and it is compulsory to obtain a separate passport for them).

- (i) Form K - I.E. 35 (A)
- (ii) The original and a photocopy of the birth certificate (English translation of the birth certificate shall not be considered as the original of it).
- (iii) Photocopies of data pages of parents' passports and the passport along with a photocopy of the page containing particulars of children. (Page numbers 8,9).
- (iv) If parents have not obtained passports, National Identity Cards of parents along with photocopies of the same.
- (v) Letters of consent of parents for issuing passport to children (if either parent or both parents are in abroad, their letters of consent should be produced with the endorsement of the Sri Lankan Embassy/High Commission of the relevant country).
- (vi) If father or mother is not among the living, the relevant death certificate should be produced along with a photocopy of it.
- (vii) If parents were divorced, a certified copy of the divorce certificate should be produced along with a photocopy of it.
- (viii) If the child's name was ever included in either of parent's passport, it should be cancelled first before obtaining a separate passport for the child. The form I.E. 35C should be filled and a fee of Rs.1,200 will be charged.
- (ix) Sri Lankan Citizenship certificate issued by the Department of Immigration and Emigration along with a photocopy thereof should be produced, if the children were born overseas.
- (x) Both parents should be present to handover the application.

(d) The following acts committed to obtain a passport are offences under Act No. 20 of 1948 amended by Act No.16 of 1955, Act No. 68 of 1961, Act No.16 of 1993, Act No. 42 of 1998, Act No. 31 of 2006 and Act No. 07 of 2015.

- (i) Providing false information.
- (ii) Producing fraud or false documents.
- (iii) Applying for another passport whilst having a valid passport.
- (iv) Use of a passport of some other person.
- (v) Changing the passports fraudulently.
- (vi) Obtaining a passport producing the documents of some other person.

(e) The following documents should be produced in case of a lost passport.

- (i) Original of the complaint made to the police about the loss of the passport. (Passport No. obtained at last time)
- (ii) If the passport was lost abroad, the temporary travel document (NMRP) used to arrive in Sri Lanka (with a photocopy).
- (iii) Passports lost within one year of issue - A fine of Rs. 20,000 in addition to the passport fee.
Passports lost after one year of issue - A fine of Rs. 15,000 in addition to the passport fee.
(This fine is charged only if the relevant validity period of the passport has not lapsed.)

(f) Charges

		For children under 16 years of age for a period of 3 years			
		One day service	Normal service	One day service	Normal service
(i)	Passport for all countries	Rs. 20,000.00	Rs. 5,000.00	Rs. 9,000.00	Rs. 3,000.00
(ii)	Emergency certificate for India and Nepal	—	Rs. 500.00	—	—
(All charges are subject to change as determined by the Government of Sri Lanka)					

(g) Passport applications for Buddhist priests

- i. The original of the birth certificate and the National Identity Card to be submitted with photocopies.
- ii. It is mandatory to submit the Samanera certificate or Higher Ordination certificate along with photocopies.

(h) *Receiving the applications (Government working days)

One day service	From 7.00 up to 1.30 pm
Normal service	From 8.00 up to 1.30 pm