

(Issued free of charge with the Application)

Department of Immigration and Emigration

Sri Lankan Identity in Overseas

Instructions to Passport Applicants

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

(a) Instructions to fill the application K-IE35 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. For Middle East including specific countries (India, Bangladesh, Pakistan, Maldives, Iran, Iraq, Lebanon, Syria, Jordan, Saudi Arabia, United Arab Emirates, Oman, Kuwait, Qatar, Bahrain, Yemen)
 - iii. Emergency Certificates (India and Nepal)
 - iv. Identification Certificates - Valid for all countries or a specific country
- (3) Write the number of your last travel document (if you obtained, Passport / Emergency Certificates / Identification Certificates). If it was lost in this country attach a photostat copy of the complaint made to the police or attach a photostat copy 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 arrived in Sri Lanka using a None-Machine Readable Passport write the number of aforesaid passport. Attach a photostat copy of the passport.
- (5) Write 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 with a photostat copy.
- (6) Write your first name (surname / family name). Write one letter in each box. Leave one box blank between two names. (*) If an applicant is applying for a passport with his / her spouse's name after marriage, write that name as well. (The original and the photostat copy of the marriage should be submitted).
- (7) Write the remaining part of your full name other than your first name (surname / family name) mentioned under No: 06 above.
- (8) Write your permanent address in Sri Lanka here.
- (9) Mention the Date of Birth (As per the Birth Certificate)

- (10) Write the number and the district of the birth certificate (The original and Photostat copy of the birth certificate need to be produce)
- (11) Mention the place of birth as mentioned in the birth certificate.
- (12) Gender (Tick in the relevant cage)
- (13) Mention your job / profession / status or post. Leave one box blank between two words. (The originals and the photostat copies of the educational certificates required for confirming the job / professional certificates / service certificates).
- (14) If you have obtained dual citizenship, tick the relevent box and write the number of the dual citizenship certificate. (The orgianal of the dual citizenship certificate should be produce along with a photostat copy)
- (15) Write your mobile phone number over which you can be contacted.
- (16) Write your email address
- (17) Mention the foreign country in which you have obtained citizenship.
- (18) Write the number of the passport issued by the foreign country in which you have obtained citizenship.
- (19) Write 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 in the box number 20 and the 21, without making the signature touch thr border of the boxes.
- (21) signature should be place having read understood applicant's declaration.

(b) Documents required for obtaining a passport.

- i. The original and a photostat copy of the birth certificate / assumption age certificate of the applicant. On special occantions on which the birth certificate is not available a blank sheet in regard to the search of the birth certificate / the original and a photostat copy of the birth certificate of a child.
- ii. National Identity Card and a Photostat copy of it.

*** 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.

- i. Form I.E 35 K(A)
- ii. The original and a photostat copy of the birth certificate (English translation of the birth certificate shall not be considered as the original of it)
- iii. The originals of the passports of parent along with the photostat copies of the data pages and the pages containing their particulars of children (page number 8,9)
- iv. If parents have no passports, an affidavit stating the same, national identity cards of parents and photostat copies of the same.
- v. Letters of consent of parents for issuing passport to children (if either parent or both parents are in aboard, 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 photostat copy of it.
- vii. If parents were divorced, a certified copy of the divorce certificate should be produced along with a photostat copy 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. For this form I.E 35C should be filled and a fee of Rs. 500 will be charged. (These fees are subject to change.)
- ix. Citizenship certificate issued by the Department of Immigration and Emigration along with a photostat copy of it, if the child were born overseas.
- x. Both parents should be personally turning up 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 obtaining another passport whilst having a valid passport
- iv. Use of a passport of some other person
- v. Changing the passport 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
- ii. If the passport was lost in abroad the temporary travel document used to arrive in Sri Lanka (with a photostat copy).
- iii. A fine of Rs.10000 (ten thousand rupees) in addition to the passport fee.

(This fine is charged only if the 10 year validity period of the passport has not lapsed.)

(f) Charges

	One day service	Normal service	For children under 16 years of age for a period of 3 years	
			One day service	Normal service
i. Passport for all countries.	Rs. 7500.00	Rs. 2500.00	Rs. 3500.00	Rs. 1500.00
ii. Passport for Middle East countries including specific countries	Rs. 2500.00	Rs. 1000.00	Rs. 1500.00	Rs. 1000.00
iii. Emergency certificates for India and Nepal	-	Rs. 500.00	-	-
iv. Emergency certificates for all countries (All fees are subject to change as determined by the Government of Sri Lanka)	Rs. 2500.00	-	-	-

(g) Passport application for Buddhist priests

- i. The originals of the birth certificates and the national identity card to be submitted with photostat copies.
- ii. It is mandatory to submit the Samanra certificate or Higher Ordination certificate along with photostat copies.
- iii. Receiving applications (Government working days)

One day service From 8.30 up to 1.30 p.m

Normal service From 8.30 up to 2.00 p.m