

INSTRUCTIONS TO PASSPORT APPLICANTS

(Issued free of charge with the application)

(Please read all instructions before filling the application)

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

1. Specify whether you are applying for the passport under normal or one day service.
2. (i) Type of the travel document - (Tick the appropriate box)
Whether for All Countries,
 - (ii) Whether for Middle East including specific countries namely India, Nepal, Pakistan, Maldives, Iran, Iraq, Lebanon, Syria, Jordan, Saudi Arabia, United Arab Emirates, Oman, Kuwait, Qatar, Bahrain, Yemen,
 - (iii) Whether for Emergency Certificates for India & Nepal,
 - (iv) Whether for Identification Certificates valid for all or specific countries.
3. Write the number of your last travel document (Passport/Emergency Certificate/Identification Certificate) here. If it was lost in Sri Lanka attach a certified copy of the police complaint. If it was lost abroad attach a copy of the temporary travel document used to arrive in Sri Lanka (Not applicable to first time applicants).
4. Write National Identity Card Number issued by the Commissioner of Registration of Persons. All applicants above the age of 16 should submit the National Identify Card with a photostat copy.
5. Write your first name (surname/family name) following one letter in each box. Leave one box blank in between two names. If an applicant is applying for a passport with his/her spouse's name after marriage, write that name as well (You should submit the original and a photostat copy of the marriage certificate).
6. Write the remaining of your full name in these boxes, other than the surname/family name that you have already written under number 5 above.
7. Write your permanent address in Sri Lanka here.
8. Write the district you reside here.
9. Date of birth (According to birth certificate)
10. Number and district of birth certificate (Attach the original and the photostat copy of birth certificate).
11. Write the place of birth as given in birth certificate.
12. Tick (✓) the relevant box.
13. Write your height in centimeters. (1 FT = 30.4 centimeters, 1 inch = 2.54 centimeters)
14. Tick (✓) the relevant box.

15. Write your occupation/profession/position or post here. Leave one box blank between two words (The original and the photostat copy of educational qualification/professional certificate in support of the profession should be attached).
16. Write the number of children to be included in your passport.
17. Tick (✓) the relevant box if you possess the citizenship in another country or dual citizenship in Sri Lanka.
18. Write the mobile number for us to contact you.
19. Write your email address.
20. Photograph:
- (i) You should attach 3 recent colour photos of size 3.5 cm X 4.5 cm. One of these should be pasted in the box for the photograph in the 1st page very clearly. Other 2 photographs should be clearly pasted in boxes marked 20 and 21. The photograph pasted in box 21 should be signed and stamped by one of the persons as given at (G).
 - (ii) Photographs should not be gloss or semi - gloss.
 - (iii) Face should be direct and both ears should be visible in the photograph (Photographs with covered ears will be rejected).
 - (iv) The photographs should be printed on high quality paper with no dots or ink mark.
 - (v) Facial posture should not be changed.
 - (vi) No spectacles are allowed for the photograph.
21. Place your signature in box 22 and box 23 not touching the borders.
22. Read the statement of the applicant, complete it and sign it.
23. One of the following persons as given at (G) should complete the statement and photograph of the applicant placing his signature and stamp.
- (B) Documents require for obtaining a passport:
- (I) Attach the original and photostat copy of the birth certificate of the applicant. If the birth certificate is not available attach a birth certificate of his/her child assumption of age certificate/blank sheet in search of birth certificate.
 - (II) National Identify Card and photostat copy of the same.
- * Note.
- The application for the passport and documents attached to the application will be returned to the applicant. The applicant should keep them secured till the expiration of the period of 10 years (Till the expiration of the validity period of the passport).
- (C) Instructions and information for parents to include children in their passports:
- (I) Apply using form I.E. 35C.
 - (II) Children to be included in their passports should be less than 16 years of age.
 - (III) Both mother and father should be present if alive.

- (IV) The following documents should be attached. They will be returned with the passport.
- a) Birth certificate of the child/children to be included in the passport and the photostat copy of the same.
 - b) A letter from the spouse expressing their willingness to include the child/children in the passport. If the spouse is abroad this letter should be forwarded to Department of Immigration & Emigration with the approval of the relevant embassy. The letter from countries where there are no embassies should be initialed by the consular.
 - c) The data page and the page including the children of the spouse (If the spouse has no passport an affidavit stating the same and the National Identify Card with a photostat copy should be forwarded).
 - d) The death certificate, if the spouse is dead.
 - e) Divorce order or other relevant documents, if divorced.
- (V) 2 coloured photographs of the child should be attached to the application. The photographs should be of size 2.5 cm X 3 cm. The photographs of children should be pasted on the form. The graph of from the photocopy the right hand side should be attested by any officer as given at (G).
- (VI) No additional fee is charged if the children are included in the passport at the same time the parent obtains the passport.
- (D) Documents to be submitted obtain to separate passport for children under 16 years:
- (I) Form I.E. 35K.
 - (II) Original & photostat copy of the birth certificate (English translations are not considered as the original of birth certificate).
 - (III) The original of the parents' passport with a photostat copy of data page and a photostat copy of the page 6 containing the children's photograph.
 - (IV) If parents have no passports an affidavit stating the same, National Identify Card of parents and photostat copies of the same.
 - (V) Letter of consent of parents for issuing child a separate passport (if one or both parents are abroad their letters of consent should be sent by fax).
 - (VI) The death certificate and the photostat copy if either of parents are dead.
 - (VII) The divorce certificate and the photostat copy of the same if parents are divorced.
 - (VIII) If the child was ever included in either of parent's passports, 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 (The fee is subject to change).
 - (IX) 3 photographs of 3.5 X 4.5 cm should be forwarded.
 - (X) The citizenship certificate issued by the Department of Immigration & Emigration, if the child was born in overseas.
- (E) The following acts committed to obtain a passport are offences under Act No.20 of 1948 as amended by Acts No. 16 of 1955, 68 of 1961, No. 16 of 1993, No. 42 of 1998 and No. 31 of 2001:
- (I) Providing false information.
 - (II) Providing fraud or false documents.
 - (III) Use of other people's passports.
 - (IV) Changing the passport fraudulently.
 - (V) Obtaining a passport using the some other personal documents.

- (F) In case of a lost passport the following documents should be produced:
- (I) Original of the complaint made to the police about the loss of passport.
 - (II) If lost abroad the temporary travel document used to arrive Sri Lanka (with a photostat copy).
 - (III) A fine of Rs.10, 000/= (ten thousand rupees) in addition to passport fee.
(This fine is charged only if the 10 year validity period of the passport is not expired.)
- (G) People qualified for attesting the passport applications:
- (I) An official of Sri Lanka Administrative Service, Accounting Service, Planning Service or Engineering Service.
 - (II) An authorized officer of Department of Immigration & Emigration.
 - (III) An Attorney - at - law.
 - (IV) A qualified medical officer.
 - (V) An authorized officer of Army, Navy or Air Force.
 - (VI) Inspector of Police (Officer in charge) in the area.
 - (VII) Samurdhi Manager, Grama Niladari, Social Services Officer of the area.
 - (VIII) A Postmaster/Principal of a government School/Labour Officer
 - (IX) Estate superintendent.
 - (X) A justice of peace.
- (H) Fees:

	For children under 16 for 3 years			
	One day Service	Normal Service	One day Service	Normal Service
(I) For all countries	Rs.7,500.00	Rs.2,500.00	Rs.3,500.00	Rs.1,500.00
(II) For specified countries including Middle East	Rs.2,500.00	Rs.1,000.00	Rs.1,500.00	Rs.1,000.00
(III) Emergency Certificate for India and Nepal	-	Rs. 500.00	-	-
(IV) Emergency Certificate for all countries	Rs.2,500.00	-	-	-

(All fees are subject to change as determined by the Government)

- (I) Passport application for Buddhist priests:
- (I) The originals of the birth certificate and National Identify Card to be submitted with Photostat copies.
 - (II) Samanera certificate or certificate should be compulsorily submitted with Photostat copies.
- (J) Children will not be included in to the official and diplomatic passports.

Receiving Applications

Normal Processing Applications - from 7.00 a.m. to 2.00 p.m. - Gate closed at 1.30 p.m
Urgent Basis Applications - from 7.00 a.m. to 1.30 p.m. On week days only. Gate closed at 1.00 p.m. The office closes on weekends and Public Holidays.