



Department of Immigration and Emigration
Online Travel Document Submission – Local Applicants



Instructions to Apply Passport

(Please read the instructions carefully)

1. How to apply

- 1.1. You can apply for either urgent service or normal service.
- 1.2. If you select the urgent service, your travel document will be issued after three days of capturing your fingerprints.
- 1.3. If you select the normal service, your travel document will be issued after thirty days of capturing your fingerprints.

2. Eligibility

- 2.1. The eligibility criteria in order to avail this service are as follows:
 - 2.1.1. Your age should be above 15 years as at the date of submitting your application.
 - 2.1.2. You should possess your valid passport.
 - 2.1.3. Your NIC /Passport/Full Name should not be existed as blacklist.
 - 2.1.4. You should not have a travel ban imposed by the courts of law.
 - 2.1.5. You should not have a travel ban imposed by the tri-forces or any other government enforcement authorities.
 - 2.1.6. Application for Official and Diplomatic passport cannot be made by utilizing this online travel document application system.
- 2.2. If you do not meet above mentioned criteria as stipulated in 1, you will not be permitted to apply online. Hence, please visit Head office or Regional office of the Department.

3. Required Documents

- 3.1. The document requirements to scan and upload for a passport are given as follows.
 - 3.1.1. National Identity Card (NIC)
 - 3.1.2. Birth Certificate
 - 3.1.3. Section 5(2) of the Citizenship Act. No. 18 of 1948 (if applicable)
 - 3.1.4. Section 11 of the Citizenship Act. No. 18 of 1948 (if applicable)
 - 3.1.5. Dual Citizenship Certificate (if applicable)
 - 3.1.6. Letter from the employer (if applicable)
 - 3.1.7. Marriage certificate (if applicable)

4. General Instructions

- 4.1. Please log on to the following URL
<https://www.immigration.gov.lk/>

- 4.2. The application must be completed in English.
- 4.3. The urgent service passport applicants will be facilitated to receive passports by courier service and the normal service applicants will be facilitated to receive passports by registered post.
- 4.4. The courier charges/postal charges will be borne by the department.
- 4.5. If you have already obtained a photo acknowledgement receipt, Please enter the photo acknowledgement number.
- 4.6. All required documents must be in JPEG format and file size has to be under 5 MB in order to upload.

5. **Instruction to report the Service Location**

- 5.1. You are requested to select one of the service locations,
 - 5.1.1. Head office of the Department
 - 5.1.2. Regional offices of the Department
 - 5.1.3. Department for Registration of Persons unit established in Divisional Secretariat (DS – DRP)
- 5.2. You are requested to submit followings at the selected service location,
 - 5.2.1. Finger print of the Applicant (Mandatory requirement)
 - 5.2.2. Signature of the Applicant (Mandatory requirement)
 - 5.2.3. Biometric enabled photograph of the applicant (Optional)
- 5.3. At the time of submission of application is done, an '**online passport appointment notice**' will be sent to your device and simultaneously a SMS will be served to your registered mobile phone number with us, notifying the application reference number.
- 5.4. Upon your payment is successfully made, you will receive a SMS.
- 5.5. Immediately after your application is accepted by the department, you will receive a SMS. You are strongly advised not to report the service location until you receive the SMS.
- 5.6. When you are reporting to the DS-DRP location you must keep ready to produce followings;
 - 5.6.1. Online passport appointment notice' (Mandatory)
 - 5.6.2. Birth Certificate (Mandatory)
 - 5.6.3. National Identity Card (Mandatory)
 - 5.6.4. Current Passport (If Applicable)

6. **Conditions to Apply**

- 6.1. You must be a citizen of Sri Lanka and currently reside within the country in order to apply for a Sri Lankan passport.
- 6.2. You need to have a valid mobile number to register for the passport application process and a valid email address is required to apply for a passport.
- 6.3. If you are applying for a passport for the first time you should produce originals of following documents
 - 6.3.1. Birth Certificate
 - 6.3.2. National Identity Card

- 6.4. If you already possess a valid Sri Lankan passport then you should have your current passport with you when you are reporting to the Head office, Regional office or DS-DRP units for finger print capturing.
- 6.5. In case, if you have lost your active passport. It is a mandatory requirement to report to the Head office / Regional office of the Department of Immigration and Emigration to process your new passport application.
- 6.6. If you are above 60 years old and have already obtained a photo acknowledgement receipt, you may download the signature template and upload the signature specimen directly without visiting the Head office, Regional office or DS-DRP.
- 6.7. If you are in between the age of 15 to 60, you need to visit the Head office, selected Regional office or DS-DRP in order to capture the photograph and provide your signature and finger prints.

7. Payments

- 7.1. Fee for the Urgent service is 15,000 LKR and the Normal service is 10,000 LKR.
- 7.2. If you intend to obtain the passport photograph at DS-DRP units, the applicable fee for the same is 350 LKR.
- 7.3. If you want to make online payments, you should possess a valid credit/debit card or else you have the option to choose the 'Pay at bank'.
- 7.4. If you select the 'Pay at Bank' option, first you have to download the receipt and then print it prior to visit the nearest Bank of Ceylon (BOC) branch to make the payment.
- 7.5. All fees incurred during the application process are non-refundable.