

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

අති විශේෂ

The Gazette of the Democratic Socialist Republic of Sri Lanka EXTRAORDINARY

අංක 2021/28 - 2017 මැයි මස 31 වැනි බදාදා - 2017.05.31

No. 2021/28 - WEDNESDAY MAY 31, 2017

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

L. D. B. 9/2014.

REGISTRATION OF PERSONS ACT, No. 32 OF 1968

REGULATIONS made by the Minister of Internal Affairs, Wayamba Development and Cultural Affairs under Section 52 of the Registration of Persons Act, No. 32 of 1968.

Minister of Internal Affairs Wayamba Development
and Cultural Affairs.

Battaramulla,
30th May 2017.

Regulations

1. These Regulations may be cited as the Registration of Persons Regulation No. 1 of 2017.

2. (1) For the purposes of Section 6(1) of the Act, National Register of Persons shall be in form “H” set out in the Schedule hereto.

(2) The Commissioner General shall maintain the National Register of Persons in the form of an electronic document or electronic record.

(3) For the purpose of the Section 6(2) of the Act, the Commissioner General shall enter the following information in respect of each applicant into the National Register of Persons :-

- (a) name ;
- (b) date of birth ;
- (c) place of birth ;
- (d) gender ;
- (e) address ;
- (f) family details ; and
- (g) numbers of the National Identity Cards of parents, guardian, spouse, children and siblings



3. Every person who has provided information for the purposes of Section 6 of the Act, shall -

- (1) inform the Commissioner General of any change in the particulars recorded in the National Register of Persons within a period of six months from the occurrence of such change, by a declaration substantially in the Form “J” set out in the Schedule hereto.
- (2) in the case of child who is below 15 years of age, and who has robed or disrobed after being registered or re-registered, the parents or the legal guardian of that person inform the Commissioner General within a period of six months of the occurrence of such event by a declaration substantially in the form “J” set out in the Schedule hereto.

4. For the purpose of updating the National Register of Persons, after registration or re-registration under the Act, following persons shall inform the Commissioner General of the occurrence of the following events, within a period of six months of the occurrence of such event by a declaration substantially in Form “J” set out in the Schedule hereto :-

- (i) in the case of birth of a child, by natural parents ;
- (ii) in the case of an adoption of a child, by his adopter ;
- (iii) in the case of marriage of a person, by such person ;
- (iv) in the case of divorce of a person, by such person ;
- (v) in the case of death of a spouse, by the surviving spouse or next of kin.

5. For the purpose of Sections 2 and 7(4) of the Act -

- (a) a citizen who enters Sri Lanka on or after the appointed date and who is liable to registration under the Act, shall apply for registration or re-registration, and obtain a National Identity Card, within a period of six months from the date of such persons’ arrival in Sri Lanka.
- (b) a person who is not liable to registration, and who subsequently becomes so liable by virtue of Section 2 of the Act, shall apply for registration within a period of six months from the date on which he becomes liable to registration.
- (c) who attains the age of fifteen years after the date on which the order made by the Minister under Section 7(1) of the Act is published, and who is liable to registration under the Act, shall apply for registration and obtain a national identity card within one year from the date on which such person attains fifteen years of age.

6. (1) For the purposes of Section 9(2)(b) of the Act, a person, who is-

- (a) liable to registration ;
- (b) liable to re-registration ;

shall apply to the Commissioner General, substantially in Form “I” set out in the Schedule hereto, for the purpose of obtaining the national identity card.

(2) Where payments are made for the purposes of Section 9(2)(bb)(i) of the Act, such payments shall be made by the relevant applicant by means of affixing adhesive stamps to the value specified or by way of cash, cheque or an electronic money transfer method, to be credited to the account of the Commissioner General of Registration of Persons.

(3) For the purpose of Section 9(2)(e) of the Act, the endorsement of the certifying officer shall be in form “K” set out in the Schedule hereto.

7. (1) The person applying for registration, shall be required to give the finger impressions of all fingers on both hands for the purpose of obtaining biometrics under Sections 9, 16 and 17 of the Act.

(2) Every photograph required to be submitted for the purpose of Sections 9, 16 and 17 of this Act, shall be of the following dimensions, specifications, standards and quality :-

- (i) photograph size shall be 35 mm in width x 45 mm in height and the photograph standards shall be according to software or instructions provided by the Commissioner General for the Registration of Persons ;
- (ii) face shall be with a neutral facial expression with eyes open and clearly visible, mouth closed, without smile ;
- (iii) hair shall be out of the face and the edges of the face must be clearly visible ;
- (iv) no reflections shall be visible from glasses (if applicable), Eyes shall be clearly visible through the lenses and only plain (non tinted) lenses are allowed ;
- (v) lighting shall be uniform and shall not show shadows, glare or flash reflections ;
- (vi) exposure and white balance of photograph shall reflect the natural skin tone of the applicant ;
- (vii) pose shall be straight on, with face and shoulders centered and squared to the camera ;
- (viii) background shall be uniform, plain, non textured and with light blue colour ;
- (ix) image shall be clear, sharp and in focus ;
- (x) photographs shall be printed in colour using a professional printing laboratory ;
- (xi) photographs shall not be altered in any way and such photograph shall depict the natural status of the applicant ;

8. For the purposes of Section 11(4), the Commissioner General shall, after issuing a national identity card, return the application and relevant documents along with the national identity card by registered post or by hand or by handing over to a public institution or any other institution approved by the government, to be destroyed.

9. For the purposes of Section 14(a) of the Act-

- (1) (a) the national identity card shall be substantially in Form “L” set out in the schedule hereto ;
- (b) the validity period of a national identity card shall be ten years from the date of issuance ;

Provided however, the validity period of national identity card shall not be applicable for a person who is over forty years of age at the time of issuance of the national identity card.

(2) The validity period of a national identity card may be restricted by the Commissioner General under an exigent condition in relation to a person's citizenship.

10. For the purpose of Section 15(1) of the Act, the following officers shall be the prescribed officers :-

- (a) the District Secretary of a Administrative District ;
- (b) an Additional District Secretary of a District ;
- (c) an Assistant District Secretary of a Division ;
- (d) the Divisional Secretary of a Divisional Secretariat Division ;
- (e) an Assistant Divisional Secretary of a Divisional Secretariat Division ;
- (f) the Grama Niladhari of a Grama Niladhari Division ;
- (g) the Commissioner General of Labour ;
- (h) a Commissioner of Labour ;
- (i) a Deputy Commissioner of Labour ;
- (j) an Assistant Commissioner of Labour ;
- (k) a Labour Officers ;
- (l) a member of the Sri Lanka Army, or the Sri Lanka Navy or the Sri Lanka Air Force who is designated as an authorized member of the forces under Section 7A of the Immigrants and Emigrants Act, No. 20 of 1948 ;
- (m) the Controller General, Additional Controller General, Controller, Deputy Controller, Assistant Controller or an authorized officer of the Department of Immigration and Emigration appointed under Section 4 of the Immigration and Emigrants Act, No. 20 of 1948 ;
- (n) a Police Officer of any rank ;
- (o) a Peace Officer ;
- (p) an Investigation Officer of the Department of Post and Telecommunication ;
- (q) an officer of a Diplomatic Mission overseas appointed on behalf of Sri Lanka ; or
- (r) an officer appointed by the Commissioner General of Examinations for examination purposes.

11. For the purposes of Section 16 of the Act -

- (a) every application submitted for the purpose of obtaining a duplicate for a lost national identity card shall be substantially in the Form “M” set out in the Schedule hereto ;
- (b) the number of making payment under subsection (2)(b) shall be as stipulated in regulation 6(2) hereto ;
- (c) the biometrics and photographs relevant for the purpose of subsection (2)(b) shall be as stipulated in regulation 7.

12. For the purposes of Section 17 of that Act -

- (a) every application for obtaining a duplicate of the national identity card under subsection (2)(a) shall substantially be in the form “M” set out in the Schedule hereto ;
- (b) the manner of making payment under subsection (2)(aa) shall be as stipulated in regulation 6(2) hereto ;
- (c) the biometric and photographs relevant for the purpose of subsection (2)(c) shall be as stipulated in regulation 7.

13. (1) For the purposes of Section 17(4) of the Act, the holder of a national identity card, shall apply to the Commissioner General, no later than six months from the date of expiration of the validity period of the national identity card, substantially in the Form “M” set out in the Schedule hereto, to obtain a new national identity card.

(2) The manner of making payment with respect to an application submitted under paragraph (1), the required photograph and biometric information shall be stipulated in regulation 6(2) and 7 respectively.

14. The Commissioner General shall invalidate the original national identity card in the following ;

- (a) where a duplicate of a national identity card is issued, as referred to in regulation 11 or 12 ;
- (b) where a national identity card is surrendered to the Commissioner General as referred to in regulation 15 or 16 ;
- (c) where a national identity card is submitted to the Commissioner General after the holder ceasing to be a Sri Lankan citizen as referred to in regulation 17 ; or
- (d) after the lapse of six months from the date of the expiry of the period of validity of the national identity card.

15. For the purpose of Section 18(1)(b) of the Act, where a persons who has lost his national identity card subsequently recovers the possession of that card, shall surrender the original of such card to the Commissioner General for cancellation within one month from the date it was found.

16. For the purpose of Section 19(1) of the Act, the Register of Details, shall surrender the national identity card of a perons upon his death along with a report stating the date of the death of that person, the serial number of the death certificate issued and the Division to the Commissioner General or an officer authorized by him.

17. For the purpose of Section 19(2) of the Act, a person who ceases to be a citizen of Sri Lanka under Sections 19, 20 and 21 of the Citizenship Act, No. 18 of 1948, before the expiry of six months of such cessation, shall submit to the Commissioner General through a Sri Lanka Mission Overseas or the Controller General, Controller, Additional Controller General, Deputy Controller, Assistant Controller or an authorized officer appointed under Section 4 of the Immigration and Emigrants Act, No. 20 of 1948 or directly, the national identity card issued to such person along with a declaration made in the form “N” set out in the Schedule hereto.

18. For the purpose of Section 39A(1) of the Act “the prescribed authorities” shall be the heads of public institutions.

19. Every District Registrar of Births, Marriages and Deaths shall provide to the Commissioner General or an officer designated by him, a report of the births, marriages and deaths that occur in his area together with the names, national identity card numbers and certificate numbers relevant for the purpose of updating the National Register of Persons.

20. (1) For the purpose of the Section 39B of the Act, a “prescribed officer” shall be :-

- (a) the Additional Commissioner General ;
- (b) a Commissioner ;
- (c) a Deputy Commissioner or an Assistant Commissioner of the Department for Registration of Persons appointed under the provisions of Section 3 of the Registration of Persons Act, No. 32 of 1968.

(2) The fee for the issuance of a certificate regarding the authenticity of the national identity card referred to in Section 39B, shall be rupees five hundred.

(3) For the purposes of paragraph (c) of Section 39B of the Act the “prescribed authority” means a competent authority of a bank, financial institution, state corporation, statutory board, government undertaken institution, situated in Sri Lanka or an institution established in Sri Lanka under any written law.

21. Photographs required for the purposes under the Act shall be taken by a registered photographer who has been registered by the Commissioner General or by an officer assigned by the Commissioner General for taking photographs.

22. (1) For the purposes of Section 52(2)(e)(ii) of the Act, a person who is a professional photographer may apply to the Commissioner General to be registered as a photographer for the purpose of taking photographs for registration and issue of national identity cards under the Act.

(2) The applicant shall prove -

(a) the applicant's competency in taking photographs in compliance with the standards stipulated in regulation 7(2) ; and

(b) that the applicant possesses the necessary equipment required for taking photographs.

(3) Every person who is a registered photographer on the day prior to the date of coming into operation of these regulations shall re-register with the Commissioner General within a period of one year from the date of coming into operation of these regulations.

23. The Commissioner-General may register a photographer or refuse to register a photographer who applies for registration for reasons assigned.

24. (1) The Commissioner General may issue a Certificate of Registration subject to the conditions specified in such certificate.

(2) Where there is a contravention of non fulfillment of any term or condition subject to where the Certificate of Registration is issued, the Commissioner General may cancel the Certificate of Registration.

Provided however, prior to such cancellation the Commissioner General shall afford the person, to whom such certificate was issued an opportunity to be heard.

(3) A Certificate of Registration shall be valid for a period of one year from the date of issue.

(4) A Certificate of Registration issued to be photographer shall be renewed annually.

25. (1) The fee for the registration of a person as a photographer, under the Act shall be ten thousand rupees.

(2) The annual fee for the renewal of Certificate of Registration shall be two thousand rupees.

26. Every person registered by the Commissioner General as a photographer under the Act, shall be issued a Certificate of Registration substantially in the form "O" set out in the Schedule hereto.

27. Registration of Persons Regulations (issuing of new identity card). 1990 published in the *Gazette Extraordinary* No. 637/6 of November 20, 1990, is hereby rescinded.

Provided however, in terms of Section 34 of the Registration of Persons (Amendment) Act, No. 8 of 2016, the Registration of Persons Regulations 1971, published in the *Gazette* No. 14991 of 1971 of December 30, 1971, Registration of Persons Regulations 2005 published in the *Gazette* No. 1386/17 of March 29, 2005 and Registration of Persons Regulations 2015, published in the *Gazette* No. 1946/31 of December 22, 2015 shall continue to be in operation under the Act, until the necessary infrastructure arrangements and technological methodologies are made.

28. In this regulations :-

“Act” means the Registration of Persons Act, No. 32 of 1968 is amended

“Commissioner General” means the Commissioner General for the Registration of Persons appointed under the provisions of Section 3 of Registration of Persons Act, No. 32 of 1968.

“electronic documents or electronic record” has the same meaning as in the Electronic Transactions Act, No. 19 of 2006.

National Register of Persons

[illegible]

[Regulation 6(1)]



DEPARTMENT FOR REGISTRATION OF PERSONS

FORM “I”

REGISTRATION OF PERSONS ACT, No. 32 OF 1968

Application under Section 9 for initial Registration/Re-registration for an Electronic National Identity Card

1. For Official use

1.1		1.2		1.3	
1.4	Application	QR CODE	Probable Age Certificate	QR CODE	Result of search of Registers
	Photograph	QR CODE	Upasampada/ Samanera/ Robe/Disrobe Certificate	QR CODE	Marriage Certificate
	Fingerprint Paper	QR CODE	Service Certificate	QR CODE	Alternative Documents for Name and Date of birth
	Birth Certificate	QR CODE	Affidavit	QR CODE	Acknowledgement

Before filling the application, please read and follow the instructions in the instruction sheet

This application is filled in 1. Sinhala Language ☐ 2. Tamil Language ☐ 3. English Language ☐

(Mark “✓” in the relevant cage)

2. National Identity Card No.

3. Name of the Applicant

3.1	Family Name																
	Name																
	Surname																

Name in Block Capital Letters

3.2	Family Name																
	Name																
	Surname																

Name to appear in the National Identity Card

If the name of differenet from the name mentioned in 3.1, write that name here

3.3	Family Name																
	Name																
	Surname																

4. Gender Male ☐ Female ☐

5. Civil status (Married/Unmarried/Widow/Divorce) ☐

6. Applicant's Birth Details

6.1	Date of Birth
	Y Y Y Y M M D D

6.2	Birth Certificate No.

6.3	Place of Birth																		
-----	----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.4	Division																		
-----	----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.5	District																		
-----	----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Detail of the Certificate for Registration of Birth outside of Sri Lanka

6.6	Country of Birth																		
-----	------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.7	City																		
-----	------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.8	Certificate No.																		
-----	-----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Details of residence

7. Permanent residence

7.1	Home Name or No.																		
-----	------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Lane/Place/Garden																			
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Road/Street																			
-------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Village																			
---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

City																			
------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal Code					
-------------	--	--	--	--	--

Temporary Residence

7.2	Home Name or No.																
-----	------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Lane/Place/Garden																	
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Road/Street																	
-------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Village																	
---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

City																	
------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal Code						
-------------	--	--	--	--	--	--

8. Contact Details

Telephone No.

Residence

Mobile

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

E-mail

--

9. Profession/Occupation

9.1	
-----	--

9.2	
-----	--

Details of the Father :

[illegible][illegible]

Details of the Guardian :

[illegible]

Details of the Spouse :

[illegible]

11.1.1 Number of Siblings

1101

No.	11.2 Name in Full	11.3 (M/F)	11.4 Date of Birth and National Identity Card No.	11.5 M/S/W/D	11.6 (✓/x)
1	1.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	1.2				
	1.3				
2	2.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	2.2				
	2.3				
3	3.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	3.2				
	3.3				
4	4.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	4.2				
	4.3				
5	5.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	5.2				
	5.3				
6	6.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	6.2				
	6.3				
7	7.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	7.2				
	7.3				
8	8.1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	8.2				
	8.3				

* If the numbers of siblings exceed 8, please complete the additional page 5.1

12.1 Numer of Children

1000

No.	1.2 Name in full			12.3 (M/F)	12.4 Date of Birth and National Identity Card No.	12.5 M/S/W/D	12.6 (✓/x)																
1	1.1			<input type="checkbox"/>	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	<input type="checkbox"/>	
	1.2																						
	1.3																						
2	2.1			<input type="checkbox"/>	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	<input type="checkbox"/>	
	2.2																						
	2.3																						
3	3.1			<input type="checkbox"/>	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	<input type="checkbox"/>	
	3.2																						
	3.3																						
4	4.1			<input type="checkbox"/>	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	<input type="checkbox"/>	
	4.2																						
	4.3																						
5	5.1			<input type="checkbox"/>	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	<input type="checkbox"/>	
	5.2																						
	5.3																						
6	6.1			<input type="checkbox"/>	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	<input type="checkbox"/>	
	6.2																						
	6.3																						
7	7.1			<input type="checkbox"/>	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	<input type="checkbox"/>	
	7.2																						
	7.3																						
8	8.1			<input type="checkbox"/>	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	<input type="checkbox"/>	
	8.2																						
	8.3																						

* if the numbers of children exceed 8, please complete the additional page 6-1

[illegible]

14. Certificate of Certifying Officer

Affix photograph here to be scanned	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">QR Code</div> <div style="border: 1px solid black; padding: 10px;"> Affix photograph of the application here </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;"> Signature and the official seal of the Certifying Officer </div> </div>
---	--

I, hereby certify that the photographs affixed above are of
.....the applicant residing at
the address given under No. 7 of this application, that the photograph thereof depicts the natural appearance of the applicant
without disguise or obscuration and that the applicant placed his/her finger impression on the finger print card in my
presence. I hereby certify that my signature and the official seal have been placed on the photograph and the fingerprint
paper above to confirm that the above signature/left thumb impression of the applicant was placed in my presence.

Observation for the information of the application that have not been completed.

Certifying Officer

Name	
------	--

National Identity Card No.												
----------------------------------	--	--	--	--	--	--	--	--	--	--	--	--

Signature & Official stamp

Signature & Official stamp of the Divisional Secretary

Receipt issued under the Registration of Persons Act, No. 32 of 1968

QR
Code

This is to inform that I have received an application fromRev/Mr./Ms.
.....with the relevant documents to be transmitted to the Commissioner General
of Department for Registration of Persons to be registered in the National Registry of Persons and to be issued an
Electronic National Identity Card.

.....
Signature of the Certifying Officer

.....
Official stamp of the Certifying Officer

DEPARTMENT FOR REGISTRATION OF PERSONS

Instructions for filling the application

The numbers given in these instructions are the corresponding numbers in the application

- * Use only one language (*i. e.* Sinhala, Tamil or English in filling the application). However the cage No. 3.2 should be filled only in English
 - * Use only a blue colour ball point pen to fill the application.
 - * Fill the application in clear hand writing
 - * This application should be forwarded with 3 copies of the photograph obtained from a photographer registered by the department.
1. Particulars in cage No. 1 of the application should be filled by the Grama Niladhari
Cage 1.1 : Administrative District, 1.2 : Divisional Secretary's Division, 1.3 : Grama Niladhari Division and the number, 1.4 : QR Sticker should be affixed in relevant cages.
 2. If you already have a national identity card write the number here, if you have used a national identity card, but if its number cannot be traced, write "Not Known" in the cage. I, if you have not obtained a national identity card, write "Not obtained" in the relevant cage.
 3. Information of the Applicant
 - * Cage No. 3.1 : as given in the example below write the name as indicated in the Birth Certificate/Certificate of Probable Age/Citizenship Certificate/Priesthood Certificate/Adoption Certificate.
 - * "Citizenship Certificate" is the certificate issued to citizens who obtained the citizenship by registration under the Citizenship Act, No. 18 of 1948, or the certificate issued to citizens of Indian origin under the provisions in relevant Acts or the certificate issued to the citizens of Chinese origin under the Chinese Origin Act, No. 38 of 2008.

3.1	Family Name	T	H	Y	A	G	A	R	A	S	A							
	Name	K	U	G	A	D	A	S	A	N								
	Surname																	

* Documents to be submitted to prove the name :

- * Birth Certificate/Certificate of Probable Age/Citizenship Certificate/Priesthood Certificate/Adoption Certificate to prove the full name.
- * The clergy should produce the Birth Certificate in addition to he Priesthood Certificate.
- * If the applicant is unable to produce the Birth Certificate or Certificate of Probable Age, applicant should produce an affidavit indicating the name of parents, applicant's name, date of birth and birth place along with one or several of the following certificate.
 - * School leaving certificate
 - * Samanera Certificate/Upasampada Certificate/Baptismal Certificate
 - * A copy of the Birth Certificate of a child
 - * Marriage Certificate
 - * Result of search for documents
 - * Traditional Horoscope

* 3.2 The name as indicated in the Birth Certificate/Certificate of Probable Age/Citizenship Certificate/Priesthood Certificate/Adoption Certificate should be written in English Block letters as given in the Format 02 below

Format - 02 : To write the name in English

3.2	Family Name	D	A	M	B	A	V	I	N	N	E						
	Name	R	A	T	H	N	A	J	O	T	H	I	T	H	E	R	O
	Surname																

3.2	Family Name	A	L	U	T	H	D	U	W	A		H	E	W	A	G	E
	Name	S	U	S	A	N	T	H	A								
	Surname	G	U	N	A	W	A	R	D	E	N	E					

3.2	Family Name	P	I	Y	A	D	A	S	A	G	E							
		C	H	A	M	I	N	D	A									
	Name																	
	Surname																	

3.2	Family Name																	
	Name	N	I	L	A	N	T	H	A									
	Surname	D	E		S	I	L	A										

3.2	Family Name	M	O	H	A	M	E	D		J	I	S	M	Y				
	Name	F	A	T	H	I	M	A		N	A	Z	R	E	E	N		
	Surname																	

3.3 Fill cage No. 3.3 only if the name that should be included in the national identity card is different from the name in cage 3.1. Documentary evidence for using such name, should be produced.

4. If you are a male, write capital "M" in the cage in English and if you are a female write capital "F" in the cage in English.
5. Civil Status : Following English capital letters should be written in relevant cages as applicable.
Married - "M" Single "S" Widow/Widower "W", Divorced "D"
6. Birth information in cage No. 6 follow the example in format 03 :
 - 6.1 : Date of Birth, Produce other written evidence to prove the date of birth, when a probable Age Certificate is submitted
 - 6.2 : Number of Birth Certificate
 - 6.3 : Place of Birth
 - 6.4 : Division indicated in Birth Certificate
 - 6.5 : District indicated in Birth Certificate

If born in a country outside Sri Lanka, information according to the Certificate of Registration is issued in such country :

- 6.6 : Country, as indicated in the Certificate
- 6.7 : City, as indicated in the Certificate
- 6.8 : Number indicated in the Certificate

Formant 03 : Information of birth :

6.1	Date of Birth	1	9	7	6	1	1	2	4											
6.2	Birth Certificate No.	1	2	6	7															
6.3	Place of Birth	M	A	H	A	M	O	D	A	R	A		H	O	S	P	I	T	A	L
6.4	Division																			
		G	A	L	L	E														
6.5	District																			
		G	A	L	L	E														

Details of Certificate of Registration of birth outside Sri Lanka

6.6	Country of Birth	U	N	I	T	E	D		A	R	A	B		E	M	I	R	A	T	E	S
6.7	City	D	U	B	A	I															
6.8	Certificate No.																				
		1	3	0	0	1	2	8	7	1	0										

Format 04 : Information of residence :

Write the permanent address in 7.1 following the example in Format - 04

6.9	Home Name/No.	2	1	0		0	3	/	0	4											
	Garden/Lane/Place.																				
	Road/Street	H	I	G	H	L	E	V	E	L			R	O	A	D					
	Village	P	A	N	A	G	O	D	A			H	O	M	A	G	A	M	A		
	City	P	A	N	A	G	O	D	A			H	O	M	A	G	A	M	A		
	Postal Code	c	O	2	0	2	0	0													

7.2 Postal Address :

If the postal address is same as permanent address, it is not necessary to write the same address here, if it is different from the permanent address, write the present address.

8. Contact details :

to contact the applicant, Please write the residence telephone number, mobile telephone number and e-mail address

9. Profession/Occupation

9.1 Designation/profession

9.2 If employed in the public sector, write English capital letter “G”, if employed in the private sector, English capital letter “P”, if retired from government service write the capital letter “R” or if engaged in self employment such as trading, fishing, farming, labourer *etc* write English letter “A”

Vocational/Service certificate should be submitted to prove the designation. In order to prove the professions such as Doctor/Engineer/Chartered Accountant/Lawyer, a professional certificate issued by a recognized professional body should be submitted.

10. Famil details :

10.1 Father’s information as per the Format - 05 given below . (In case of any difficulty in filling the name, follow the example in Format 01)

- * Give father’s information even if he is not living
- * If the father is living mark “✓” in the darkened cage at the top left hand corner of the table 10.1 and if the father is not living, mark “X” in the cage.

Format 05 : Information about Father :

10.1	Family Name	A	L	U	T	H	D	U	W	A		H	E	W	A	G	E				

Name	G	U	N	A	D	A	S	A													
------	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname	G	U	N	A	W	A	R	D	H	A	N	A									
---------	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--

Date of Birth	1	9	5	6	0	2	1	4
---------------	---	---	---	---	---	---	---	---

National Identity Card No.	5	6	0	4	5	5	7	6	7	V

* Mother’s information in 10.2 as per the example in Format - 06 given below. (In case of any difficulty in filling the name, follow the example in Format - 01)

- * Give mother’s information, whether living or not living.
- * If the mother is living, mark “✓” in the darkened cage at the top left hand corner of the table 10.2 and if the mother is not living, mark “X” in the cage

Format - 06 : Information about Mother :

10.2	Family Name	T	H	I	T	H	T	H	G	A	L	L	A		G	A	M	A	G	E	
Name	J	A	Y	A	S	E	E	L	I												
Surname	G	U	N	A	W	A	R	D	H	A	N	A									
Date of Birth	1	9	6	4	0	4	0	4													
National Identity Card No.	6	4	0	9	4	8	0	2	4	V											

10.3 If the applicant is under guardian or if the guardianship is legally assigned to any person, his or her particulars should be mentioned in cage 10.3 as per the example in Format-07. (In case of any difficulty in filling the name, follow the example in Format-01)

Format - 07 : Information about Guardian :

10.3	Family Name	W	A	L	P	O	L	A		K	A	N	K	A	N	A	M	A	L	A	G
		E																			
Name	T	H	U	S	H	A	R	A		N	A	L	I	N	D	A					
Surname	W	A	L	P	O	L	A														
Date of Birth	1	9	7	6	0	1	2	5													
National Identity Card No.	7	6	0	2	5	0	3	7	6	V											

10.4 If married, mention the particulars of wife or husband (Spouse) as per the Format-8 given below. (in the case of any difficulty in filling the name, follow the example in Format-01)

- * Submit a certificate copy of the Marriage Certificate along with the application.
- * Mention the particulars of spouse, even though he/she is not living.
- * If spouse is living mark “√” in the cage at the top left hand corner of the table 10.4 and, if spouse not living, mark “X” in the cage.
- * If unmarried, mention not applicable in the relevant column under ‘Name’

No.	11.2 Name in Full	11.3 M/F	11.4 Date of Birth National identity card No.										11.5 (M/S W/D)	11.6 (✓/X)
1.1	Galagedarage (family name)												M	✓
1.2	Tharushi Ishanka (name)													
1.3	Gunathilaka (surname)													

12. Particulars of the Children

Indicate information of all the Children

12.1 Number of children

12.2 Mention names of children in No. 12 of application as per the Format-10 given below. (In the case of any difficulty in filling the name, follow the example Format-1)

- * Mention names of all children including children not living at the moment.
- * If you are clergy, mention the names of children, when the applicant was a layman.
- * If children are priests, mention their priesthood names.
- * If children are abroad for more than 6 months for employment, education, living with the spouse/a relative or obtained citizenship in another country, their name should be mentioned.

12.3 Gender : Write the English capital letter “M” for male children and “F” for female children.

12.4 Mention the date of birth of children and their national identity card numbers in 12.4 in the application. (If any child has not obtained a national identity card, write “Not obtained” in the place for the national identity card number)

12.5 If children are married, write English capital “M”, if they are single write English Capital “S”, if any is a widow/ widower write English Capital “W”, if any is divorced write English Capital Letter “D”

12.6 If children are living, mark “✓” or if children are not living, mark “X” in the shaded cage.

- * Photocopies of birth certificates of children less than 15 years of age should be submitted along with the application of father.
- * If father is not living, photocopies of birth certificates of children less than 15 years of age should be submitted along with the application of mother.
- * Photocopies of Birth Certificates of children less than 15 years of age should be submitted along with the application of guardian who holds the custody of children.

Format - 10 Information about Children

No.	12.2 Name in Full	12.3 M/F	12.4 Date of Birth National identity card No.										12.5 (M/S W/D)	12.6 (✓/x)
1.1	Mudalige												<div>M</div>	<div>✓</div>
1.2	Rekha Dhamayanthi													
1.3	Premawansha													

[Regulations 3 and 4]

DEPARTMENT OF REGISTRATION OF PERSONS

Registration of Persons Act, No. 32 of 1968

FORM "J"

Declaration relating to changes in the civil status or information relevant to children

District and No.	D. S. Division and No.	G. N. Division and No.

This declaration is connected to Form "I" submitted by me..... holder of national identity card bearing No. and is submitted to inform the Commissioner General of the following.

<input type="checkbox"/>	Change in civil status (Marriage/divorce/widowhood)
<input type="checkbox"/>	Birth of a new child into my family/legal adoption of a child
<input type="checkbox"/>	Robbing/disrobing of a child who is below 15 years of age
<input type="checkbox"/>	Details relating to a child omitted from the original application

1. Contact details of the declarant :

[illegible]

1.2 Telephone No.

I.	Residence	
II.	Mobile	

[illegible]

2.6 In case of marriage, complete the following information relevant to the marriage certificate :

I. No. of the Marriage Certificate																
II. Division																
III. Date of Marriage	Year				Month		Date									

2.7 In case of a divorce, complete the following information relevant to the court decree.

I. Case No.																
II. Date of issuance of the decree	Year				Month		Date									
III. Court that issued the decree																

2.8 In case of widowhood, details relevant to the death certificate of the spouse

I. No. of the death Certificate																
II. Division																
III. Date of death	Year				Month		Date									

3. Details of the child/adopted child/child omitted from the original application/child below 15 years of age who has robbed/disrobed

3.1 Full name of the child according to the birth certificate/citizenship certificate :

I. Family Name	
II. Name	
III. Surname	

3.2	Date of Birth	Year				Month		Date	

[illegible][illegible]

3.5 Full name of the Father :

[illegible]

3.6 National Identity Card No. of the father

[illegible]

3.7 Full name of the Mother :

I. Family Name	
II. Name	
III. Surname	

3.8 National Identity Card No. of the Mother

[illegible]

3.9 Full name of the Guardian :

I. Family Name	
II. Name	
III. Surname	

[illegible]

4. In case of robing or disrobing (Strike off what is inapplicable)

I. Whether a case of robbing or a case of disrobbing (Mark ✓/within the relevant cage)	Robing	Disrobing

[illegible][illegible]

IV.	Date of the issuance of the certificate	Year				Month		Date	

5. Applicant's Declaration (write the full name)

.....holder of the national identity card bearing No. hereby certify and declare that I am a citizen of Sri Lanka, that all information and documents submitted with this application are true and correct to my knowledge and that the copies of certificates submitted herewith are true copies of the originals.

.....
Signature or the left thumb impression of the declarant

Date :

6. Certification by the Certifying Officer

I, hereby declare that I have checked and accepted this declaration handed over to me by Mr./Mrs./Missholder of the national identity card bearing No. whose information is furnished above, and that I have certified the photocopies of certificates submitted with this declaration as true copies of the originals having checked the originals and being satisfied of their authenticity.

Name of the Certifying Officer :

Signature and official seal of the Certifying Officer :

Date :

Countersigned :

Signature and official seal of the Divisional Secretary :

Date :

Out of the documents mentioned below the relevant documents that may be required to substantiate the information furnished should be attached. **It is not required to submit originals of the certificate or documents, if the Grama Niladhari has certified on the photocopies that the original was seen and that the photocopy is a true copy.** (obtain further details from the Grama Niladhari)

To inform a change of civil status

1. Marriage Certificate
2. Divorce Certificate
3. Death Certificate of the spouse

To inform the details of a child

4. Birth Certificate of the child
5. Adoption Certificate
6. Robing Certificate
7. Disrobing Certificate

FORM "K"

(Regulation 6(3))

I hereby certify that the photocopies affixed above and the information furnished belong tothe applicant submitting the application bearing No. residing at the address given in the application, that the photograph thereof depicts the natural appearance of the applicant without disguise or obscuration and that the applicant placed his/her left thumb impression on the finger print card in my presence. I, hereby certify that my signature and the official seal have been placed on the photograph and the fingerprint paper above to confirm that the above signature/left thumb impression of the applicant was placed in my presence.

Signature of the Certifying Officer :

Name :

Designation :

Date :

FORM "L"

(Regulation 9(1))

NATIONAL IDENTITY CARD

SRI LANKA

Name

Photograph
of applicant

Sex

Date of Birth

Date of Expiry

National Identity Card Number

Holder's Signature

Address :

Birth Place :

Date of Issue :

Commissioner General's Signatue,

Commisisoner General for Registration of Persons

Registration of Persons Act, No. 32 of 1968

(Regulations 11, 12 and 13)
D. R. 1.7.8

Serial Number

DEPARTMENT OF REGISTRATION OF PERSONS

FORM M

(Under Sections 16 and 17 of the Act)

**Application for obtaining a duplicate of the National Identity Card under Registration of Persons Act, No. 32
of 1968**

District	D. S. Division	G. N. Division Number and Division		Affix the photograph here

For office use only

NATIONAL IDENTITY CARD No.

[illegible]

REGISTRATION OFFICER'S CODE AND INITIALS

--

Application	QR Code	Affidavit	QR Code
Photograph	QR Code	Marriage Certificate	QR Code
Finger print card	QR Code	Service Certificate	QR Code
Birth Certificate/Certificate of Probable Age/Document Search results	QR Code	Police Report	QR Code
Alternative certificates for name and date of birth	QR Code	Receipt	QR Code
Upassampada/Samanera/robing Certificate/Disrobing Certificate	QR Code	Other	QR Code

01. A copy of the national identity card is requested (Mark the relevant reason with a ✓)

1.1 For a lost national identity card ☐ 1.2 For amending the national identity card ☐

1.3 For renewal of validity period ☐ 1.4 For damaged/cracked/illegible national identity card ☐

1.5 Number of the lost or last obtained national identity card

1.5.1 If the number of the lost national identity card is not known, number of the mother's/father's/spouse's/brother's/sister's national identity card

1.6 Date of issue of the national identity card

1.7 Police report for lost national identity card/details of other relevant documents :

Name of the Police Station

Date of issue

Full name

02. Family name

Name

Surname

03.	Family name
-----	-------------

[illegible][illegible][illegible]

04. Family name

Family name	
-------------	--

[illegible][illegible]

Female

7

Male

11

Married

11

Single

1

Widowed

--	--

Divorced

7

--

8.1	Date of birth
-----	---------------

Date of birth							

8.2	No. of the birth certificate
-----	------------------------------

No. of the birth certificate

8.3	Place of birth	
8.4	Division/City	
8.5	District/Country	

A person born outside Sri Lanka should enter the following details as mentioned in the certificate issued after registration under Section 5(2) of Citizenship Act, No. 18 of 1948.

8.6	Country of birth	
8.7	City	
8.8	Certificate No.	

09. Details of residence

Permanent Address

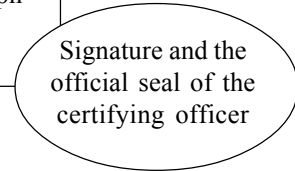
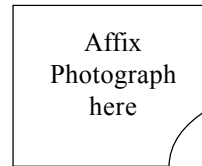
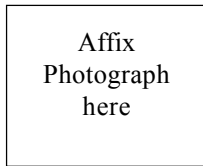
9.1	Name or number of the house	
	Lane/Place/Garden	
	Road/Street	
	Village/City	
	Postal Code	

Postal Address

9.2	Name or number of the house	
	Lane/Place/Garden	
	Road/Street	
	Village/City	
	Postal Code	

10. Contact details :

10.1	Telephone No.	Residence	Mobile
10.2	E-mail		



Applicants Declaration :

01. I declare that I am a citizen of Sri Lanka and eligible to obtain a duplicate of the national identity card under Registration of Persons Act, No. 32 of 1968.
02. I, declare that I read and understood the instructions attached herewith prior to filling in this application form.
03. I, attach herewith three bust photographs of mine and I have placed my finger impression on the finger print card.
04. I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.
05. I, submit herewith, the national identity card bearing No. that I currently hold/the police report in respect of the lost national identity card bearing No.(Strike off word not relevant) and I declare that I have not submitted another application for a national identity card after the aforementioned national identity card was issued to me.
06. I certify that the said documents have not been subjected to fraudulent changing or addition to substantiate the above mentioned information furnished by me. Further, I am aware that submitting false information or fraudulent documents is a punishable offence.

Date

--	--	--	--	--	--	--	--

Signature or left thumb impression
of the applicant

--

Part Two : To be filled by the Certifying Officer.

Certificate of the Certifying Officer

I, hereby certify that the photograph affixed above and the information furnished belong tothe applicant submitting the application bearing No.residing at the address given in the application and that the photograph thereof depicts the natural appearance of the applicant without disguise or obscuration and that the applicant placed his/her left thumb impression on the finger print card in my presence. I hereby certify that my signature and the official seal has been placed on the photograph and the finger print card above and I further confirm that the above signature/left thumb impression of the applicant was placed in my presence.

Name of the Certifying Officer

--

Date

--	--	--	--	--	--	--	--

Signature and official seal of the
Certifying Officer

--

Counter signed
Signature and official seal of the
Divisional Secretary

--

Details of payment of charges

No. of the certificate/receipt	
--------------------------------	--

Affix stamps/certificate/receipt here

For office use only

Notes

Receipt issued in acknowledgement of the application for a duplicate of national identity card under Registration of Persons Act, No. 32 of 1968

I hereby inform that I accepted to be sent to Commissioner General of Registration of Persons, the application bearing No.handed over to me by Ven/Rev/Mr/Mrs/Miss..... onto obtain a duplicate of the national identity card, to be transmitted to the Commissioner General of Registration of Persons.

Name of the Certifying Officer

--

Date

--	--	--	--	--	--	--	--	--	--

Signature and official seal of the
Certifying Officer

--

General instructions for completing the application form

- (1) Use only Sinhala or Tami Language in completing this application form, However, the Column No. 3 of the application must be completed in English only.
- (2) Complete this application forms in legible hand writing using a blue or black ballpoint pen, Write only one letter in each cage. Leave one blank cage between two words.
- (3) Photographs should be 35mm in width and 45mm in height and in colour. No mark should be made on photographs to be scanned and photograph should not be distorted.
- (4) Finger prints should be placed on the finger print card in the presence of the Certifying Officer.
- (5) Certificate obtained by the payment of the due fee by a prescribed mode of payment to the Commissioner General of Registration of Persons, Grama Niladhari, Divisional Secretary or a person designated by the Commissioner General should be attached (if payment is made by way of stamps, stamps should be affixed)
- (6) Other documents are not required to establish residence of the applicant when the application is certified by the Grama Niladhari. Documents to establish residence are required if certified by some other officer.
- (7) The signature or the left thumb impression of the applicant should be placed in the presence of the Certifying Officer.
- (8) The application certified by the Grama Niladhari should be counter signed only by the Divisional Secretary/ Assistant Divisional Secretary, the Administrative Officer or the Administrative Grama Niladhari.
- (9) Where entering information in the application please follow the following instructions. (Instruction numbers shall correspond to the cage No. 5)
 1. The national identity card that you currently hold or if that has been lost, the copy of the police complaint lodged in that regard must be sent attached to the application. If the number of the lost national identity card is not known, mention under 1-5-1, the national identity card number of your mother/father/spouse or one of your siblings that you had furnished when the original national identity card was obtained.
 2. The full name as mentioned in the birth certificate/certificate of probable age/citizenship certificate/dual citizenship certificate/certificate confirming priesthood/adoption certificate should be entered following the model given below. Leave the relevant cages blank if there is no family name or surname.

(Citizenship Certificate means :-

A certificate issued on obtaining citizenship by registration under Citizenship Act, No. 18 of 1948 or certificate issued after registration as per the provisions of the relevant Act for persons of Indian origin or the certificate granting citizenship to persons of Chinese origin by registration under Act, No. 38 of 2008)

Family Name	N	A	W	U	N	G	A	L	A		J	A	G	O	D	A
	G	E														

Name	C	H	A	M	I	N	D	A		J	A	Y	A	L	A	L

Surname	S	E	N	A	R	A	T	N	E							
---------	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--

3. Enter the name mentioned in 2 above in English capital letters under 3.
4. If a name different from that mentioned under 2 above needs to be included in the national identity card, enter that name here for consideration. However, a name completely different from the name mentioned in the birth certificate should not be entered and written evidence should be submitted to prove that the name has been used.
- 5.6. Mark (✓) in the cages relevant to the status of the applicant on the date of the applicaiton.
7. State the name of your position with relevance to your current job.
8. Complete 8.1 to 8.5 according to the information in the birth certificate. When completing 8.4 and 8.5 the city and country of birth should be mentioned only by persons born outside Sri Lanka. 8.6 to 8.8 should be completed only by persons born outside Sri Lanka. In the case of a child born outside Sri Lanka, if one of the parents is Sri Lankan, state here the details of the certificate issued after registraion of that birth in accordance with the Citizenship Act, No. 18 of 1948.
9. Write your permanent address under 9.1 in Sinhala or Tamil. 9.2 needs to be completed only if residing at an address other than the address mentioned under 9.1
10. Enter the contact details to receive the information regarding the status of or any other matter relating to the application.
- (10) Attach only the documents that are relevant to substantiate the information. **A true copy certified with the Grama Niladhari** (Please obtain further details from the Grama Niladhari in this regard).
 1. Birth certificate/Certificate of the probable age and a copy of the same.
 2. Documents search certificate, as affidavit including the name and the date of birth and alternative documents to susbtantiate the date of birth and the name (school leaving certificate/birth certificates of children *etc.*)
 3. Marriage certificate and a photo copy of the same (Mandatory to submit if a part of the spouse's name taken)
 4. Samanera/Upasampada/robing certificates and photo copies (When a national identity card is requested in the name used after robing)

5. Disrobing certificates and photo copies (When national identity card is requested in the lay name used after disrobing)
6. For non Budhhist clergy, certificate or confirmation document issued by the the relevant Ministries/Department.
7. Service certificates. (If a post in Public Service or a recognized institution is mentioned, a service certificate issued by the relevant institution should be submitted. If profession such as engineer, doctor, lawyer etc., are mentioned, certificates on professional qualifications should be submitted.)
8. Report of the Divisional Secretary stating the reasons for not applying within the specified period.)

[(Regulation 17)]

REGISTRATION OF PERSONS ACT, No. 32 OF 1968

FORM "N"

SECTION 19(2)

Declaration of the returning of the national identity card by reason of the cessation of Sri Lankan citizenship

Full Name :

National Identity Card No. :

Nationality :

Address :

I hereby hand over the Sri Lankan National Identity Card as I have ceased to be a citizen of Sri Lanka as per the provisions of Section 19, 20 and 21 (Strike off the inapplicable) of the Citizenship Act, No. 18 of 1948.

.....
Declarant's Signature

.....
Date

Commissioner General of Department of Registration of Persons,
I hereby forward herewith the national identity card as per the details given above.

Date :

.....
Receiving Officer's Signature

Receiving Officer's Name :

Designation of the Receiving Officer :

[(Regulation 26)]

REGISTRATION OF PERSONS ACT, No. 32 OF 1968

FORM "O"

Certificate No.

Certificate of Registration as a Photographer

1. Studio Name :
2. Address of the Studio
3. Business Registration Number and Registration Date
4. Name of the Owner
5. Residence Address of the Owner
6. Registration No.
7. Date of Registration
8. Expiry Date of Registration

I hereby certify that the person described above, who is having a studio with facilities for taking photograph has been registered as a photographer under the Registration of Persons Act, No. 32 of 1968 subject to the conditions stipulated hereof.

.....
Commissioner General
Department of Registration of Persons.

Date :

CONDITIONS

A registered photographer shall comply with the following conditions

1. Photographs of any applicant shall be taken in compliance with regulation 7.
2. Two copies of the photograph shall be given to each applicant and the digital copy of the photograph shall be transmitted to the Department for Registration of Persons as per the given instructions.
3. The maximum charge that may be made for two copies of the photograph by a registered photographer shall be per the amount fixed by the minister by notification published in the *Gazette in terms* of Section 36(2) of the Registration of Persons Act, No. 32 of 1968.
4. A receipt shall be issued to every applicant and in case of a spoiled photograph, a fresh photograph which complies with regulation 7 shall be issued free of charge.
5. The software provided by the Department for Registration of Person shall not be transferred to any other party
6. The software provided by the Department for Registration of Persons shall not be altered.
7. The software shall be used in accordance with the instructions given by the Department for Registration of Persons.
8. A registered photographer shall be required to take photographs of applicants at mobile services as may be required by the Divisional Secretariats as and when necessary.

06-488