

DEPARTMENT OF IMMIGRATION AND EMIGRATION  
**INSTRUCTIONS FOR APPLICANTS OF PASSPORTS**  
*(Issued free with the application)*

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

**1. Instructions to fill the application:**

- (i) Write the number of the latest travel document (Passport/ Emergency Certificate/ Identity Certificate. If document was lost in Sri Lanka a certified copy of the complaint to the Police or if it was lost abroad, a certified copy of the Temporary Travel document should be produced. (This is not applicable for applicants applying for the first time.);
- (ii) Enter the number of your Identity Card issued by the Commissioner for Registration of Persons. All applicants above 16 years of age should produce the Identity Card;
- (iii) Write your surname using one cage for each letter. leave a Blank cage between names ;
- (iv) The rest of your names other than the surname entered in cage 03 should be entered here;
- (v) If a female wishes to obtain the husband's surname the maiden name should be entered (The Marriage Certificate should be produced.);
- (vi) Enter your permanent address;
- (vii) Enter your date of birth (according to the Certificate of Birth);
- (viii) Number of Birth Certificate and district. (The original birth certificate with a photocopy should be provided) ;
- (ix) Enter place of birth as in the birth certificate;
- (x) Mark "✓" in the relevant cage;
- (xi) Enter your height in centimeters. (1 foot = 30.4 centimeters 1 inch = 2.54 centimeters);
- (xii) Mark "✓" in the relevant cage. (in case of divorce, the court order should be produced) ;
- (xiii) Enter your occupation/ profession or status here. Leave a blank cage between words (The relevant certificate should be provided) ;
- (xiv) Mark "✓" in the relevant cage if you have obtained Sri Lankan Dual Citizenship or citizenship of a foreign country. If you have obtained dual citizenship, produce the certificate;
- (xv) Mark "✓" in the relevant cage (i) All countries, (ii) Specified countries including Middle East, India, Nepal, Bangladesh, Pakistan, Republic of Maldives, Iran, Iraq, Lebanon, Jordan, Saudi Arabia, United Arabs Emirates, Oman, Kuwait, Qatar, Bahrain and Yemen, (iii) Emergency Certificate – India & Nepal, (iv) Identity Certificate – all countries or specified countries.

**2. Photograph :**

- (i) 03 colour photographs, size 3.5 c.m. x 4.5 c.m. should be provided ;
- (ii) Should not be gloss or semi gloss ;
- (iii) Full front face with both ears visible ;
- (iv) Should be very clear and of good quality ,
- (v) Photograph should have been taken within three months.

**3. Information and instructions relating to entering names of children in parents' passports :**

- (i) If this application has been forwarded when applying for a new travel document, the space allocated for the travel document should be left blank.
- (ii) When applying for entering the children's names in the parents' passports, their age should be less than 16 years.
- (iii) Where children's names are included in the parents' passports the following documents should be forwarded along with photocopies. (The originals will be returned / sent.) :-
  - (a) IE - 'C' Form should be completed ;
  - (b) Passport of applicant ;
  - (c) The name/s of child/ children whose names is/ are to be included in the passport ;
  - (d) The letter of consent of the spouse to enter the name/ names in the applicant's passport ;
  - (e) Data page in the passport of the spouse and the page relating to children. (If the spouse has not obtained a passport, an affidavit in proof and a copy of the Identity Card) ;
  - (f) If the spouse has expired, a copy of the death certificate ;
  - (g) Divorce Certificate of relevant court should be provided.
- (iv) When entering children's names in passports two colour photographs, of size 2.5 c.m. x 3.5 c.m. must be provided. The photograph should be affixed to the application on the right hand corner and should be certified by an officer who is authorised (In No. 7).
- (v) If the names of children are entered at the time of obtaining the passport, no additional charge will be made. However, if the names of children are included or deleted, an additional amendment charge of Rs. 250 will be levied.

**4. Obtaining a separate passport for children under 16 years:**

- (i) I.E.35 Application ;
- (ii) Original of Bih Certificate (with photocopy) ;  
(English translations will not be considered as original of Birth Certificate) ;
- (iii) Photocopy of data page in parents' passports ;
- (iv) If the parents have not obtained passport, an affidavit to that effect and copies of parents' Identity Cards ;
- (v) Letter of consent of parents for issuing separate passports for children ;
- (vi) If mother or father has expired, the death certificate ;
- (vii) The Divorce Certificate if the parents have been divorced ;
- (viii) If the name of the child has been included in the valid passport of this mother or father, it has to be removed prior to obtaining a separate passport. Rs. 250 will be levied for this.
- (ix) Three colour photographs of size 3.5 c.m. x 4.5 c.m. should be provided.

**5. It is emphasized that the following offences in obtaining a passport is punishable in terms of Immigration and emigration Act, No. 20 of 1948:**

- (i) Providing false information;
- (ii) Submitting fraudulent or false documents;
- (iii) Applying for another passport whilst being in possession of a valid passport;
- (iv) Using another person's passport;
- (v) Fraudulently altering a passport already obtained;
- (vi) Obtaining a passport by providing another person's documents.

**6. Loss of a Passport :**

- (i) Complaint made to the Police regarding the loss;
- (ii) If the passport was lost abroad, the temporary travel document issued from that country to Sri Lanka ;
- (iii) A penalty of Rs. 10,000, (This penalty will be imposed only if the validity period of the passport has not exceeded 10 years).

**7. Persons who are authorized to attest passport applications :**

- (i) An officer of the Sri Lanka Administrative Service / Sri Lanka Education Service / Accountants' Service / Planning Service/ Engineering Service;
- (ii) Attorney-at-Law or a Public Officer of Similar status;
- (iii) Qualified Medical Practitioner;
- (iv) A Commissioned Officer of the Sri Lanka Army, Navy, Air Force or Police;
- (v) Police Inspector of the Police Station of the area. (Officer-in-Charge) ;
- (vi) Samurdhi Manager / Grama Niladhari / Social Service Officer of the area;
- (vii) Post Master / Principal/ Labour Officer;
- (viii) Estate Superintendent;
- (ix) Justice of the Peace.

**8. Charges :**

	<i>One Day Service</i>	<i>Ordinary Service</i>
(i) All countries Passports ... ..	Rs. 7,500	Rs. 2,500
(ii) Specific Countries including Middle East Passports ...	Rs. 2,500	Rs. 1,000
(iii) Emergency Certificate for India and Nepal ... ..	—	Rs. 500
(iv) Identification Certificate for all countries ... ..	Rs. 2,500	—

- (v) If the travel document was lost within the validity period of 10 years, the additional payment is Rs. 10,000. All payment are subject to the amendments. The payment receipt should be kept for future reference; if necessary.

**9. Passports for Bhikkus :**

- (i) Birth Certificate and Identity Card ;
- (ii) The Samanera Certificate or Higher Ordination Certificate is essential.

*Note* - every effort will be made to release the passport within 3 hours after handing over an application under the same day service.