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 தேசிய பாதுகாப்பு மற்றும் அனர்த்த முகாமைத்துவ இராஜாங்க அமைச்சு
 State Ministry of National Security and Disaster Management
 ආගමන හා විගමන දෙපාර්තමේන්තුව
 குடிவரவு, குடியகல்வுத் திணைக்களம்
 DEPARTMENT OF IMMIGRATION & EMIGRATION



“සුහුරුපාය” ශ්‍රී සුභුතිපුර පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව.
 “சுசுறுபாயா”, ஸ்ரீ சூபுத்திபுர வீதி, பத்தரமுல்லை, இலங்கை.
 “Suhurupaya”, Sri Subhuthipura Road, Battaramulla, Sri Lanka.
 E-mail: controller@immigration.gov.lk

මගේ අංකය :
 எனது இல. : DIE/ OM/Circular
 Mv No. :

ඔබේ අංකය :
 உமது இல :
 Your No. :

දිනය :
 திகதி : 27/12/2021
 Date :

Immigration Circular No: OM/2021/01

Through the Ministry of Foreign
 All the heads of Sri Lankan Missions

Revision of the required to the Support Documents for the submission of Sri Lankan Travel Document Applications via Sri Lankan Missions in Abroad

This is further to the instructions given by this department on the above subject. The requirement of the supportive documents for the submission Sri Lankan travel document applications has been revised as described in details in following section no 1 to 3.

Please make arrangements to inform the consular staff of your mission and the applicants to abide this guideline. In addition to the below mentioned, missions can request any other documents which consider to be essential to prove identity and citizenship status of the applicants.

Further to the below guideline, this department may request any other additional documents as per the necessity arise in special cases.

The effective date of this circular is 01st of January 2022.

1. (i). Required Documents for Renewal of Travel Documents:

Sri Lankan Missions located in India, Nepal, Bangladesh, Pakistan, Maldives, Iran, Iraq, Syria, Jordan, UAE, Saudi Arabia, Kuwait, Qatar, Oman, Bahrain, Yemen, Lebanon, Israel, Egypt

1. K35 A - Overseas Mission Application Form
2. Certified copies of the data page and Observation Page of the Previous Passport.
3. Payment Receipt.

Sri Lankan Missions Located at Other Countries

1. K35 A - Overseas Mission Application Form
2. Birth Certificate or a certificate to prove Sri Lankan citizenship (**Annex i**)
3. Certified copies of the Bio page and Observation Page of the Previous Passport.
4. A Document to prove **continuation** of Sri Lankan citizenship (A Valid Visa, A Resident card, Certificate of not obtain citizenship, Asylum/Refugee rejection letter or An Affidavit - Format attached (**Annex ii**))
5. Payment Receipt.

(ii). Minor Applicants (below 16 years of age) - Apply for the First Time:

1. K35 A - Overseas Mission Application Form
2. Consular Birth Certificate
3. Citizenship Certificate or Payment Receipt for citizenship
4. Certified copies of the Data page of Parent's Passports
5. Parent's Consent Letter (with declaration of citizenship) - Format attached (**Annex iii**)
6. Payment Receipt.

(iii). Minor Applicants (below 16 years of age) - Renewal:

1. K35 A - Overseas Mission Application Form
2. Consular Birth Certificate / Birth Certificate
3. If born outside Sri Lanka, Citizenship Certificate
4. Certified copies of the Data page of Parent's Passport.
5. Parent's Consent Letter - Format attached (**Annex iii**)
6. Payment Receipt.

(iv). Non-machine readable passport (NMRP)

1. K35 A - Overseas Mission Application Form
2. Certified copies of the data page and Observation Page of the Previous Passport (if available) or any document which can be used to prove applicant's citizenship status and Identification (e.g., Birth certificate, National Identity card)
3. Payment Receipt.

2. General Information

Following additional documents need to be submitted as per the requirements.

(i). If Passport lost - Police report or form D (**Annex iv**) and previous passport copy (if available)

(ii). If the Applicant need to change details of the data page of new passport

- Profession:

- If the profession needs high level of qualifications, e.g., Doctor, Engineer, Accountant, Quantity surveyor, etc...the applicant must provide educational qualification or professional membership status
- For other executive professions, a service letter should be provided
- For unskilled jobs e.g., labor, house maid, no document is required
- If the profession is already included in the previous travel document, no document is required.

- National Identity Card : New NIC copy or letter from RPD

- Name
DOB
Birth Place } : Fresh Birth Certificate copy with amendments

- Name after Marriage : Marriage Certificate

(iii) If the Applicant is dual citizen, Dual citizenship certificate copy and relevant foreign passport copy.

(iv) If the Applicant born outside Sri Lanka and over 21 years of age those applicants need to submit an affidavit affirming that they will retain Sri Lanka citizenship (Format attached, **Annex v**)

(v) Foreign language documents should be submitted along with English translation.

3. Photograph

- I. The photographs should be 3.5cm x 4.5cm size & taken within three months at the time of apply
- II. The appearance of the applicant should be clearly identifiable
- III. The background and the dress should not be in same color
- IV. The face must be clearly visible without any makeup and other effects
- V. The ears and forehead must be clearly visible
- VI. The photo should show the applicants' eyes clearly without spectacles.

- VII. The Applicants who request to wear caps and scarves may do so but photographers should ensure to make forehead and ears are clearly visible. Shadows of the scarves should not reflect on the face.



U.V.Sarath Rupasiri

Controller General

Department of Immigration and Emigration

Certificate can be use for proving Sri Lankan Citizenship

- Certificate of Dual Citizenship
- Certificate of Registration of Birth outside Sri Lanka
- Certificate of citizenship registration under section 8,11,12,13 of citizenship act Sri Lanka
- Certificate of Granting of Citizenship to Indian Origin persons
- Certificate of Granting of Citizenship to Chinese Origin persons

Affidavit

I,.....
(holder of Sri Lanka Passport No..... and National Identity Card
No.....of.....
..... (Permanent address in Sri Lanka)
and presently residing at
.....
(Present address) being a Buddhist/Christian/Muslim/Hindu do hereby solemnly, sincerely and
truly declare and affirm as follows;

1. I am the affirmant above-named.
2. I am currently living in the (Country) and I wish to apply for a new Sri Lankan passport.
3. I arrived in the (Country) on And I was granted Indefinite Leave to Retain/ Settlement / Permanent Residence /Indefinite Leave to Enter in the (Country) on
4. I confirm that I am a citizen of Sri Lanka and I have neither applied nor obtained the Citizenship of(Country) or any other country/Asylum or refugee status.

I hereby affirm that the above information is true and correct. I accept that if any information stated above is found to be false, it would be an offence punishable by law action.

Signed and affirmed to at (Country) on this Day of 2022.

Declared by the above named:
(Name of the declarant)

Date -

Signature-

Signed in my presence

Date-

.....

Signature & Stamp

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20...../...../.....(දිනය)

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“සුහුරුපාය”,
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பெற்றோரின் சம்மதத்தை வெளிப்படுத்தல்

(பொருத்தமற்றவற்றை வெட்டிவிடுக)

..... (பெயர்)
..... (விலாசம்)
.....
.....

20..... / / ஆந் திகதி

கட்டுப்பாட்டாளர் நாயகம்
குடிவரவு மற்றும் குடியகல்வுத் திணைக்களம்
"சுருபாய" ஸ்ரீ சுபுத்திபுர வதி
பத்தரமுல்லை.

பிள்ளைகளுக்குப் பிரத்தியேக கடவுச்சீட்டு விநியோகிக்க சம்மதம் தெரிவித்தல்

..... (தகப்பன் பெயர்) மற்றும்
..... (தாயின் பெயர்) ஆகிய நாம் எமது பிள்ளையாகிய
..... என்பவருக்கு பிரத்தியேகக்
கடவுச்சீட்டொன்று விநியோகிப்பது தொடர்பில் சம்மதத்தை இத்தால் தெரிவிக்கிறோம்.

இப்படிக்கு
விசுவாசமுள்ள,

.....
தாயின் கையொப்பம்

.....
தகப்பனின் கையொப்பம்

.....
(கடவுச்சீட்டு இல./தே.அ.அ. இலக்கம்)

.....
(கடவுச்சீட்டு இல./தே.அ.அ. இலக்கம்)

.....(Name)
.....(Address)
.....
.....
...../...../20..... (Date)

Controllor General,
Department Of Immigration and Emigration,
"Suhurupaya", Sri Subuthipura Road,
Battaramulla.

Request to issue a separate passport to child.

We,(Father's name)
(Mother's name) kindly inform that, we do not have any objection in issuing a separate passport for
our child(Name of the child)
Thank You

.....
Signature of Mother

.....
Signature of Father

.....
NIC Number/Passport Number

.....
NIC Number/ Passport Number

LOST AND STOLEN TRAVEL DOCUMENT DETAILS

8. passport No

NIC No

9. Date Stolen / Lost

10. Place stolen / Lost

11 Have you ever lost a passport previously ? Yes No

12. Signature of the applicant _____

13. Date

For office use only:

Remarks:

Signature:

Date:

AFFIDAVIT FOR CITIZENSHIP DECLARATION
UNDER SECTION 5(2) OF THE CITIZENSHIP ACT- SRI LANKA

I Holder of the Sri Lankan

(Name of the declarant)

Passport No.....of

(Address in abroad)

....., do solemnly and sincerely declare that:

(Present country)

I was born inon and my birth has been

(Country of Birth)

(Date of Birth)

registered under section 5(2) of the Ceylon Citizenship Act.

I would like retain my Sri Lankan Citizenship and I confirm that I do not have obtained citizenship of any other country.

I hereby affirm/ swear that the above information is true and correct to my knowledge. I accept that if any information stated above is found to be false it would be deemed an offence liable to punitive action according to the Sri Lankan Laws.

Declared by the above named:.....

(Name of the declarant)

Date:-.....

Signature:-.....

At:-.....

Singed in my presence at:-.....

Date:-.....

.....

Signature
Sri Lankan Mission