



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



**Instructions to Online Apply for a 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 fourteen 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 shall be 16 years or above as at the date of submitting your application.
  - 2.1.2 You shall possess your valid passport, if any.
  - 2.1.3 Your NIC /Passport/Full Name shall not be blacklisted.
  - 2.1.4 You shall not have a travel ban imposed by the Courts of Law.
  - 2.1.5 You shall not have a travel ban imposed by the Tri-forces or any other government enforcement authority.
  - 2.1.6 This online methodology of applying for passports cannot be used for applying for Official and Diplomatic Passports.
  - 2.1.7 Your NIC number should not be completely changed upon renewal / reissuance of NIC.
- 2.2 If you do not comply with the criteria in 2.1 above, you will not be permitted to apply online. Such an instance, please visit the Head office or a Regional office of the Department to apply for your Passport.

**3. Documents Required**

- 3.1 The documents to be scanned and uploaded for obtaining a passport are as follows.
  - 3.1.1. National Identity Card (NIC)
  - 3.1.2. Certificate of Birth
  - 3.1.3 Certificate issued under Section 5(2) of the Citizenship Act. No. 18 of 1948 (if applicable)
  - 3.1.4 Certificate issued under Section 11 of the Citizenship Act. No. 18 of 1948 (if applicable)
  - 3.1.5 Certificate of Dual Citizenship (if applicable)
  - 3.1.6 The letter from the employer (if applicable)
  - 3.1.7 Certificate of Marriage (if applicable)

#### **4. General Instructions**

4.1 Please log on to the following URL to apply online.

<https://www.immigration.gov.lk/>

4.2 The application must be completed in English.

4.3 The applicants who have applied under “Urgent service” will be facilitated to receive passports by courier service and under the “Normal service” 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 photograph, please enter the acknowledgement number of the photograph.

4.6 All documents required to be uploaded shall be in JPEG format and size of file has to be less than 5 MB.

#### **5. Instructions on Service Facilitating Centers**

5.1 You are requested to select one of the following Service Facilitating Centers.

5.1.1 Head office of the Department

5.1.2 Regional offices of the Department

5.1.3 Sub offices of the Department for Registration of Persons established at nominated Divisional Secretariats (DS –DRP). (Please refer to No. 8 below for the nominated DS-DRP list.)

5.2 You will be facilitated the following services at the selected Service Facilitating Centers.

5.2.1 Capturing the finger print of the applicant (Mandatory requirement)

5.2.2 Capturing the signature of the applicant (Mandatory requirement)

5.2.3 Capturing the Biometric enabled photograph of the applicant (Optional)

5.3 Your device will receive a “notification of assigning the time for online passport” at the event of submitting the application and the mobile phone registered will receive the reference No. of the application through an SMS.

5.4 When the payment is made successfully, it will be informed through an SMS.

5.5 Immediately after the acknowledgment of your application, you will receive an SMS. You are requested NOT to report to the relevant Service Facilitating Center to submit fingerprints until you receive the SMS.

5.6 You shall be ready to furnish the following documents to the sub office of the Department for Registration of Persons at Divisional Secretariat.

5.6.1. Message of appointment for providing fingerprints (Mandatory)

- 5.6.2. Certificate of Birth (Mandatory)
- 5.6.3 National Identity Card (Mandatory)
- 5.6.4 The existing Passport (If any)

## **6. Conditions to Apply**

- 6.1 You must be a citizen of Sri Lanka and reside in the country at the time of applying in order to apply for a Sri Lankan passport.
- 6.2 You should possess 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 the following documents
  - 6.3.1 Certificate of Birth
  - 6.3.2 National Identity Card
- 6.4 If you already possess a valid Sri Lankan passport, you should have that 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 valid 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 16 to 60, you are required 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**

- 6.8 Fee for the Urgent service is 15,000 LKR and Normal service is 5000 LKR.
- 6.9 If you intend to obtain the passport photograph at DS-DRP units, the applicable fee for the same is 350 LKR.
- 6.10 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'.
- 6.11 If you select the option 'Pay at Bank', first you have to download the receipt and get a printout. Please produce the printed receipt when you visit the selected Bank of Ceylon (BOC) branch to make the payment.

**8. The list of nominated Divisional Secretariat offices with sub offices of Department of Registration of Persons (DS-DRP)**

<b>District</b>	<b>Divisional Secretariats</b>
Ampara	Samanthurai, Pothuvil
Anuradhapura	Nuwaragam Palatha Central, Kekirawa, Horowpathana
Badulla	Mahiyanganaya, Haputale
Batticaloa	Koraleipattu (Valachchenai), Kattankudy
Colombo	Seethawaka, Homagama
Galle	Karandeniya, Akmeemana, Neluwa
Gampaha	Negombo, Mirigama, Gampaha
Hambantota	Tangalle, Tissamaharama
Jaffna	Chavakachcheri, Point Pedro
Kalutara	Ingiriya, Mathugama, Panadura
Kandy	Gampola, Kundasale, Pujapitiya
Kegalle	Galigamuwa, Ruwanwella
Kilinochchi	Karachchi
Kurunegala	DRP, North Western Province Regional Office, Kuliyaipitiya East, Nikaweratiya
Mannar	Manthai West
Matale	Nawula
Matara	Athuraliya, Devinuwara
Monaragala	Buttala
Mullaitivu	Mullaitivu
Nuwara Eliya	Ambagamuwa, Walapane
Polonnaruwa	Elaheera, Dimbulagala, Hingurakgoda
Puttalam	Puttalam, Chilaw
Ratnapura	Balangoda, Kuruwita, Embilipitiya
Trincomalee	Kinniya
Vavuniya	Vengalcheddikulam