

APPLICATION FOR REGISTRATION OF BIRTH & CITIZENSHIP

CHECK LIST

For each supporting document required Original document + 1 Set of Photocopies should be submitted, unless indicated "Not required" in the following checklist.

ALL PHOTOCOPIES SHOULD BE SUBMITTED IN A4 SIZE. Copies of both sides of each certificate/card should be submitted. Copies of bio-data page and observation page of the passports should be submitted. Translations are not accepted in lieu of originals

Please "✓" the checklist and attach it to the application before submitting the documents at the counter / via post

S.No	Application for Registration of Birth	Applicant Checklist		Officer Check list
		Original	Photocopy	
1.	Registration From B4 OR B6		Not Required	
2.	A letter of explanation for late registration, addressed to the "Registrar General, Registrar General's Department, Colombo" (only if the birth is registered after three months)^		Not Required	
3.	Citizenship Application Form		Not Required	
4.	Statutory Declaration Form^		Not Required	
5.	Child's Australian Birth Certificate			
6.	Father's Original Birth Certificate *1			
7.	Bio Data Page of the Father's Sri Lankan Passport*2			
8.	Father's Visa Entitlement Verification Online (VEVO) *3		Not Required	
9.	Father's Dual Citizenship Certificate^			
10.	Mother's Original Birth Certificate *1			
11.	Bio-Data Page of Mother's Sri Lankan Passport*2			
12.	Mother's Visa Entitlement Verification Online (VEVO) *3		Not Required	
13.	Mother's Dual Citizenship Certificate^			
14.	Parent's Bio-Data pages of foreign passports and Citizenship certificate copies ^			
15.	Parent's Original Marriage Certificate			

• * Please see footnotes

• ^ If applicable

***1.** Recently issued (certificates obtained before 2008 will not be accepted) Original Birth Certificates of Mother & Father (Please note that the English translations OR certificates "issued free of charge" will not be accepted).

You (applicant /third party) can obtain a fresh Birth Certificate by providing details of the applicant's Birth Certificate from the following institutions:

I. Registrar General's Department Counter located at the Department of Immigration & Emigration (Head office) in Battaramulla, Sri Lanka

II. Relevant Divisional Secretariat as per parent's place of birth

***2.** Bio-Data Page of the parents' passports, as used at the time of the child's birth. Bio Data Page of Foreign Passport and Citizenship Certificate (If applicable)

***3.** Visa Entitlement Verification Online (VEVO) from the Department of Immigration & Citizenship of Australia, for applicable parents. This can be obtained free of charge from the Australian Immigration website. (Certificate should be less than a month old from the date of submission of the application).

To obtain VEVO please visit the following website:

<https://online.immi.gov.au/evo/firstParty?actionType=query>

If you are not a Sri Lankan citizen at the time of submission of the application, you have to submit documents to prove your visa status/citizenship at the time of child's birth.