

ISSUANCE OF A NEW PASSPORT IN LIEU OF A LOST PASSPORT**CHECK LIST**

For each supporting document, original document + 1 set of photocopies should be submitted.

All Photocopies Should Be Submitted in A4 Size. Copies of both sides of each certificate/ card should be submitted. For passports; copies of the bio-data page and the observation page should be submitted.

Translations in lieu of Originals not accepted.

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

- * Denotes mandatory criterion
- ^ If applicable

S.No	Application for new Passport	Applicant Checklist		Officer Check list
		Original	Photocopy	
1.	Duly completed form "K" with Statutory Declaration *		Not Required	
2.	Duly completed form "D" (Complaint Form) * - (Applicant's signature should be duly certified if sent by Post).		Not Required	
2.1.	Statutory Declaration obtained from the nearest Police Station*		Not Required	
2.2	Online report issued by the Police station along with the self-explanatory letter signed by you*		Not Required	
3.	Three Passport Size Colour Photographs pasted on the application (3.5cm * 4.5cm) taken within the last three months*		Not Required	
4.	Original Sri Lanka Birth Certificate* As required by the Department of immigration and Emigration the birth certificate should be <ul style="list-style-type: none">• Recently obtained (preferably within 6 months) from the Registrar General's Department or a Divisional Secretariat• Clear and legible• Seal and the signature of the issuing officer should be clearly visible			
5.	Sri Lanka Citizenship Certificate^ (applicable for persons born outside Sri Lanka)			
6.	Declaration confirming the Sri Lankan Citizenship^ (applicable for persons born outside Sri Lanka)			
7.	Copy of the lost/ stolen Passport*	-		
8.	National Identity Card (NIC)^			
9.	Letter confirming that you have not yet obtained a NIC^			
10.	Dual Citizenship Certificate^ (if applicable)			
11.	Foreign Passport^ (if applicable)			
12.	Letter confirming that you have not yet obtained a Foreign Passport^			
13.	Original Marriage Certificate^ (if applicable)			
14.	Document proving profession^ (if applicable)			
14.1	Degree Certificate^ (if applicable)			
14.2	COE/Student ID card/Letter issued by the School ^ (if applicable)			

14.3	Service letter obtained from employer not less than 6 months' old^ (if applicable)		Not Required	
14.4	Duly signed Service Agreement by the employer & employee^ (if applicable)			
15	Visa Entitlement Verification Online (VEVO)*		Not Required	

Compulsory for Dual Citizenship Holders

16. Foreign Nationality

17. Foreign Passport No.

18. If this application is for a child below the age of 16 years, following information must also be provided.

Father / Guardian

National Identity Card No. / Present Travel Document No.

Mother / Guardian

National Identity Card No. / Present Travel Document No.

උක් රාජාරජ්‍යක් මෙහි අලුවිත්තා

நியாஸ் படத்தில்
ஒன்றையு
ஒன்றே ஒட்டுயும்

Affix One
Photograph Here

වින් එකාරුජායය් මෙහි ඇග්‍රවිත්ත

திருவில் பா திருவில்
ஒள்ளூர்
கிழக்கே ஒட்டுஏற்க

Affix One
Photograph Here

19. අය මෙම පිටිපත් පහත දැක්වෙන කොට්ඨ දෙක තුළ නැත්තු තුළ පෙනෙන්වන පරිදි අත්තන වෙත එකතු කළ තුළයි. සැපුරුම් නිර්ණ්‍ය නැත්තු නො යොමු කළ තුළ පෙනෙන්වන පරිදි අත්තන වෙත එකතු කළ තුළයි. Please place your signature inside both cages below. Signature should not touch the border. එකතු කළ තුළයි.

20.

අයදුම්කරුගේ ප්‍රකාශය

(අදාළ තොවින විවිධ ක්‍රා පරින්න)

මම දී ලෙස ප්‍රවීතියෙකු නිව් ප්‍රකාශ කරමි. / මම (රෙඛ් නම ලියෙනු) ප්‍රවීතිකාවය / සු මායා දේශන ප්‍රවීතිකාවය ලබා ඇතෙයි.

କୁଳତା ଏତୁରେ ଏବଂ ମୁହଁ ଦୀର୍ଘମିଳିଲୁଣ୍ଠ ତେଣୁ ଧାରାବିତିଲିଲୁଣ୍ଠ ରୋଧି, ମୁହଁଙ୍କ ଦେଖିଲାବିଦା ରହିଲୁଣ୍ଠ ପିଲ୍ଲିଭିତ୍ତି କରନୁ ବିଲିଲ, ତେଣୁ ରାଜୁରେ ମୁହଁ ୩୯୯ ଅନ୍ଧାଳା ଦେଖି କେବୁ ରାଜୁରେ ବିରିତ ଅନ୍ଧାଳା କରିଲି.

ఈ క్రితి ఉపాయ విశేష ద్రుత తయారీకి ఉపాయ అంతి విశ్రాంతికావు అయిద్ది కారణ

ଭାରତୀୟରେ ବ୍ୟାକିଲେ କଥିତ ଏବେଳେ ଭାଷାରେ

ବିଭାଗୀ ଏ ପାଇଁ ଅନ୍ତର୍ଭାବରେ ଯୋଗିବ କାହିଁ ବ୍ୟାପକ ବିଭାଗୀ ମାନ୍ୟାବୀକରିବାରେ ଯେତେବେଳେ

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Mobile

விண்ணப்பதாரியின் பிரகடனம்

(கோருத்துமற்ற சொற்களை வெட்டி விடவே)

தான் இலங்கையில் பிரதை ஒதுக்காவேன் என்பதை பிரதைம் செய்தின்றேன் / நான் (நாடின் பெயரைக் குறிப்பிடவே) குடும்பத்தையும் / இலங்கையூடு என தூய்வுறிமையை பெற்றுள்ளேன்.

இத்து என் சாம்பாக்டர் குடிநீரு, அப் பில்க்க கூ வர்ட்டிலை / அவரு ராஸ்திரம் / அனுடயாஸ் ராஸ்திரம் தலிரி இத்து முன்னே என்னவர் இப்பூத் எல்லா கூ வர்ட்டி குடிக்கலையும் / அவரு ராஸ்திரம் வாய்களும் / அனுடயாஸ் ராஸ்திரம் வாய்களும், இத்துர் செய்வதற்காக இல்லை கடவுச்சிரி நோட்டிபாலை துத்தியாய்ந்து அந்துமிகுநிடம் என்னவை இப்பொது கூ வர்ட்டி குடிக்கலை துத்துவும், இத்து என் இடுகைக்கூப்புக்குள்ள பயண அவையும் என்கு விடுவதிக்காய்க் கூ வர்ட்டி பிள், அன்னாயான ஆவணமேன்னைப் பெற்றுக் கொள்வதற்காக என்னவை விள்ளையாராயானமேன்று ராஸ்பிரிக்கப்படலில்லை என்பதற்கும் பிரகடனம் செய்கின்றேன்.

பேலே ஓப்பார் குதைப்பாடு உருபாற்பூர்வ அல்லது மறைக்கப்பட்டு இல்லை எனும் இயக்கத் தொழில்தலை வெளிக்காரரும் பொதுமயம் என்பதையும் இப்புதைப்பாட்டுக்கள் 03 மாத துவப்பாகுத்துக்கள் பெற்றுக் கொள்ளப்பட்டலை என்பதையும் உறுதி புதுக்கிடிக்கிறேன்.

இல் அனாந்தநிலை திருப்புகை வெளியூட்ட நீத் தாதுகாத்திலூடு கூட ஈ.வீர.சி.டி.நீதாக இன்னொரிக்கும் இல் வரிக்கும் திரு / திருமதி / செல்லி / ரா. /வளை'. ஆற்கால தாள் திருநெல்கமிலிப்புதூ வெளியேற்க செல்லுதூ முன் துங்கவெ. துடிமாலை தினாமைகளத்திற்கு எனது வைப்பில் அனா பாரத்தினுப் பேர்ப்புக் கொடுப்பேலு எப்பெற்ற திருமூல் உத்திரவுக்கிள்ளேன். அன்காறு செப்பாற்று தாழைப் படி உத்திரவுக்கிள்ளேன் திருநெல்கமிலிக்காடு வெளியேற்றுவது தலைப்புமிகு விதித்தில் எனது கடலச்சுட்டு சேயல்விக்காக் கருப்பாற்றும் எப்பெற்ற தாள் நஞ்சு நுறி வேல்.

Client Undertaking

(Please cut off the inapplicable words)

I declare that I am a citizen of Sri Lanka / I hold Dual Citizenship of Sri Lanka / I am a citizen of (Write the name of the country)

I certify that I have not previously held or applied for any Passport, Emergency Certificate or an Identity Certificate.

I certify that all previous passports, Emergency Certificate or an identity Certificates held by my name have been surrendered to the Sri Lankan Passport Authorities for cancellation, other than the passport/ Emergency Certificate/ Identity Certificate No: _____ which is now submitted and I have made no other application since the one attached was issued to me.

I certify that the information furnished in this application and documents attached to this application are true and correct and no alterations, modifications or falsifications were carried out to hide or deflect true facts.

I certify that affixed photographs are depicting the natural status of myself without disguise or concealment and were taken with in the last three months.

I Mr./Mrs./Miss/Rev., residing at, applying for a passport through Sri Lanka Mission in, hereby undertake to provide my fingerprints to the Department prior to my departure from Sri Lanka. I understand the failure to do so will cause my passport to become inactive, preventing my departure from Sri Lanka.

දිනය හා ජ්‍යෙෂ්ඨය/ Date and place
ත්‍රිජාත්‍ය පාර්. මි. පු.ව:

අයදුම්කරුගේ අත්සා / Signature of the Applicant
විනිශ්චයා ප්‍රතාරි රුඩා පාලුවායා

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අයදුම්කරු පිළිබඳ සහජිකය

(മെച്ച രാജാ മാന്ത്രികൾ ആയ തൊക്കു ഡരുയ)

விண்ணப்பகாரி தொடர்பான சாஸ்யலை

(இதற்காக மீட்டைய் ஆபாவிடுவன் அல்லது)

Certificate Regarding the Applicant

(No fee is chargeable for this Certificate)

To the best of my personal knowledge and belief, the information given by the applicant is true and the declaration made above by the applicant is accurate. The applicant placed his/her signature in front of me on(Date) at(Place).

ලෝක දු මෙරියල මුදාව/ Overseas Mission Seal/ බෙරිනායාරියි, තාත්‍රාක රාජ්‍ය මෙයෙකුවා ඕසුප්පු යුත්තිලා

..... එල්ල දැ මෙරියල මුදාව සිල්ධාරියාගේ අත්සා /
Signature of OM Authorized Officer/
තාත්‍රාක ආයුරු පෙළු ඉත්ත්පොක්ක්ත්‍රීක් ගාන්ධියාපියා

දිනය/ Date/ තික්ත

(කාර්යාලයේ ප්‍රශන්‍යය යදහා)
(අභ්‍යවලක ඉපයොකත්තිරු මාත්තිරුම)
(For Office use only)

එල්ල දැ මෙරියල මුදාව
බෙරිනායා මුදාව තාත්‍රාකත්තිරීන් විත්තුවා
Recommendation of the Overseas Sri Lankan Mission

කාර්යාලයේ ප්‍රශන්‍යය යදහා / අභ්‍යවලක ඉපයොකත්තිරු මාත්තිරුම/ For Office use only

Special Reference to Controller / DC 1. BC ALT/ DE 2. NIC DF/ Double (Different/ Same) 3. Appearance (Different/ Under Age/ Above Age) 4. Black Listed: ID/ PPT/ BC or other reason Ac's Signature	PPT No : PPT Lost : Yes/ No BC No : District : NIC/ DL/ Postal ID MC No : District : Parents PPT copy/ NIC/ Consent Letter Ac's Order :



Form No: **D**

DEPARTMENT OF IMMIGRATION AND EMIGRATION SRI LANKA

STOLEN or LOST SRI LANKAN PASSPORT - COMPLAINT FORM

This form to be used by Sri Lankans abroad in case of stolen or lost passport. Please fill in the form and submit it to the nearest Sri Lankan Diplomatic Mission together with a Police Report obtained from the local police in the country of residence.

IMPORTANT:

upon accepting of this complaint, the Department of Immigration and Emigration will immediately cancel the stolen or lost passport and it will not be valid for use any longer. The details of cancellation will be automatically shared worldwide to avoid misuse. Never use the lost passport again. You are strongly advised to obtain a new passport immediately to avoid inconvenience.

PLEASE FILL IN BLOCK LETTERS

APPLICANT INFORMATION

1. Surname * (as appeared in the passport)

2. First name:*

3. Maiden Name:

4. Address in the country of residence

5. Contact details in the country of residence

Tel

Mobile

E mail

6. Address in Sri Lanka

7. Contact details in Sri Lanka

Tel

Mobile

E mail

LOST AND STOLEN TRAVEL DOCUMENT DETAILS8. 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:

Statutory Declaration for Lost Passport

I

at

do hereby solemnly and truthfully declare and affirm that I am a Citizen/ Dual Citizen of Sri Lanka and I have not acquired any other citizenship.

Dual Citizenship No (If Applicable):

.....

Signature of the Declarant

Signed before me.

.....

Signature of JP/Commissioner of Oaths