

FRA 003 Application for a new Sri Lankan passport for lost or stolen passports

Sri Lankan nationals residing in France and other concurrently accredited countries which include Spain, Portugal, Monaco and Andorra.

Where to apply: forward your application to the following office.

Respective Country		Office and Contact details
France Spain Portugal Monaco Andorra	Visiting Address } Mailing Address } General Contacts } Email : Website: Consular hours:	Embassy of Sri Lanka in France 16 Rue Spontini, 75016 Paris Tel: 0033 155 73 31 31 Fax: 0033 155 73 18 79 Consular@srilankaembassy.fr http://www.srilankaembassy.fr Monday to Friday (Except public Holidays) Receiving applications: 9.00 a.m. to 1.00 p.m. Issuance of documents: 3.00 p.m. to 5.00 p.m.

1. Eligibility : An applicant who is a Sri Lankan Citizen by descent or by registration and lost his original passport.

2. Validity : for ten years and cannot be extended

3. What is the procedure if the passport is lost or stolen?

- If the passport is lost or stolen it is the owner's responsibility to inform the concerned authorities immediately. Failure to do so may result in the lost or stolen passport being used for illegal activities and the owner may be liable for aiding and abetting and offence.
- Sri Lankan diplomatic mission transmits the department of immigration and emigration in Sri Lanka the details of the stolen or lost passports for cancellation.
- Passport reported lost or stolen can no longer be used for travel. The details of cancellation will be automatically shared to avoid misuse. The owner must not use the lost or stolen passport again even if it is found subsequently especially after making a complaint. The owner is strongly advised to obtain a new passport immediately to avoid inconvenience.

- If lost or stolen passport is found it should immediately be transmitted to the embassy or nearest consulate office or to the following address in Sri Lanka.
- Lost or stolen passport Desk department of immigration and emigration, "Suhurupaya", Battaramulla, Sri Lanka.

4. Where to apply?

forward your application to the following respective offices closest to your place of residence.

5. **How long will this take?** The issuing authority is the department of immigration and emigration of Sri Lanka Colombo therefore the total processing time for a new passport is 8-12 weeks from the date of submission of the completed application.

6. Steps to be taken immediately by the owner of the lost or stolen passport and checklist for a new document

	Description	Important remarks
1	Making a complaint	Immediate to make a complaint to the local police station and obtain a police report - COMPULSORY
2	Lost or stolen passport holder has two options	Option 1 -apply for an emergency/identity document-this is a one-way document only to return to Sri Lanka which is valid for 1 month
3		Option 2 - applying for a new passport (in this case all specific requirements for applying for a new Sri Lanka passport will apply in addition to the requirements given below)
4	Apply a new passport	Application form K – IE 35A
5	Original birth certificate with a clear photocopy	Birth certificates issued by the Registrar General, District Registrar/Divisional registrar only. Photocopies certified by third parties and translators will not be accepted by the department of immigration and immigration Sri Lanka - COMPULSORY
6	Original citizenship certificate with a clear photocopy	(If the applicant was born outside Sri Lanka only.) You should buy the citizenship division of the department of immigration and emigration in Sri Lanka or a copy of the payment receipt of citizenship (Sri Lanka citizenship applied and pending) registration- COMPULSORY Note- if an applicant born outside Sri Lanka and has reached 21 years, he or she should submit the citizenship certificate with the endorsement in the reverse side of the certificate regarding the applicant's continuation of Sri Lankan nationality.

7	Original marriage certificate	only in case of name change consequent to marriage - with a clear photocopy (applicable to female applications) - COMPULSORY (Photocopies certified by the other parties and translators will not be accepted)
8	In case of divorce and if spouse wishes to continue her married name in the new passport	A Photocopy of the court order and the original is compulsory .
9	National Identity card (NIC)	01 photocopy of the NIC if available. (Please don't send the original NIC to the embassy)
10	If the applicant is a dual citizen	A photocopy of dual citizenship certificate its original and data page of foreign passport - COMPULSORY
11	If the applicant desires to include his or her profession in the passport	Professional or educational certificates with a photocopy - COMPULSORY
12	Immigrant Visa	Original and a copy of the immigrant visa - COMPULSORY (if you don't have the Immigrant visa, you must bring the commission reject or the Refugee renounce letter legalized by the French Foreign Ministry.) In the absence of the valid visa, you must submit an affidavit confirming that you have not obtained any other foreign nationality, Refugee or Asylum status. (The Affidavit will be given by the Embassy)
13	Police Report	Submit police report - COMPULSORY (Police report must contain the lost or stolen passport number)
14	Passport	Copy of the personal data page of the lost/stolen passport if available
15	Affidavit for not submitting the Original or Copy of the previous passport.	If he/she does not have the copy of the data page of the passport, has to certify an affidavit from a notary and should legalize from the Ministry of Europe and Foreign Affairs. Note: affidavit can be collected from the Embassy or can download from Embassy's website
16	Applicable fee	Government Fee: if a copy of the personal data page of lost or stolen passport is available € 330 COMPULSORY

		<p>if a copy of the personal data page of lost or stolen passport is not available <u>€420</u>COMPULSORY</p> <p>Affidavit: € 40</p> <p>Postage: Within France <u>€10</u> outside France <u>€15</u></p>
17	Payment method	<p>If the applicant physical visits the embassy he or she can pay by cash</p> <p>Note- credit or ATM or debit cards and personal or company cheques will not be accepted.</p> <p>Note- the applicants who wish to pay relevant fee by direct transfer to the bank account of the embassy of Sri Lanka in France are advised to contact the embassy for further instructions.</p>
18	Special notes (important)	<ul style="list-style-type: none"> • Fees will not be refunded under any circumstance after issuance of an official receipt • Translations will not be accepted as originals. all photocopies should be on A4 size paper. • Embassy attest all the documents and return the originals to the applicant. • If the deletion of child's name from the parent's passport is required, parents' passport must be submitted • Parents who are always applying for a new passport along with their child or children do not need to delete the child's details from their passports since parents will be issued with a new passport. • If the applicant needs to send or receive documents by Express courier service or speed post etc on an urgent basis he or she must organise them independently. • The embassy is unable to take any responsibility for documents lost or delayed in the post or courier.

නැතිවූ ගමන් බලපත්‍රයක් වෙනුවෙන් නව ගමන් බලපත්‍රයක් ලබාගැනීම

- 1) ඉංග්‍රීසි කැපිටල් අකුරින් නිවැරදිව සම්පූර්ණ කරන ලද අයදුම්පත්‍රය.
(අයදුම්පත් www.srilankaembassy , www.immigration.gov.lk වෙබ් අඩවි වලින් හා තානාපති කාර්යාලයෙන් ලබා ගත හැක.)
- 2) 3.5cm X 4.5cm ප්‍රමාණයේ පැහැදිලි වර්ණ ඡායාරූප 03ක්.
(මුහුණ සහ දෙකන් පැහැදිලිව ප්‍රදර්ශනය විය යුතුය, ඇස් කණ්ණාඩි නොපැළඳ සිටිය යුතුය. ඡායාරූපයේ පසුබිම් වර්ණය සුදු පැහති හෝ ලා නිල් පැහති විය යුතුය.)
- 3) නැතිවූ ගමන් බලපත්‍රයෙහි සහ එහි මුහුණු පිටුවෙහි පිටපත් ඇති නම් ඡායා පිටපත් 01 බැගින්.
- 4) උප්පැන්න සහතිකයේ මුල් පිටපත හා එහි ඡායා පිටපත් 01 බැගින්. (පරිවර්තන ලබාදීමෙන් වලකින්න.)
- 5) ජාතික හැඳුනුම්පත සහ එහි ඡායා පිටපත් 01 බැගින්.
- 6) කාන්තාවන් විවාහයෙන් පසු සැමියාගේ වාසගම ලබා ගනී නම් විවාහ සහතිකයේ මුල් පිටපත සහ එහි ඡායා පිටපත් 01 බැගින් (පරිවර්තන ලබාදීමෙන් වලකින්න.). වෙනත් රටක විවාහ සහතිකයක් නම් එම විවාහ සහතිකය සමග එහි සහතික කරන ලද ඉංග්‍රීසි පරිවර්තනය හා එහි ඡායා පිටපත් 01 බැගින්.
- 7) ද්විත්ව පුරවැසියෙකු නම්, ද්විත්ව පුරවැසි සහතිකයේ මුල් පිටපත සහ එහි ඡායා පිටපත් 01 බැගින්, ප්‍රංශ විදේශ ගමන් බලපත්‍රය සහ එහි ඡායා පිටපත් 01 බැගින්.
- 8) ශ්‍රී ලංකාවෙන් බැහැරව උපන් වයස වයස අවුරුදු 21ට වැඩි පුරවැසියෙකු නම් පුරවැසි සහතිකය ආගමන විගමන දෙපාර්තමේන්තුවේ පුරවැසි අංශයෙන් පිටසන් කරවාගෙන තිබිය යුතුය
- 9) ගමන් බලපත්‍රය නැතිවූ බවට පොලිසියට කරන ලද පැමිණිල්ලේ මුල් පිටපත සහ එහි ඡායා පිටපත් 01 බැගින්.
- 10) උප්පැන්න සහතිකයේ මුල් පිටපත හැර ශ්‍රී ලාංකික අන්‍යතාවය තහවුරු කිරීමට අදාළ වෙනත් කිසිදු ශ්‍රී ලාංකික ලියවිල්ලක් ඉදිරිපත් කිරීමට නොහැකි විට
 - a) වෙනත් රටක ජාතිකත්වයක් ලබා නොගත් බවට ප්‍රංශ නොතාරිස් කෙනෙකු (Notaires) ඉදිරිපිට අත්සන් කරන ලද දිවුරුම් ප්‍රකාශයක්. මෙය ප්‍රංශ විදේශ කටයුතු අමාත්‍යාංශයෙන් සහතික කරවා ගත යුතුය.
 - b) ප්‍රංශ නොතාරිස් කෙනෙකු (Notaires) විසින් සහතික කරන ලද පුද්ගලයාගේ අන්‍යතාව (ඔහු/ඇයගේ ඡායාරූපයද සහිතව) තහවුරු කරන ලද ලියවිල්ලක් ප්‍රංශ විදේශ කටයුතු අමාත්‍යාංශයෙන් සහතික කරවා ගත යුතුය

ප්‍රංශ විදේශ කටයුතු අමාත්‍යාංශයේ ලිපිනය 57, Boulevard des Invalides, 75007 Paris. Metro: Duroc, Line 10,13)

- 11) වලංගු විසා බලපත්‍රයේ මුල් පිටපත හා එහි ඡායා පිටපත් 01 බැගින්.

12) ගාස්තු:

ගමන් බලපත්‍රයේ මුල් පිටපත අස්ථාන ගතවී, ඡායා පිටපතක් අයදුම්කරු සතු නම් යුරෝ 330/-

ගමන් බලපත්‍රයේ මුල් පිටපතක් හෝ ඡායා පිටපතක් අයදුම්කරු සතුව නොමැති නම් යුරෝ 420/-

ඔබගේ ගමන් බලපත් අයදුම්පත බාරදීම සඳහා කවුන්ටරයෙන් අංකයක් ලබාගෙන අවම වශයෙන් දහවල් 12.30ට පෙර අයදුම්පත කවුන්ටරය වෙත බාරදීමට කටයුතු කරන්න.

களவு போன அல்லது தொலைந்த கடவுச்சீட்டுகான புதிய கடவுச்சீட்டை பெறுவதற்கான அறிவுறுத்தல்

01. கடவுச்சீட்டுக்கான விண்ணப்பப்படிவம் (www.srilankaembassy.fr , www.immigration.gov.lk ஆகிய இணைய தளம் மூலமாக மற்றும் தூதரகத்தில் நேரடியாகவும் பெற்றுக்கொள்ள முடியும்).
02. 3.5 cm x 4.5cm அளவுடைய தெளிவான புகைப்படங்கள் மூன்று (03). (முகம் மற்றும் காதுகள் இரண்டும் தெளிவாக தென்படல் வேண்டும்).
03. காணாமல் போன கடவுச்சீட்டின் முகப்பு பக்கங்கள் இருப்பின் அவற்றின் ஒரு போட்டோ பிரதி (01 Photo Copy) சமர்ப்பிக்கப்படல் வேண்டும்.
04. பிறப்புச் சான்றிதழின் மூலப் பிரதியுடன் போட்டோ பிரதி ஒன்றும் (01 photo copy) சமர்ப்பிக்க வேண்டும்.
05. தேசிய அடையாள அட்டையின் மூலப்பிரதி (Original) மற்றும் அதன் போட்டோ பிரதி ஒன்றும் (01 photo copy) சமர்ப்பிக்க வேண்டும்.
06. பெண்கள் கணவரின் பெயரை பயன்படுத்த விரும்பினால், திருமணச் சான்றிதழின் மூலப்பிரதியுடன் போட்டோ பிரதி ஒன்றும் சமர்ப்பிக்க வேண்டும், வெளிநாடொன்றில் நடந்த திருமணமாயின் திருமணச்சான்றிதழில் மூலப்பிரதி மற்றும் அதன் ஆங்கில மொழி பெயர்ப்புடன் அதன் போட்டோ பிரதிகள் ஒவ்வொன்று சமர்ப்பிக்கப்படல் வேண்டும்.
07. விண்ணப்பதாரி இரட்டை குடியரிமை பெற்றவராயின், இரட்டை குடியரிமை சான்றிதழின் மூலப் பிரதியுடன் போட்டோ பிரதி ஒன்றும் (01 photocopy), பிரஞ்சு கடவுச்சீட்டு மற்றும் போட்டோ பிரதி ஒன்றும் சமர்ப்பிக்க வேண்டும்.

08. 21 வயதுக்கு மேற்பட்ட இலங்கைக்கு வெளியே பிறந்தவர் எனின் பிரஜாவுரிமை சான்றிதழுடன் போட்டோ பிரதி ஒன்றும் சமர்ப்பிக்க வேண்டும்.
09. கடவுச்சீட்டு தொலைந்தமைக்கான போலீஸ் நிலையத்தில் புகார் செய்யப்பட்ட கடிதத்தின் மூலப் பிரதியும் ஒரு போட்டோ பிரதியும் சமர்ப்பிக்க வேண்டும்.
10. பிறப்பு சான்றிதழ் முளைப்பு (original) யைத் தவிர ஒரு விண்ணப்பதாரி, அவர் இலங்கையர்தான் என உறுதிப்படுத்து வதற்கான ஏனைய சம்பந்தப்பட்ட இலங்கை ஆவணங்கள் இல்லாத பட்சத்தில்
 - a. அவர் இலங்கை தவிர வேறொரு வெளிநாட்டில் பிரஜா உரிமையைப்பெறவில்லை என்பதை உறுதிப்படுத்தும் வகையில் ஒரு அங்கீகரிக்கப்பட்ட நொத்தாரிஸினால் (Notair, Avocat) முன்னிலையில் கையொப்பமிட்ட சத்தியப்பிரமாணம் சமர்ப்பிக்கப்படல் வேண்டும். (சத்தியப்பிரமாணம் படிவம் Affidavit Form இலங்கை தூதரகத்தில் பெற்றுக்கொள்ளலாம்) அது பிரான்ஸ் நாட்டில் வெளிநாட்டு அலுவல்கள் அமைச்சினால் சான்றுறுதிப் படுத்தப்படல் (Legalization) வேண்டும்.
 - b. தேசிய அடையாள அட்டையின் மூலப்பிரதி மற்றும் புகைப்பட பிரதி இல்லாத பட்சத்தில் ஒரு வழக்கறிஞர் (Avocat) வழங்கப்பட்ட அங்கீகாரச் (Authentication Certificate) சான்றிதழ் சமர்ப்பிக்கப்படுவதுன் அது பிரான்ஸ் நாட்டில் வெளிநாட்டு அலுவல்கள் அமைச்சினால் சான்றுறுதிப் படுத்தப்பட்டிருத்தல் (Legalization) வேண்டும்.

11. கட்டணம்:

அசல் கடவுச்சீட்டு காணாமல் போயுள்ளதென்றால், விண்ணப்பதாரர் அதனது ஒரு பிரதியுடன், யூரோ 330/= கட்டணமாக சமர்ப்பிக்க வேண்டும்.

விண்ணப்பதாரியின் காணாமல் போன கடவுச்சீட்டின் போட்டோ பிரதி சமர்ப்பிக்க முடியாத பட்சத்தில் யூரோ 420/= கட்டணமாக செலுத்த வேண்டும்.

12. செல்லுபடியான வீசா அட்டையின் மூலப்பிரதி மற்றும் ஒரு போட்டோ பிரதி (01 photocopy)

பிரான்சில் வெளிநாட்டு அலுவல்கள் அமைச்சு முகவரி 57 boulevard des Invalides 75007 Paris. (Metro : Ligne 10,13 Station : Duroc)

உங்களது விண்ணப்படிவத்தை கையளிப்பதற்காக இலக்கம் ஒன்றை பெற்றுக் கொள்ளவும். மு: ப: 12.30 மணிக்கு முன்பதாக அவற்றினை கையளிப்பதற்கான நடவடிக்கைகளை மேற் கொள்ளல் அவசியமாகவும்.

08. Few important tips to avoid unnecessary delays:

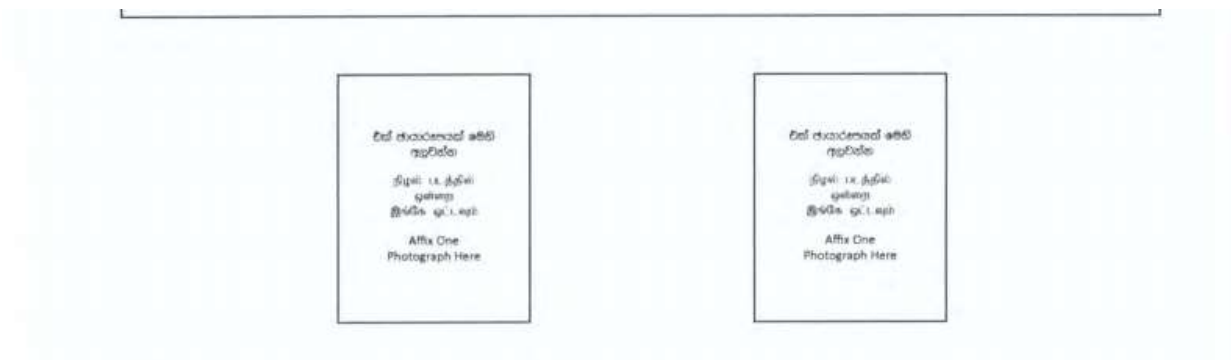
Name in the passport- passport will be issued in the name given in the original Sri Lankan birth certificate unless a name change has been done by the registrar general in Sri Lanka.

Change of name: done abroad or the current age of a different name in documents issued by an organisation or institute of foreign government will not be taken into consideration

Permanent address: provide your current address with postal code.

Photograph:

- 4.5 X 3.5 size 3 colour photographs taken in the preceding three months from the date of submission of the application are required. The photographs should be clear with full front face but eyes clearly visible and without spectacles or headgear must be taken against a light colour background. Photos that do not adhere to these guidelines will not be accepted.
- Out of the 3 colour photographs first photograph in the box given in the (upper right-hand side) first page of the application.
- Affix the second photograph in the box given in the left-hand side of the second page of the application form.
- Affix the third photograph in the box given in the right-hand side of the second page of the application. This photograph attested by a consular officer of Sri Lanka.
- The attestation seal and signature of the attester must cross the photograph as well as application form. (Please see the specimen application given)



Signature of applicant: signature of the applicant has to be placed inside both cages without touching the border of the cage.

19. අයදුම්කරු විසින් පමණක් සකස් කළ යුතු සලකුණු තුළට අත්සන තබා ගත යුතුය. අත්සන සලකුණු තුළට පිටතට පැමිණිය යුතුය.
Applicant, Please place your signature inside both cages below. Signature should not touch the border.



for minors who are unable to sign parents can write part of their child's name in the signature cages. Parents must not place their signature or write their name in child's passport application.

Declaration of the applicant: applicant must fill and sign the declaration. If the applicant is unable to sign, a parent can sign the declaration.

Certificate regarding the applicant: attester (honorary consul/JP) must fill & sign this part.

9. Who can certify about documents? Honorary consuls or Justice of peace can certify above documents. All services provided by honorary consuls are free of charge at their services provide On honorary basis.

10. What is the procedure for biometric collection upon arrival in Sri Lanka?

- The collection of biometrics (fingerprints and digital facial image) from passport Africans **has been made mandatory** with effect from 1st January of 2018 by the department of immigration and emigration of Sri Lanka.
- All the Sri Lankans between the ages 16-60 years applying for a Sri Lankan passport through the embassy will be required to provide biometric data to the department of immigration and emigration upon his or her first entry to Sri Lanka.
- Please note that departure from Sri Lanka will be allowed only after completion of this requirement.
- What is the procedure for biometric collection upon arrival in Sri Lanka?
- On arrival in Sri Lanka you should directly report to the chief immigration officer (CIO) and he will issue a system generated biometric data acquisition form (BDA) in duplicate with a unique reference number along with the guidance note.
- The applicant has to fill and sign the form (BDA) in duplicate and reduce it to the senior Authorized officer at the collection desk. One copy of the BDA will be returned to the applicant, to be produced to the department at the time of biometric enrolment.
- Please note that biometrics cannot be provided at the airport prior to departure.

How to avoid delays in submitting this information? You only have an appointment for fingerprints submission VIA online reservation system. www.immigration.gov.lk BDA form should be submitted from to The overseas mission division of the DIE headquarters at Battaramulla or two one off the regional officers.

Important facts:

- No payment is required for biometrics.
- completion of biometric enrolment process will take approximately 45 minutes
- the applicant who successfully complete this process will be issued a confirmation form.
- After completion of this process the system will be automatically activated/updated facilitating the departure of the applicant from Sri Lanka.
- Biometric enrolment process will not change information contained in the passport.
- Passport application form K 1-M 35 has been revised to include client undertaking section (Cus-Section 20) this section has to be signed by the applicant.
- Application will not be accepted without the signature of the applicant and any circumstances.

Contact numbers/regional offices of the department of immigration and emigration:

Working hours 8 a.m. to 2 p.m. -Monday to Friday except public holidays.

Colombo Overseas Missions Division - Second floor department of immigration and emigration
,"Suhurupaya" Sri Subuthipura road, Battaramulla.

Telephone- 0094 11 532 9230

Matara

No. 09, Sri Vijaya Building, Rahula Road, Matara.

Telephone- 0094 415 412 212

Kandy -

42/3, Sangaraja Mawatha, Kandy

Telephone- 0094 815 624 509

Vavuniya-

JC 23, Outer Circle Road, Vavuniya.

Telephone- 0094 255 676 344

Kurunegala-

129, Dambulla Road, Kurunegala.

Telephone- 0094 37 555 0562/ 0094 375 50 563

11. Submission of for birth certificate or any other documents and making false declarations relating to the citizenship status is an offence. Such cases will be reported to the relevant authorities and payment will not be refunded.

Checklist. (Mark where applicable)

- Duly filled application
- Original and Photocopy birth certificate
- Copy of the Previous Passport (f available)
- Police Report
- Affidavit certified by the Ministry of Foreign affairs of france
- photocopy of national Identity card (if available)

Collection of Biometrics from Passport Applicants (English)

Collection of Biometrics from Passport Applicants Applying Through Sri Lanka Diplomatic Missions

1. As provided in the Sri Lanka Immigrants and Emigrants Act No.20 of 1948, as amended by Act No. 07 of 2015, the Department of Immigration and Emigration (DIE) introduced mandatory collection of biometrics (fingerprints and digital face image) from passport applicants applying in Sri Lanka on 15 August 2015.

2. It has been decided to extend the above requirement to include applicants applying for passports through Sri Lanka Overseas Missions with effect from 01 January 2018. Following this decision, each individual aged between 16 - 60 years applying for Sri Lanka passport through Sri Lankan Diplomatic Missions (SDM) overseas, on or after 01 January 2018, will mandatorily be required to provide biometric data (fingerprint and digital face image) to the Department of Immigration and Emigration upon his/her first entry to Sri Lanka. The departure from Sri Lanka will only be allowed upon completion of this requirement.

3. Additional procedures to be followed at SDM:
 - a. Passport Application Form (Form 'K'- I. M. 35) has been revised to include a Client Undertaking Section (CUS - section 20). This section has to be signed by the applicant. No application should be accepted without applicant's signature in CUS. Revised Form is attached as Annex A (also available online).
 - b. Every applicant should be issued a special Instruction Note at the point of handing over the passport which explains procedures to be followed. Instruction Note is attached as Annex B.
 - c. Recommend to update each Mission's website accordingly.
 - d. Hard copies of revised Passport Application Form (Form 'K'- I. M. 35) will be dispatched to all Sri Lankan Diplomatic Missions through relevant diplomatic channels.

4. Additional Procedures at the Port of entry to Sri Lanka:
a. Upon the first arrival in Sri Lanka, passenger can either report directly to the Chief Immigration Officer (CIO) at the port of entry, or should be referred to the CIO, who will issue a system generated Biometric Data Acquisition (BDA) form with a unique reference number, along with a guidance note. Each passenger is required to sign the BDA form in two copies, one of which will be given to the passenger to be produced at the Department at the time of biometrics enrolment. There are no facilities at port of departure to provide biometrics. BDA form is attached as Annex C

5. Additional Procedures after entering Sri Lanka:
a. Passenger should report to the Department Head Office in Battaramulla, or any of its branch offices in person to provide biometrics. A special counter at the Overseas Mission (OM) division will be arranged for this purpose. No payment will be required.
b. To avoid delays, passengers are encouraged to reserve date and time through the online appointment scheduling system found in the Department website.
c. Upon providing biometrics, Department will issue a system generated receipt to confirm completion of biometrics acquisition process, and border control system will be updated to allow the passenger departure. The estimated time of completion of the biometric enrollment process is 45 minutes.
d. Biometric enrolment process will not include any changes to the passport of the passenger.