

## FRA 002 Application for a new Sri Lankan Passport for (Minor under age 16)

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  <a href="mailto:Consular@srilankaembassy.fr">Consular@srilankaembassy.fr</a>  <a href="http://www.srilankaembassy.fr">http://www.srilankaembassy.fr</a>  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 below the age of 16 years if he / she is a Sri Lankan citizen by descent or by registration.
- 2. Validity** : valid for three years unless otherwise specified.
- 3. Who can apply?** Holder of permanent resident (PR) certificate or valid visa for the country as appropriate (France, Spain, Portugal, Monaco & Andorra)
- 4. When to apply?** on expire of 10 years validity of the existing passport pages being exhausted, or physically damaged passport , or for a new-born baby (in the case of lost or stolen Passport different application procedure will apply. Please see lost or stolen Passport application section (FRA-003)
- 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 s submission of the completed application.

Usually the embassy will forward completed applications to the Department of immigration once a week through the ministry of foreign relations by diplomatic bag.

**The embassy cannot guarantee the issuance of passport within a specific time period.**

6. What are the steps to be taken and documents required to be submitted to apply for a new passport for a minor?

	Description	Further details
1	Application form	Form K – LM 35 (please note that this is different to the application for over 16 years of age) - <b>COMPULSORY</b> Note: please read the instructions carefully before filling the application form.
2	If the minor has a current passport	Original Passport with a photocopy of data page and alteration page - <b>COMPULSORY</b>
3	Original birth certificate (if the applicant was born in Sri Lanka only)	Birth certificates issued by the Consular Division of a Sri Lankan Overseas Mission/Registrar General/District Registrar/Divisional Registrar only. (A clear photocopy is needed.)  Photocopies certified by third parties and translators will not be accepted by the department of immigration and emigration Sri Lanka - <b>COMPULSORY</b>
4	Original citizenship certificate (if the applicant was born outside Sri Lanka only)	Issued by the Citizenship division of the department of immigration and emigration in Sri Lanka or a copy of the payment receipt for citizenship. (Sri Lankan citizenship applied and pending) Registration will be accepted) – <b>COMPULSORY</b> 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 off the certificate regarding the applicant's continuation of Sri Lankan nationality.
5	Consent letter signed by both parents	A letter (addressed to Controller/Department of immigration and emigration of Sri Lanka) with signature of both parents stating that they have no objection to issue a separate passport to their child. ( written in Sinhala, English or Tamil) – <b>COMPULSORY</b>
6	Parents passport copies	2 copies each of both parents' bio page of the passport's alteration and observation pages and children pages of both parents and parents' visa (copy of original visa pages) – <b>COMPULSORY</b>

7	<b>Original marriage certificate of parents</b>	With two photocopies (if parents are divorced divorce certificate /Court decision together with custody of the child/children If death of a parent original of the death certificate – <b>COMPULSORY</b>
8	<b>Adopted children</b>	The certificate of adoption the court order and a letter of the commissioner of probation and childcare- <b>compulsory</b>
9	<b>If the applicant is a dual citizen</b>	Two photo copies of the dual citizenship certificate and data page of foreign passport– <b>COMPULSORY</b>
10	<b>If the applicant desires to include his / her status as a student</b>	A letter from the university/institute/College or school (original) should be attached – <b>COMPULSORY</b>
11	<b>If the applicant is a member of the Buddhist clergy</b>	Certification of higher ordination (Upasampada Sahathikaya) in addition to the birth certificate - <b>COMPULSORY</b>
12	<b>Request letter with Contact Details</b>	Address, telephone number, mobile and email address enabling the embassy to contact applicant specially - <b>COMPULSORY</b>
13	<b>Applicable fees</b>	Government Fee: <u>within France - €115 with postage of €10</u> <u>Outside France - €115 with postage of €15</u>
15	<b>Payment method</b>	If the applicant physical visits the embassy he/ she can pay by cash Note- credit or ATM or debit cards and personal or company cheques will not be accepted. Note- If the applicants who wish to pay relevant face by direct transfer to the bank account of the embassy of Sri Lanka in France are advised to contact the embassy for prior instructions.
16	<b>Special notes IMPORTANT</b>	<ul style="list-style-type: none"> <li>• In case of expired passports an additional fee of €1 will be added to each year from the date of expiry.</li> <li>• Fees will not be refunded under any circumstance after issuance of an official receipt</li> <li>• Translations will not be accepted as originals. all photocopies should be on A4 size paper.</li> <li>• Embassy attest all the documents and return the originals to the applicant.</li> <li>• If the deletion of child's name from the parent's passport is required. parents' passport must be submitted</li> <li>• Parents who are always applying for a new passport along with their child or children do not</li> </ul>

		<p>need to delete the child's details from their passports since parents will be issued with a new passport.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The embassy is unable to take any responsibility for documents lost or delayed in the post or courier.</li> </ul>
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**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 usage 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 both ears clearly visible and without spectacles or headdress 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 must be 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 පහත දැක්වෙන කොටු දෙක තුළ තම අත්සන තබා ගැනීමට කෙරෙහි පවරා ඇති බවට තීරණය වීමේ අවස්ථාවේ දී සිටිය 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 their name)

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

**Certificate regarding the applicant:** attester (honorary consul/JP) must fill and 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 an 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 / her first entry to Sri Lanka.
- Please not 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 operations 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](http://www.Immigration.gov.lk) BDA form should

be submitted from to the overseas mission division of the DIE headquarters at Battaramulla or one of 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 under 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 forged 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 birth certificate and photocopy
- Current passport
- photocopy of Current Passport data page and alternation Page
- Parents Passports
- Photocopies of data Page, Alternation and Child page of Parents current Passports.
- Photocopy of National Identity card (if available)
- Original and photocopy of the dual citizenship certificate