

## 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  <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 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	<b>Making a complaint</b>	Immediate to make a complaint to the local police station and obtain a police report - <b>COMPULSORY</b>
2	<b>Lost or stolen passport holder has two options</b>	<b>Option 1</b> -apply for an emergency/identity document-this is a one-way document only to return to Sri Lanka which is valid for 3-months
3		<b>Option 2</b> - 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	<b>Apply a new passport</b>	Application form K – IE 35A
5	<b>Original birth certificate with a clear photocopy</b>	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 - <b>COMPULSORY</b>
6	<b>Original citizenship certificate with a clear photocopy</b>	(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- <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 of the certificate regarding the applicant's continuation of Sri Lankan nationality.

7	<b>Original marriage certificate</b>	only in case of name change consequent to marriage - with a clear photocopy (applicable to female applications) - <b>COMPULSORY</b> (Photocopies certified by the other parties and translators will not be accepted)
8	<b>In case of divorce and if spouse wishes to continue her married name in the new passport</b>	A Photocopy of the court order and the original is <b>compulsory</b> .
9	<b>National Identity card (NIC)</b>	01 photocopy of the NIC if available. (Please don't send the original NIC to the embassy)
10	<b>If the applicant is a dual citizen</b>	A photocopy of dual citizenship certificate its original and data page of foreign passport - <b>COMPULSORY</b>
11	<b>If the applicant desires to include his or her profession in the passport</b>	Professional or educational certificates with a photocopy - <b>COMPULSORY</b>
12		Submit stolen or lost passport complaint form - <b>COMPULSORY</b>
13		Submit police report - <b>COMPULSORY</b> (police report must contain the lost or stolen passport number)
14		Copy of the personal data page of the lost/stolen passport
15	<b>Affidavit</b>	If he/she doesn't 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		personal declaration (letter with applicants' signature) stating the circumstances in which the passport was lost or stolen including all contact details - <b>COMPULSORY</b>
17		Personal data page of lost or stolen passport- if available
18	<b>Applicable fee</b>	Government Fee: if a copy of the personal data page of lost or stolen passport is available <u>€ 330</u> <b>COMPULSORY</b>  if a copy of the personal data page of lost or stolen passport is not available <u>€420</u> <b>COMPULSORY</b>

		Postage: Within France <u>€10</u> outside France <u>€15</u>
19	<b>Payment method</b>	If the applicant physical visits the embassy he or she can pay by cash Note- credit or ATM or debit cards and personal or company cheques will not be accepted. 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.
20	<b>Special notes (important)</b>	<ul style="list-style-type: none"> <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 need to delete the child's details from their passports since parents will be issued with a new passport.</li> <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>

#### 08. Few important tips to avoid unnecessary delays:

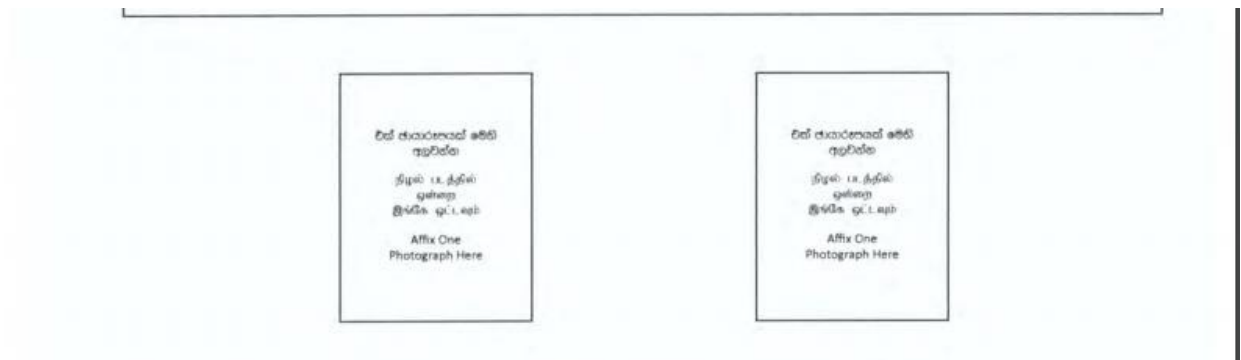
**Name in the passport**- passport will be issued in the name given in the original Sri Lankan birth certificate unless a name change has been done by the registrar general in Sri Lanka.

**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

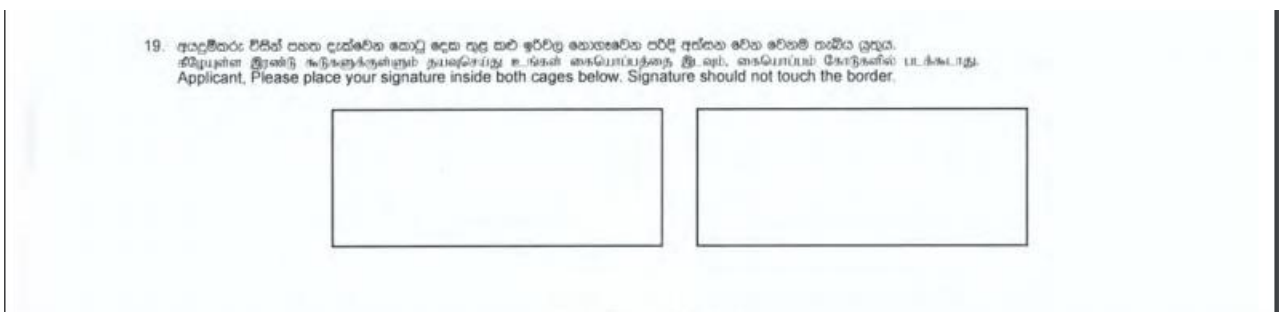
**Permanent address**: provide your current address with postal code.

**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 yes 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 Paige 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.



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](http://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)
- Evidence of profession / job/occupation (if applicable)
- Student enrolment letter (if applicable)
- Current visa status
- Request letter
- Payment.