

## FRA 004 Emergency passport/Non Machine-Readable Passports (NMRP)

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:	<b>Embassy of Sri Lanka in France</b> <b>16 Rue Spontini, 75016 Paris</b>  <b>Tel: 0033 155 73 31 31</b> <b>Fax: 0033 155 73 18 79</b>  <a href="mailto:Consular@srilankaembassy.fr">Consular@srilankaembassy.fr</a>  <a href="http://www.srilankaembassy.fr">http://www.srilankaembassy.fr</a>  <b>Monday to Friday (Except public Holidays)</b> <b>Receiving applications: 9.00 a.m. to 1.00 p.m.</b> <b>Issuance of documents: 3.00 p.m. to 5.00 p.m.</b>

- Eligibility:** an applicant who is a Sri Lankan citizen by descent or registration.
- Validity:** valid for one month and one-way document only return to Sri Lanka.
- Criteria:** an NMRP can be applied only under the following emergency circumstances
  - The passport is lost or stolen, and the applicant needs to leave Sri Lanka urgently.
  - An emergency has occurred (need to prove the emergency with original documents as evidence) while an application for a new passport has already been submitted and is pending.

#### 4. Steps to be taken when an emergency occurs as per A or B above and the checklist

Description	Important remarks
<b>1. Emergency circumstances A (when the passport is lost or stolen)</b>  <b>2. Emergency circumstances B (an emergency has occurred while an application has already been submitted for a new passport and is pending)</b>	Application form K – I.E 35 A Note: (please read the instructions carefully before filling the application form)- <b>compulsory</b>
	Police report If the previous passport has been lost or stolen - <b>COMPULSORY</b> (police report must contain the lost or stolen passport number)
	Request letter of the applicant stating the circumstances in which the passport was lost or stolen including all contact details - <b>compulsory</b>
	Personal data page of lost or stolen passport (if available)

	<p>All original evidence to support the case (documentary evidence signed by authorised officers or instructions in Sri Lanka which contact details stating the emergency.)  Note: if the evidence is not sufficient or unsatisfactory the application may be rejected.</p>
	<p>Details of the pending application already submitted for a new passport (Yellow receipt) – <b>compulsory</b></p>
	<p>Original copy of the travel itinerary-<b>compulsory</b></p>
	<p>3 passport size colour photographs- <b>compulsory</b></p>
	<p>Original birth certificate with one photocopy – <b>compulsory</b></p>
	<p>National Identity card (if available) with one photocopy</p>
	<p>Sri Lankan citizenship certificate (<b>if the applicant was born outside Sri Lanka only</b>)</p>
	<p>Immigrant visa of residing country (France Spain, Portugal, Monaco and Andorra)</p>
<b>Applicable fee:</b>	<p>if the applicant produces previous passport (expired) – <u>Government Fee €49</u></p> <p>if the applicant has lost his passport and not able to submit the original passport – <u>Government fee €151</u></p> <p>if the applicant has applied for a new passport and pending – <u>Government Fee €25</u></p>
<b>Payment method:</b>	<p>If the applicant physically visits the Embassy, he/she can pay by cash.  Note: Crédit/Debit cards and personal or company cheques will not be accepted.</p>
<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.</li> <li>- All photocopies should be on A4 size paper</li> <li>- Embassy will attest the documents and return the originals to the applicant.</li> </ul>