

FRA 005 – Applications for Alterations or Amendments to Passports (Endorsements)

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.

The Embassy can only rectify the name and the place of birth in the passport after verifying the supporting documents on the request of the applicant.

To rectify the Date of Birth, The Embassy will forward the application to the Department of Immigration and Emigration in Sri Lanka.

01. steps to be taken and the checklist

Description	Important remarks
Application process and documents to be submitted:	1. To rectify a letter of the name/ maiden name/Other name - Endorsement form (Form O – IM 37) - Request letter from the applicant - Original passport and a photocopy - Original Sri Lankan Birth certificate legalized from the Foreign Ministry in Sri Lanka within one-year period. (Original and a photocopy)

	<p>2. To rectify the name after marriage</p> <ul style="list-style-type: none"> - Endorsement form (Form O – IM 37) - Request letter from the applicant - Original passport and a photocopy - Original Sri Lankan Birth certificate - If she got married in Sri Lanka, original Marriage certificate legalized by the Foreign Ministry in Sri Lanka within a year. - If she got married in France, original Marriage certificate legalized from the Ministry of Europe and Foreign Affairs in France within a year and its English translation. - If she got married in any other country, original Marriage certificate should legalize from the relevant Embassy in France within a year and its English translation <p>3. To rectify the place of birth</p> <ul style="list-style-type: none"> - Endorsement form (Form O – IM 37) - Request letter from the applicant - Original passport and a photocopy - Original Sri Lankan Birth certificate legalized from the Ministry of Foreign Relations in Sri Lanka within one-year period. (Original and a photocopy)
Applicable Fee:	<u>Government fee €12 per endorsement.</u>
Payment method:	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.
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 will attest the documents and return the originals to the applicant.