

## FRA 011 Application for a Police Clearance Certificate

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. What is the procedure for obtaining a police clearance certificate?

- a. Any person who is a Sri Lankan citizen by descent or registration can apply for a police clearance certificate from the department of police in Sri Lanka for the period he she had lived in Sri Lanka through the embassy of Sri Lanka in Paris France.
- b. The embassy will forward this application to the department of police in Sri Lanka.
- c. Sri Lankan nationals living abroad may submit their request for a police clearance certificate directly to the Inspector-General of Police, Police Headquarters, Colombo 01, Sri Lanka or can apply through the official website [www.police.lk](http://www.police.lk). In such cases the Police Clearance Certificate would be sent directly to the applicant.

### 2. steps to be taken and the checklist

Description	Important details
Application process and documents to be submitted:	Application for police clearance certificate
	Original Sri Lankan Passport and a photocopy of the Data page
	Original Immigrant Residence visa and a photocopy

	Original National Identity Card and a photocopy if available only
<b>Applicable fees:</b>	<u>Government fee €16</u> per police clearance application
<b>Payment method:</b>	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.
<b>Special notes (important):</b>	<ul style="list-style-type: none"> <li>• Fees will not be refunded under any circumstances after issuance of an official receipt</li> <li>• Translations will not be accepted as originals.</li> <li>• All the photocopies should be on A4 size paper</li> <li>• Embassy will attest the documents and return the originals to the applicant.</li> <li>• To avoid delay in the application process please pay attention to the following.</li> <li>• the name of the applicant should be correctly mentioned in the application as per the national Identity card or the passport. This is compulsory as the record check is done with the NIC number or the passport number.</li> <li>• The NIC number and the date of birth should be correctly mentioned in all the documents. clear copy of the national Identity card would avoid unnecessary delay during record check.</li> <li>• The details of the place of residence in Sri Lanka furnished in the application should be accurate.</li> <li>• Police clearance certificate addressed only to the government immigration authorities which have been authorised and the signature by the foreign relations ministry in Sri Lanka.</li> <li>• They are for name and address of the embassy should be mentioned correctly in cage 8 and 9 of the application.</li> <li>• It is vital to furnish the contact details of the applicant such as telephone number email addresses. This would help the clearance branch to communicate with applicant if any clarification is required.</li> <li>• Photocopies of scanned copies applications are not accepted application should be signed by the applicant.</li> <li>• Please provide your contact details to this mission enabling us to contact you speedily if required.</li> </ul>