

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:	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.

1. **Eligibility:** an applicant who is a Sri Lankan citizen by descent or registration.
2. **Validity:** valid for one month and one-way document only return to Sri Lanka.
3. **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
Emergency circumstances A (when the passport is lost or stolen)	Application form K – I.E 35 A Note: (please read the instructions carefully before filling the application form)- compulsory
	Submit stolen or lost passport complaint form- compulsory
	Submit Police report- compulsory
	Personal declaration (letter with applicants' signature) stating the circumstances in which the passport was lost or stolen including all contact details - compulsory
	Personal data page of lost or stolen passport (if available)

<p>Emergency circumstances B (an emergency has occurred while an application has already been submitted for a new passport and is pending)</p>	<p>Application form K – I.E 35 A Note: (please read the instructions carefully before filling the application form)- compulsory</p> <hr/> <p>Request letter stating the circumstances and addressed to controller general/ department of immigration and emigration Sri Lanka including all contact details- Compulsory</p>
	<p>All original evidences 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> <hr/> <p>Details of the pending application already submitted for a new passport – compulsory</p> <hr/> <p>Original copy of the travel itinerary-compulsory</p> <hr/> <p>3 passport size colour photographs- compulsory</p> <hr/> <p>Original birth certificate with one photocopy – compulsory</p> <hr/> <p>National Identity card (if available) with two copies</p> <hr/> <p>Sri Lankan citizenship certificate- if available</p> <hr/> <p>Evidence of status of residing country (France Spain, Portugal, Monaco and Andorra)</p>
<p>Applicable fee:</p>	<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>
<p>Payment method:</p>	<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>
<p>Special notes (important):</p>	<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.