

**Embassy of Sri Lanka, Stockholm
Renewal of an Ordinary Passport
Checklist**

Name of Applicant:

Contact No: Email Address:

Residential Address:

Document	Applicant Check list	Officer check list
Duly completed Form K-35 A (Filled in BLOCK capital English letters) (Pages 1-5)		
Letter explaining the reasons for not applying for passport renewal (if applicable)		
Four Passport Size Colour Photographs pasted on the application (3.5cm * 4.5cm) taken within the last three months*		
Original/ Copy of current Passport (Pgs. 2&3, 4&5) Certified by the Honorary Consul or Notary Public in the country of residence		
Original/ Copy of the Birth Certificate Certified by the Honorary Consul or Notary Public in the country of residence (issued within the last 1 year) (English translation is not accepted)		
Original/ Copy of the Marriage Certificate Certified by the Honorary Consul or Notary Public in the country of residence (for female applicants - if name changed after marriage)		
Sri Lankan National ID Card/ Copy of the National ID card Certified by the Honorary Consul or Notary Public in the country of residence		
Professional Certificate/ Letter from Employer in English (If profession should be mentioned in the passport)		
Original/ Copy of the Valid Residence Permit Certified by the Honorary Consul or Notary Public in the country of residence		

- Application Submitted to Office on:
- To ensure the smooth processing of the application, we kindly request you to fulfill deficiencies in the application within 30 days from the date of submission. Failure to do so may lead to the rejection of the application.
- Applicants should submit the payment receipt to obtain the original documents.

Receipt No:

Date:.....

Instructions to fill the Passport Application K 35A

1. Type of the travel document (“√” tick the relevant cage).
2. Write your last travel document Number (Passport/ Emergency Certificate/Identification Certificate), if you have previously obtained one of these travel documents.
3. If your last travel document is a Non-Machine-Readable-Passport (NMRP), write its Number. The NMRP should be produced along with a photocopy thereof.
4. Write your National Identity Card Number (Issued by the Commissioner of Registration of Persons).
5. Write your Surname/ Family Name. Write one letter in each box. Leave one box blank between two names. If a married female applicant is applying for a passport with her spouse’s family name, write that name. (The original and a photocopy of the Marriage Certificate should be submitted)
6. Write the remaining part of your full name other than your Surname/ Family Name mentioned under No 05 above. (As mentioned in column 02 of the Birth Certificate)
7. Write your residential address in the UK.
8. Write your date of birth as per the Birth Certificate.
9. Write the Birth Certificate Number and the District where you were born (the Original and a photocopy of the Birth Certificate need to be produced).
10. Write the place of birth as stated in the Birth Certificate.
11. Indicate your gender (“√” tick the relevant cage)
12. State your job / profession/ status or post. Leave one box blank between two words. (The originals and photocopies of the educational certificates/ professional certificates/service certificates should be produced if the job is to be included in the Passport). If the profession is already included in the previous travel document, no documents are required. Please note that including the profession/occupation/job in the passport is not compulsory. It is optional.
13. If you are a Dual Citizen (“√” tick the relevant cage) and write the Dual Citizenship Certificate Number. (The original of the Dual Citizenship Certificate should be produced along with a photocopy).
14. Write your mobile phone number.
15. Write your email address.
16. If you are a Dual Citizen, write the name of the other country of which you have obtained the citizenship.
17. Write the Passport number of the other country of which you have obtained citizenship (A photocopy of the Passport should be produced).
18. If the application is of a child below 16 years of age, write the National Identity Card or the Passport number of the father/guardian along with the National Identity Card or Passport number of the mother/guardian.
19. Place your signature without touching the lines of the 02 cages provided.
20. Signature should be placed after having read and understood the declaration.



ආගමන හා විගමන දෙපාර්තමේන්තුව
 குடிவரவு, குடியகல்வுத் திணைக்களம்
 DEPARTMENT OF IMMIGRATION AND EMIGRATION



ආකෘති
 ප්‍රභව
 Form } K
 ආ. වි.
 ඉ. ඉ.
 I.E. } 35 A

විදේශ දූත මණ්ඩල සේවය
 வெளிநாட்டு தூதரகம்
 Overseas Mission

ශ්‍රී ලංකා ගමන් බලපත්‍රයක්, හදිසි/හඳුනාගැනීමේ සහතිකයක් සඳහා ඉල්ලුම්පත්‍රය
 இலங்கை கடவுச்சீட்டு, அவசரகால/அடையாளச் சான்றிதழ் விண்ணப்பம்
 APPLICATION FOR A SRI LANKAN PASSPORT, EMERGENCY/ IDENTITY CERTIFICATE

පරිගණකයට ඇතුළත් කළ හැක්කේ ඉංග්‍රීසි භාෂාවෙන් පමණක් බැවින් අයදුම්පත් ඉංග්‍රීසියෙන් පමණක් පිරවිය යුතුය. අවසර නම් වැඩි විස්තර සඳහා ආ.වි. 35 (බී) උපදෙස් පත්‍රිකාව (සිංහල/දෙමළ) බලන්න.

கணினியானது ஆங்கில மொழியை மட்டுமே ஏற்றுக்கொள்வதால் விண்ணப்பப் படிவத்தை ஆங்கிலத்தில் மட்டுமே பூர்த்திசெய்தல் வேண்டும். அவசியமாயின் (சிங்களம்/தமிழ்) மேலதிக தகவல்களுக்கு அறிவுறுத்தல் படிவத்தைப் பார்க்கவும். (கு.கு. 35"பி")

The data and information are fed into the computer only in English Language. Hence the application must be filled in English. If necessary, please read instructions in form I.E. 35 "B" (Sinhala/Tamil)

විත් සාධාරණයක් මෙහි අලවන්න
 நமல் படத்தில் ஒன்றை இங்கே ஒட்டவும்
 Affix One Photograph Here

කාර්යාලයේ ප්‍රයෝජනය සඳහා/ அலுவலக உபயோகத்திற்கு மாதிரி/ For Office use only

APPLICATION No.	APPLICATED PASSPORT No.	AC CODE
N		

1. Type of Travel Document required } All Countries Middle East Countries Emergency Certificate Identity Certificate

2. Present Travel Document Number

3. NMRP No. (If any)

4. Personal Identity Card Number

5. Surname }

6. Other Names }

7. Permanent Address Overseas }

8. Date of Birth } Date Month Year

9. Birth Certificate } Number District

10. Place of Birth }

11. Sex } Female Male

12. Profession/ Occupation/ Job }

13. Have you obtained Citizenship of a foreign country or Dual Citizenship in Sri Lanka } Yes No

If Yes, Dual Citizenship No.
 (Please fill up fields 18 and 19)

14. Mobile Phone No. Overseas }

15. e-mail Address }

Compulsory for Dual Citizenship Holders

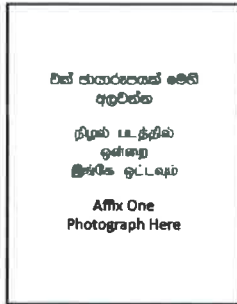
16. Foreign Nationality

17. Foreign Passport No.

18. If this application is for a child below the age of 16 years, following information must also be provided.

Father / Guardian
National Identity Card No. / Present Travel Document No.

Mother / Guardian
National Identity Card No. / Present Travel Document No.



19. අයදුම්කරු විසින් පහත දැක්වෙන කොටු දෙක තුළ තනි ඉරිවල නොතොවෙන පරිදි අත්සන වෙත වෙතම තැබිය යුතුය. සිද්ධාන්තයක් ලෙසින් සලකුණු කළ කොටසක් ඉටු කළහොත්, කෙටුම්පතේ සීමාවන් ඉක්මවා යාමට හේතු විය හැකිය. Applicant, Please sign your signature inside both cages below. Signature should not touch the border.

20. අයදුම්කරුගේ ප්‍රකාශය

(අදාළ නොවන වටහා සහතිකය)

මම ශ්‍රී ලංකාවේ පුරවැසියෙකු වීම ප්‍රකාශ කරමි. / මම (රටේ සම් ලියවීම) පුරවැසියෙකු / ශ්‍රී ලංකා ද්විත්ව පුරවැසියෙකු ලෙස සලකා ගනිමි.

ශ්‍රී ලංකාවේ / වෙනත් රටක ගමන් බලපත්‍රයක්, හැසිරීමේ සහතිකයක් හෝ පවුලානුකූලව සහතිකයක් මා සතුව නොමැති බව හෝ වෙනත් සඳහා අයදුම් නොකරන ලද බවත් මෙයින් සහතික කරමි.

මේ සමඟ ඉදිරිපත් කරනු ලබන අංක දරණ ගමන් බලපත්‍රය / හැසිරීමේ සහතිකය / පවුලානුකූලව සහතිකය හැර මීට පෙර මා සතුව තිබුණු සියලුම ගමන් බලපත්‍ර / හැසිරීමේ සහතිකය හා පවුලානුකූලව සහතිකය අවලංගු කිරීම සඳහා ශ්‍රී ලංකා ගමන් බලපත්‍ර පිළිබඳ සිය බලධාරීන්ට මිලදී ගත් හෝ ඒ ඇති බවත්, මීට අමුණා ඇති ගමන් ලියවිල්ල මා වෙත සිතුවම් කිරීමෙන් පසු වෙනත් සඳහා වෙනත් අයදුම් පත්‍රයක් මිලදී ගත් ඉදිරිපත් නොකරන ලද බවත් ප්‍රකාශ කරමි.

මෙම අයදුම් පත්‍රයට අමුණා ඇති ලියවිල්ල සහ හා කිරීමේදී වීම් වලින්, සහ සොරකරු වශයෙන් කිරීම හෝ වත්මන් කිරීම සඳහා වම් ලියවිල්ල වහර ලෙස වෙනත් කිරීමේදී භාවිතය නොකරන ලද බවත් සහතික කරමි.

ඉහත අදාළ ඇති සාකච්ඡා වෙන් මාරු කිරීමේදී හෝ සැකවීමේදී හොරව, මාගේ ස්වාභාවික තත්ත්වය පිළිබිඹු කරන බවත්, වම් සාකච්ඡා මාගේ 3ක් ඇතුළත ලබා ගත් සාකච්ඡා වලින් සහතික කරමි.

..... හි ශ්‍රී ලංකා විදේශ දූත මණ්ඩලය හරහා ගමන් බලපත්‍රයක් අයදුම් කරන පදිංචි (පුරුෂ / මහ / මිය / මිය) වන මම ශ්‍රී ලංකාවෙන් පිටත්ව යාමට පුරුෂ දෙපාර්තමේන්තුව වෙත මාගේ ඇති සලකුණු ලබාදෙන බව මෙයින් ප්‍රකාශ කරමි. වග කිරීමට අනුගතයන් වුවහොත් ශ්‍රී ලංකාවෙන් පිටත්ව යාම වැළැක්වීමේ පරිදි මාගේ ගමන් බලපත්‍රය අක්‍රීය වන බව මම දැනුවත්ව සිටිමි.

விண்ணப்பதாரியின் பிரகடனம்

(பொருத்தற்ற சொற்களை வெட்டி விடவும்)

நான் இலங்கைப் பிரதம ஒருவராவேன் என்பதை பிரகடனம் செய்கின்றேன் / நான் (நாட்டின் பெயரைக் குறிப்பிடவும்) குடியரிமையை / இலங்கை இரட்டை குடியரிமையை பெற்றுள்ளேன்.

இலங்கை / பிற்தொரு நாட்டின் கடவுச்சீட்டுவென்று, அவசர சான்றிதழொன்று அல்லது அடையாளச் சான்றிதழொன்று என்வசம் இருக்கவில்லை என்பதை அல்லது அவ்வாறான ஆவணமொன்றிற்காக விண்ணப்பிக்கவில்லை என்பதை இத்தால் உறுதியுரைக்கின்றேன்.

இத்துடன் சம்பந்திக்கப்படுகின்ற ஆம் இலக்க கடவுச்சீட்டை / அவசர சான்றிதழ் / அடையாளச் சான்றிதழ் தவிர இதற்கு முன்னர் என்வசம் இருந்த எல்லா கடவுச்சீட்டுக்களையும் / அவசர சான்றிதழ்களையும் / அடையாளச் சான்றிதழ்களையும், இரத்துச் செய்வதற்காக இலங்கை கடவுச்சீட்டு தொடர்பான தகுதிவாய்ந்த அதிகாரிகளிடம் என்னால் ஒப்படைக்கப்பட்டதென்பதையும், இத்துடன் இணைக்கப்பட்டுள்ள பயண ஆவணம் எனக்கு விரியோகிக்கப்பட்டதன் பின், அவ்வாறான ஆவணமொன்றைப் பெற்றுக் கொள்வதற்காக என்னால் விண்ணப்பப்படிவமொன்று சமர்ப்பிக்கப்படவில்லை என்பதையும் பிரகடனம் செய்கின்றேன்.

இவ் விண்ணப்பப்படிவத்துடன் இணைக்கப்பட்டுள்ள ஆவணங்கள் உண்மையானதும், சரியானதெனவும், உண்மையான விபரங்களை மறைக்கும் நோக்குடன் போலியான ஆவணங்கள் போலியாக மாற்றங்களுக்கு உட்படுத்தப்படவில்லை என்பதையும் உறுதியுரைக்கின்றேன்.

மேலே ஒட்டப்பட்ட புகைப்படம் உருமாற்றப்பட்டு அல்லது மறைக்கப்பட்டு இல்லாது, எனது இயற்கைத் தோற்றத்தை வெளிக்காட்டும் புகைப்படம் என்பதையும், இப் புகைப்படங்கள் 03 மாத காலப்பகுதிக்குள் பெற்றுக் கொள்ளப்பட்டவை என்பதையும் உறுதியுரைக்கின்றேன்.

..... இல் அமைந்துள்ள இலங்கை வெளிநாட்டுத் தூதரகத்தினூடாக கடவுச்சீட்டிற்காக விண்ணப்பிக்கும் இல் வசிக்கும் திரு / திருமதி / செல்வி / எம் / லக்ஷ்மி, ஆகிய நான் இலங்கையிலிருந்து வெளியேறிக் செல்வதற்கு முன் குடிவரவு, குடியகல்வு திணைக்களத்திற்கு எனது கைவிரல் அடையாளத்தைப் பெற்றுக் கொடுப்பேன் என்பதை இத்தால் உறுதியுரைக்கின்றேன். அவ்வாறு செய்வதற்கு தவறும் பட்சத்தில் இலங்கையிலிருந்து வெளியேறுவது தடைப்படும் வீதத்தில் எனது கடவுச்சீட்டு செயலிழக்கச் செய்யப்படும் என்பதை நான் நன்கு அறிவேன்.

Client Undertaking

(Please cut off the inapplicable words)

I declare that I am a citizen of Sri Lanka / I hold Dual Citizenship of Sri Lanka / I am a citizen of (Write the name of the country)

I certify that I have not previously held or applied for any Passport, Emergency Certificate or an Identity Certificate

I certify that all previous passports, Emergency Certificate or an Identity Certificates held by my name have been surrendered to the Sri Lankan Passport Authorities for cancellation, other than the passport/ Emergency Certificate/ Identity Certificate No:, which is now submitted and I have made no other application since the one attached was issued to me.

I certify that the information furnished in this application and documents attached to this application are true and correct and no alterations, modifications or falsifications were carried out to hide or defect true facts.

I certify that affixed photographs are depicting the natural status of myself without disguise or concealment and were taken with in the last three months.

I Mr./Mrs./Miss/Rev., residing at applying for a passport through Sri Lanka Mission in, hereby undertake to provide my fingerprints to the Department prior to my departure from Sri Lanka. I understand the failure to do so will cause my passport to become inactive, preventing my departure from Sri Lanka.

.....
 இடம் හා திகதி / Date and place
 திகதியும், இடமும்:

.....
 அடையாளப்படிவத்தின் கையொப்பம் / Signature of the Applicant
 விண்ணப்பதாரியின் கையொப்பம்

21.

අයදුම්කරු පිළිබඳ සහතිකය

(මේ උදහස ඔබේදීම අද නොසලසා ගන්න)

මාගේ සෞඛ්‍යමය තත්වය හා විච්චාසයට අනුව අදාළමිකරු පිහිටි ලබා දී ඇති කොටසේ සහ එවන් අදාළමිකරු පිහිටි ඉහත කර ඇති ප්‍රකාශන තිවරදී එවන් සහතික කරමි. අදාළමිකරු සිට අත්පත මා ඉදිරිපිට දී දින දී තැබූ බව ද සහතික කරමි.

விண்ணப்பதாரி தொடர்பான சான்றுகளை

(இதற்காக கட்டணம் அறவிடுதல் கூடாது)

எனது தனிப்பட்ட அறிவுக்கும், நம்பிக்கைக்கும் எட்டிய வரை, விண்ணப்பதாரியினால் தரப்பட்டுள்ள விபரங்கள் உண்மையானவை எனவும், விண்ணப்பதாரியினால் வழங்கப்பட்டுள்ள பிரகடனம் சரியானதெனவும் அத்தாட்சிப்படுத்துகின்றேன். விண்ணப்பதாரி ஆம் திகதி இல் வைத்து என் முன்னிலையில் அவரது கையொப்பத்தை இட்டார் என்பதையும் அத்தாட்சிப்படுத்துகின்றேன்.

Certificate Regarding the Applicant

(No fee is chargeable for this Certificate)

To the best of my personal knowledge and belief, the information given by the applicant is true and the declaration made above by the applicant is accurate. The applicant placed his/her signature in front of me on(Date) at(Place).

பெண் டா சீலங்க இடம் / Overseas Mission Seal/ வெளிநாட்டுத் தூதரக உத்தியோகப்பூவ இறப்பு முத்திரை

.....
 பெண் டா சீலங்க இடம்/ வெளிநாட்டுத் தூதரக அதிகாரியின் கையொப்பம்
 Signature of OM Authorized Officer/
 தூதரக அதிகாரியின் கையொப்பம்

.....
 தேதி/ Date/ திகதி

<p>(காணொலிப் புகைப்படம் மட்டும்) (அலுவலக உபயோகத்திற்கு மட்டும்) (For Office use only)</p> <p>பெண் டா சீலங்க இடம் வெளிநாட்டு இலங்கை தூதரகத்தின் விருந்தினர் Recommendation of the Overseas Sri Lankan Mission</p>
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காணொலிப் புகைப்படம் / அலுவலக உபயோகத்திற்கு மட்டும் / For Office use only	
<p>Special Reference to Controller / DC</p> <p>1. BC ALT/ DE</p> <p>2. NIC DF/ Double (Different/ Same)</p> <p>3. Appearance (Different/ Under Age/ Above Age)</p> <p>4. Black Listed: ID/ PPT/ BC or other reason</p> <p style="text-align: right;">Ac's Signature</p>	<p>PPT No :</p> <p>PPT Lost : Yes/ No</p> <p>BC No :</p> <p>District :</p> <p>NIC/ DL/ Postal ID</p> <p>MC No :</p> <p>District :</p> <p>Parents PPT copy/ NIC/ Consent Letter</p> <p>Ac's Order :</p>

DECLARATION OF CITIZENSHIP OF THE APPLICANT/PARENT

I,(*Applicant's name*)
of (*Applicant's address*)
bearing Sri Lankan passport No. issued at(*Place issued*)
on (*Date issued*), hereby solemnly and truthfully declare and
affirm, that I am a *citizen of Sri Lanka and is not a citizen of any other country /
*dual citizens of Sri Lanka and (*second country of citizenship*) as
of *today / * (*the last date applicant held the Sri Lankan citizenship*).

.....
Signature of the applicant
(*for children under 18-years of age a parent/legal guardian should sign*)

.....
Date

*- Delete irrelevant words

Explanatory note: Please note that the above declaration is required on account of the fact that if the applicant/Parents of the applicant had acquired citizenship of any other country, he/she automatically loses Sri Lankan citizenship.

Attestation by the Embassy/ Honorary Consulate of Sri Lanka:

Sworn/affirmed and signed this day of 20.....before me.

.....
Signature of the Attester and Official seal

Date:

Controller General,
Department of Immigration & Emigration,
Sri Lanka.

Ref No:

Dear Sir/Madam,

Verification of Signature

I.....
hereby confirm that the signature placed on the birth/citizenship/passport
application submitted through the Embassy of Sri Lanka, Stockholm is the
signature used by me at present.

Your's sincerely,

Signature:

Name:

Specifications of the Sri Lankan Passport Photographs



1. The image should be 3.5cm x 4.5cm in size.
2. The photo must have plain light background (white/light blue or light grey background) and must contrast with face and dress.
3. The eyes must be open and no hair obscuring the face, forehead and ears.
4. The image should be straight-looking, centred with neutral expression.
5. Face should be in sharp focus and clear with no ink marks/creases/lines.
6. Head coverings, head-dress or facial ornaments should not obscure the face.
7. The image must have adequate brightness and contrast.
8. The skin tone should be natural. In case of over-exposure or under-exposure of the photo, the skin is either too dark or too light, photo will not be accepted.
9. It should show a close up of the head and (partial) shoulders.
10. The face (from forehead edge to bottom of chin) should be 70 to 80% of the photo or of 2.5cm height.
11. Spectacles are not accepted.
12. There must be no other people or object in the photo.
13. The lighting must be uniform with no shadows on the face or behind.
14. Red eye photos are not allowed.
15. No lines are allowed.
16. The photo should be ideally printed in professional photo printing papers with continuous tone and good resolution. Polaroid photos or photos printed with ordinary printers are not suitable.
17. Passport applications with photos that do not match these specifications are liable to be rejected by the Department of Immigration and Emigration of Sri Lanka and could result in delay in the process.
18. Hence passport applicants are advised not to submit photos with any of the defects listed above.