

දුරකථන/தொலைபேசி/Telephone

පාලක
கட்டுப்பாட்டாளர்
Controller } 5329400

කාර්යාලය
அலுவலகம்
Office } 5329000

ෆැක්ස්
பக்ஸ்
Fax } 2674621



FAKED

විදුලි පණිවුඩ "ආගමන"
தந்தி பாஸ்போர்ட்
Telegrams "Passports"

තැ.පෙ.
த.பெ. இல
P.O. Box } 586

මගේ අංකය
எனது இல.
My No. } DI & E(OM/3)

ඔබේ අංකය
உமது இல.
Your No. }

දිනය
திகதி } 16.10.2009

අභ්‍යන්තර පරිපාලන අමාත්‍යාංශය
உள்நாட்டு நிர்வாக அமைச்சு
Ministry of Internal Administration

ආගමන හා විගමන දෙපාර්තමේන්තුව
குடிவரவு குடியகல்வுத் திணைக்களம்
DEPARTMENT OF IMMIGRATION & EMIGRATION

41, ආනන්ද රාජකරුණා මාවත, කොළඹ 10, ශ්‍රී ලංකාව
41, ஆனந்த ராஜகருணா மாவத்தை, கொழும்பு, இலங்கை
41, Ananda Rajakaruna Mawatha, Colombo 10, Sri Lanka
e-mail: Controller@ gov.lk

Immigration Circular :OM/02/2009

To: ALL HEADS OF SRI LANKAN MISSIONS

Revised Charges for Issue of Sri Lankan Travel Documents and Recovery of Administrative Charges

It has been brought to my notice that recovery charges of some of the Missions tend to change regularly due to frequent currency fluctuations. Therefore, all charges have been revised and specified only in United States Dollars. You may convert the relevant Local currency amount in the US \$ equivalent to the nearest round figure.

Revised Charges for Issue of Sri Lankan Travel Documents

Description of Service	Revised fee US\$
01. Passport for All Countries	50
02. Passport for Specified Countries (Middle East)	25
03. Non Machine Readable Passport (NMRP=ICOM)	25
04. Replacement of a lost passport-(Additional levy)	100
05. Conversion of Specified Countries (Middle East) Passport to All Countries	50
06. Endorsements/Amendments - Per Amendment	10
07. Extension of validity – (one year 3\$)	15

The above fees should be recovered with immediate effect in addition to the administrative charges mentioned below.

2/4



Recovery of Administrative Charges

Description of Service	Specified Countries*	All Countries
	US\$	US\$
01. Validity of travel document expired – non machine readable Passport (NMRP) issued to return to Sri Lanka only	25	25
02. The applicant surrenders the previous travel document	25	100
03. Issue of a travel document in lieu of a lost Passport. When certificate of birth with a declaration on form 'D' is submitted or any other acceptable document to establish the nationality and identity	50	200
04. No documents are produced but the head of the Mission is satisfied beyond doubt concerning the applicant's nationality and identity	75	300
05. When a State Officer reports the loss of a travel document abroad and if the head of the Mission is satisfied about the nationality and identity and genuineness of the request	Normal Charges only	

*India, Nepal, Bangladesh, Pakistan, Republic of Maldives, Iran, Iraq, Lebanon, Syria, Jordan, Saudi Arabia, United Arab Emirates, Sultanate of Oman, Kuwait, Qatar, Bahrain, Yemen.

Please acknowledge the receipt of this letter at your earliest convenience.

P.B. Abeykoon
Controller General

ANNEXTURE 1



Follow the Examples issue of travel document NMRP and recovery of administrative charges.

A) Travel document valid for specified countries

I. If applicant produces the previous travel document

Passport fee	US\$ 25
Administrative Charges	US\$ 25
 Total	 <u>US\$ 50</u>

II. If previous Travel Document lost

Passport fee	US\$ 25
Administrative Charges	US\$ 50
Additional levy (lost fee)	US\$ 100
Total	<u>US\$ 175</u>

B) Travel document valid for All countries

I. If applicant produces the previous travel document

Passport fee	US\$ 50
Administrative Charges	US\$ 100
Total	<u>US\$ 150</u>

II. If Previous Travel Document lost

Passport fee	US\$ 50
Administrative Charges	US\$ 200
Additional levy (lost fee)	US\$ 100
Total	<u>US\$ 350</u>

C) Issue of Non Machine Readable Passports (NMRP)

- I. If the mission has accepted an application in lieu of a passport which is expired or lost and the applicant requires a temporary travel document a NMR may be issued as a stop gap travel document on recovery of normal fee only (without administrative charges) until the receipt of the passport. Administrative charges should be recovered only for the passport.

<u>Stop gap amount</u>	
NMRP passport fee	US\$ 25

II. If applicant produces the previous passport (Valid/expired)

NMR passport fee	US\$ 25
Administrative Charges	US\$ 25
Total	<u>US\$ 50</u>

III. If previous travel document lost

NMR passport fee	US\$ 25
Administrative Charges	US\$ 25
Lost charges	US\$ 100
Total	<u>US\$ 150</u>

An endorsement be made in the observation page of the NMRP regarding loss of previous passport