



Department of Immigration and Emigration
Online Submission of Travel Document Applications – Local Applicants



Instructions to Apply Online for a Passport

(Please read the instructions carefully)

1. How to apply?

- 1.1. You can apply for either urgent service or normal service.
- 1.2. If you select the urgent service, your travel document will be issued after three days of capturing your fingerprints.
- 1.3. If you select the normal service, your travel document will be issued after thirty days of capturing your fingerprints.

2. Eligibility

- 2.1 The eligibility criteria in order to avail this service are as follows:
 - 2.1.1 Your age shall be 16 years or above as at the date of submitting your application.
 - 2.1.2 If you have a valid Passport, it shall keep it with you.
 - 2.1.3 Your NIC /Passport/ Name in Full shall not be blacklisted.
 - 2.1.4 You shall not have a travel ban imposed by the Court of Law.
 - 2.1.5 You shall not have a travel ban imposed by the Tri-forces or any other government enforcement authority.
 - 2.1.6 This online methodology of applying for passports cannot be used for applying for Official and Diplomatic Passports.
 - 2.1.7 Your NIC number should not be completely changed upon renewal / reissuance of NIC.
- 2.2 If you do not comply with the criteria in 2.1 above, you will not be permitted to apply online. Such an instance, please visit the Head office or a Regional office of the Department to apply for your Passport.

3. Documents Required

- 3.1 The documents to be scanned and uploaded for obtaining a passport are as follows.
 - 3.1.1. National Identity Card (NIC)
 - 3.1.2. Certificate of Birth
 - 3.1.3 Certificate issued under Section 5(2) of the Citizenship Act. No. 18 of 1948 (if applicable)
 - 3.1.4 Certificate issued under Section 11 of the Citizenship Act. No. 18 of 1948 (if applicable)
 - 3.1.5 Certificate of Dual Citizenship (if applicable)
 - 3.1.6 The letter from the employer (if applicable)
 - 3.1.7 Certificate of Marriage (if applicable)

4. General Instructions

4.1 Please log on to the following URL to apply online.

<https://www.immigration.gov.lk/>

4.2 Use of only the mobile telephone number you possess for the online application may prevent facing any unnecessary difficulties at the relevant office.

4.3 The application shall be completed in English.

4.4 The applicants who have applied under “Urgent service” will be facilitated to receive passports by courier service and under the “Normal service” to receive passports by registered post.

4.5 The courier charges/postal charges will be borne by the Department.

4.6 If you have already obtained a photograph, please enter the acknowledgement number of the photograph.

4.7 All documents required to be uploaded shall be in JPEG format and size of the file shall have to be less than 5 MB.

5. Instructions for Service Facilitating Centers

5.1 You are requested to select one of the following Service Facilitating Centers.

5.1.1 Head office of the Department

5.1.2 Regional offices of the Department

5.1.3 Sub offices of the Department for Registration of Persons established at nominated Divisional Secretariats (DS –DRP units). (Please refer No. 8 below for the nominated DS-DRP list.)

5.2 You will be facilitated the following services at the Service Facilitating Centers selected.

5.2.1 Capturing the finger print of the applicant (Mandatory requirement)

5.2.2 Capturing the signature of the applicant (Mandatory requirement)

5.2.3 Capturing the Biometric enabled photograph of the applicant (Optional)

5.3 Your device will receive a “notification of assigning the time for online passport” at the event of submitting the application and the mobile phone number registered will receive the reference No. of the application through an SMS.

5.4 When the payment is made successfully, it will be confirmed through an SMS.

5.5 Immediately after the acknowledgment of your application by the Department, you will receive an SMS. You are requested NOT to visit the relevant Centre to provide fingerprints until you receive the SMS.

5.6 You shall be ready to furnish the originals of following documents to the Head office of the

Department of Immigration and Emigration or sub office of the Department for Registration of Persons at Divisional Secretariat.

5.6.1. Message of assigning time and a date for providing finger prints (Mandatory)

5.6.2. Certificate of Birth (Mandatory)

5.6.3 National Identity Card (Mandatory)

5.6.4 The existing Passport (If any)

5.6.5 Certificate of Marriage (If applicable)

Additionally, bringing the mobile telephone which operates the mobile number registered in with your application will facilitate your tasks.

6. Conditions to Apply

6.1 You shall be a citizen of Sri Lanka and residing in the country at the time of applying for a Sri Lankan passport.

6.2 You shall possess a valid mobile number to register for the passport application process and a valid email address is also required to apply for a passport.

6.3 If you are applying for a passport for the first time you shall produce the originals of the following documents

6.3.1 Certificate of Birth

6.3.2 National Identity Card

6.3.3 Certificate of Marriage (If applicable)

6.4 If you already possess a valid Sri Lankan passport, you should bring your passport, originals of Certificate of Birth, National Identity Card and the Certificate of Marriage (if applicable) when you are reporting to the Head office / Regional office or units of the Department for Registration of Persons at Divisional Secretariat (DS-DRP units) for finger print capturing.

6.5 In case, if you have lost your valid passport, it is a mandatory requirement to report to the Head office / Regional office of the Department of Immigration and Emigration to prepare your new passport.

6.6 Applicants over 60 years of age have to visit the Divisional Secretariat selected to place their signatures.

6.7 If you are in between the age of 16 to 60, you are required to visit the Head office, Regional office or DS-DRP unit selected in order to capture your photograph and provide your signature and finger prints.

7. Payments

7.1 Fee for the Urgent service is 15,000 LKR and Normal service is 10,000 LKR.

7.2 If you intend to get captured the passport photograph at DS-DRP units, the applicable fee for the same is 350 LKR.

7.3 If you want to make online payments, you should possess a valid Credit/ Debit card. Or else you may choose the option 'Pay at bank'.

7.4 If you select the option ‘Pay at Bank’, first you shall download the receipt received after the relevant selection and get a printout. Payment may be made through the nearest branch of Bank of Ceylon (BOC) producing the printed receipt.

8. The list of nominated Divisional Secretariats where sub offices of the Department for Registration of Persons have been established. (DS-DRP)

District	Divisional Secretariats
Ampara	Samanthurai, Pothuvil
Anuradhapura	Nuwaragam Palatha Central, Kekirawa, Horowpathana
Badulla	Mahiyangana, Haputale
Batticaloa	Koraleipattu (Valachchenai), Kattankudy
Colombo	Seethawaka, Homagama
Galle	Karandeniya, Akmeemana, Neluwa
Gampaha	Negombo, Mirigama, Gampaha
Hambantota	Tangalle, Tissamaharama
Jaffna	Chavakachcheri, Point Pedro
Kalutara	Ingiriya, Mathugama, Panadura
Kandy	Gampola, Kundasale, Pujapitiya
Kegalle	Galigamuwa, Ruwanwella
Kilinochchi	Karachchi
Kurunegala	Regional Office of DRP in North Western Province, Kuliyaipitiya East, Nikaweratiya
Mannar	Manthai West
Matale	Nawula
Matara	Athuraliya, Devinuwara
Monaragala	Buttala
Mullaitivu	Mullaitivu
Nuwara Eliya	Ambagamuwa, Walapane
Polonnaruwa	Elahera, Dimbulagala, Hingurakgoda
Puttalam	Puttalam, Chilaw
Ratnapura	Balangoda, Kuruwita, Embilipitiya
Trincomalee	Kinniya
Vavuniya	Vengalacheddikulam