



## Ministry of Public Security

### Department of Immigration and Emigration

#### Methodology of submitting Passport applications online



The Department of Immigration and Emigration expects to introduce a methodology to submit applications online with effect from 15.06.2023 enabling the Public to obtain passports more easily.

Applicants who submit applications through this methodology will have the opportunity to provide fingerprints at the centres established at the offices of the Department for Registration of Persons attached to 51 Divisional Secretariats throughout the island to obtain fingerprints. As the persons over 60 years of age do not require to provide fingerprints in applying applications online, it is sufficient to submit only the relevant documents along with the application form.

Subsequent to obtaining the fingerprints, the passports will be sent to the applicants after 03 days under the "Urgent service" as well as within 14 days under "Normal Service" by a courier service of the Department of Posts.

The passports will be forwarded to the applicants by post within 14 days under normal service.

#### Methodology of submitting a passport application online

- The relevant selections shall be made on the link "[Acceptance of Passport Applications Online](#)" on the website [www.immigration.gov.lk](http://www.immigration.gov.lk) of the Department.
- After entering your mobile number, enter the One Time Password (OTP) it receives.
- Relevant information shall be included therein as per the instructions given.
- The originals of the documents to be submitted in obtaining a passport mentioned on the website shall be scanned and attached to the link as per the instructions.
- You have the ability of providing your fingerprints at the center established for obtaining fingerprints and at the relevant time you select and it will be confirmed to you by an SMS.
- Accordingly, fingerprints may be provided at the centre established for obtaining fingerprints at the Identity Card Division of the relevant Divisional Secretariat on the date you have been informed. Your National Identity Card shall be produced there to prove your identity.
- If you have not taken the photograph, opportunity has also been provided for the purpose at the Divisional Secretariat where finger prints are obtained.
- After providing the fingerprints, passport will be forwarded to the address of the applicant who has applied under "Urgent service" within 03 days through the Courier service of the Department of Posts.
- If you have a valid passport, you shall produce the passport to the officers who obtain fingerprints.
- If you have any difficulty personally in submitting the application, you may obtain the assistance from a photo studio registered at this Department.

#### Mode of payment of fees

- Urgent Service - Rs. 15,000
- Normal Service - Rs. 5,000
- Payments may be made online through bank cards or at any Branch of the Bank of Ceylon.
- If the Bank is selected as the mode of payment, the receipt shown at the event of such selection shall be printed and submitted to the Bank where payment is made.

### **Occasions when not possible to apply online**

- In case of loss of valid passport
- In applying passports for children under 16 years of age
- In applying passport for the first time after 22 years by a child born in another country
- In applying for Official and Diplomatic passports

### **Other documents to be uploaded in applying passports**

Soft copies of the all scanned original documents shall be uploaded.

1. Certificate of Birth
2. National Identity Card
3. Receipt of the photograph (If the photograph has been taken before visiting the Divisional Secretariat)
4. Copy of bio data page of the valid passport, if any
5. Certificate of Marriage if name is changed after marriage
6. If the employment is to be inserted, the relevant certificate of service and the educational certificates. Relevant service certificate and the educational certificates if the employment is to be included
7. Certificate of registration under Section 5(2) or Section 11 of the Citizenship Act in case of a child born abroad
8. A copy of the dual citizenship certificate and the bio data page of the passport of the other country of citizenship, in case of a person with dual citizenship

For Clergies:

The Scanned copy of the document issued by the government Institution concerned in proof of the priesthood/monkhood for all the clergies.