



# EMBASSY OF SRI LANKA

ABU DHABI - UNITED ARAB EMIRATES



## APPLYING FOR A NEW SRI LANKAN PASSPORT

An application for a new passport should be made in advance (at least 6 months before) of the expiry of the current passport. Application forms for new passports can be obtained from the Consular Section of the Embassy for free of charge.

Regular passports are issued only by the Controller/Immigration & Emigration, Colombo and generally it takes approximately three (03) months to issue a passport after submitting an application.

Current passport should be submitted to the Embassy when collecting the new passport and it will be returned to the applicant, after cancellation, together with the new passport. Once the new passport is received from Colombo, the applicant will be notified.

### Application Procedure

Before filling the application, the applicants are kindly requested to follow the instructions given on the reverse side of the application.

All the cages from 1-20 should be completed and the applicant's signature should be placed within the two cages on the reverse side of the application, without touching borders.

Duly filled passport application (IM 35 B Form) in block letters should be submitted to the Consular Section of the Embassy with the following documents.

- a. Current passport with a copy of the photo pages and alteration and observation pages
- b. Three colour photographs (taken within three months) passport size 3.5 cm x 4.5 cm. please see the specification
- c. Original Marriage Certificate with two photocopies, if the applicant has changed the name after marriage. If the marriage has been registered outside Sri Lanka, such Marriage Certificate should be countersigned by the relevant authority
- d. If the profession needs to be included in the passport, original professional certificate (letter of appointment/certificates of educational qualifications) with two photocopies and a letter from the employer should be submitted.
- e. All original certificates will be returned to the applicant after perusal.
- f. Fees: Middle East Country Passport: AED 185.00, All Country Passport: AED 555.00

### NEW PASSPORT IN PLACE OF A LOST PASSPORT

Apart from the above general requirements, to apply for a new passport in place of a lost passport, a letter from the UAE Immigration Department together with the original police report for the loss of the current passport with its English translation is required.

A copy of the previous lost passport is essential, and applications for a new passport without a copy of the lost passport will not be entertained.

Fees: Middle East Country Passport: AED 645.00, All Country Passport: AED 1290.00

## **PASSPORTS FOR MINORS**

Minors are permitted to apply for a new passport with submission of the following documents:

- a. Duly perfected passport application (IM 35 B Form)
- b. A 'No Objection' letter signed by parents giving consent to the issuance of a separate passport to the child. If the parents are divorced/separated, the original court decision countersigned by the relevant authorities should be attached.
- c. The current passports of the parents (if Sri Lankans) with photocopies of 8 & 9 pages.
- d. If the guardian applies for a passport for a child, the guardian should produce the legal documents countersigned by the relevant authorities to prove the guardianship.
- e. Original Sri Lankan birth certificate with a photocopy, and if the child was born outside Sri Lanka the original Citizenship Certificate with a photocopy.
- f. In case where the minor already has a previous passport and wants to apply for a new passport a letter should be submitted by the applicant for any change in signature if the signature has changed.
- g. Parents' Marriage Certificate with a copy

## **RENEWAL OF PASSPORTS**

Passports can be renewed to a maximum period of 05 years from the date of its expiry or from the date of renewal. Total validity period of a passport will not exceed 10 years from the date of its issue. The current passport with a payment of AED 15.00 per year is required for renewal of the passport.

## **ALTERATION OF NAME AFTER MARRIAGE**

Duly filled application IM 37 (O Form) should be submitted along with the following documents:

- a. Original marriage certificate with two photocopies. If the marriage has been registered outside Sri Lanka, the Marriage Certificate should be countersigned by the relevant authorities.
- b. Passports of both husband and wife with photocopies of their photo and visa pages.
- c. Amount of AED 40.00 is levied.

## **ANY OTHER ENDORSEMENTS IN THE PASSPORT**

Applicants are kindly requested to call over at the Embassy personally with a request for required endorsement to be made in the passports. A fee of AED 40.00 is levied for each endorsement.