



- Public Opening Hours – Mon - Fri from 9.30am to 1pm.
- Telephone Inquires - Mon - Fri from 2.30pm to 5.00pm.
- No prior appointments - First come first served basis.
- Applications by post for replacement of lost passports will not be accepted.

**Applicants must attend an interview in person with the application and the originals of the required documents.**

- All original documents must be submitted along with photocopies.
- Fees - ONLY CASH at the Consular Counters.
- [Click here to view the High Commission Holidays](#)



## **ISSUANCE OF A NEW PASSPORT (IF THE CURRENT PASSPORT REPORTED LOST OR DAMAGED)**

If the passport is lost or stolen, please make a complaint to the local police station and it is

required to obtain a police report.

## DOCUMENTS REQUIRED

Following documents ~~are~~ required to be submitted ~~(Originals with~~ Originals with 02 sets of photocopies from

1. **Original Birth Certificate** (Translations are not accepted)
2. **Certificate under the Citizenship Act** 5(2) or 17) required, if the applicant is a dual citizen
3. **Current visa** to stay in the UK/Ireland or UK/Ireland Passports if applicable
- 4.

**Non Acquisition of British Citizenship** from the UK Border Agency (NO2 form) No objection letter Indefinite visa/Permanent residence

5. Appropriate Academic/professional certificates are required for high skilled professions
6. Marriage Certificate if the applicant is married and wishes to have husband's name on the passport
7. Copies of the last passport (If available)
8. Copies of Sri Lankan National Identity Card , Sri Lankan Driving Licence (If available)
9. Dual Citizenship Certificate (If the applicant is a Dual Citizen)
10. Following additional documents are required to include a child under the age of 16 years

- Duly filled and attested Form 102 (02 Nos.) annexed
- No objection letter from the parents
- Current Passports and visa of the parents (Copies of data page, alteration/observation pages and photocopies)
- Parents Marriage Certificate

11. If the applicant of the passport is a child under 16 years, following documents are required

- No objection letter from both parents
- Copies of parents current passports (Data page, observation/alteration pages and child inclusion page)
- Parent's Marriage Certificate ( If they were married)
- Other appropriate documents (such as decision of the court if parents have divorced, in case separated)

12. Police Report (If the lost passport is valid one)

## GENERAL INFORMATION FOR PASSPORT APPLICATION

**The Prescribed Fee:**

1. If a copy of the data page of the passport submitted - £235/-
2. If a copy of the data page of the passport is not submitted - £300/-

**Payment Details:**

Method of Payment – Cash, Postal Order or Banker’s Draft only  
(Postal Order/Banker’s Draft should be drawn in favour of Sri Lanka High Commission)

**Please note that personal cheques will not be accepted.**

**Instructions for Complete Applications**

1. Application should be filled preferably in BLOCK letters.
2. All certification/attestation should be done only by a Solicitor registered in the country.
3. Coloured identical four (04) photographs (Size – 3.5cm x 4.5cm) in white background.
4. The signatures are confined to the cages provided immediately below the photographs.

**Notes:**

- Submission of forged certificates or any other documents and making false declaration relating to the application.
- Fees will not be refunded at any circumstances.
- Incomplete applications will be returned and consular fees will not be refunded

# Issue Of Passports In Lieu Of Passports/ Travel Documents Reported Lost / Damaged

Last Updated Sunday, 19 February 2017 18:38

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