



- 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~~ 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
3. **Current visa** to stay in the UK/Ireland or UK/Ireland Passports if
- 4.

**Non Acquisition of British Citizenship** from the UK Border Agency (NO2 form) ~~letter~~ Indefinite visa/Perma

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

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

11. If the applicant of the passport is a child under 16 years, following document

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

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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