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12 December 2005

LKA100914.E

Sri Lanka: Passport issuance procedures at the High Commission in Ottawa (2005)
Research Directorate, Immigration and Refugee Board of Canada, Ottawa

In a meeting with the Research Directorate, the first secretary with the high commission of Sri Lanka in Ottawa confirmed that the information on passport issuance procedures contained on the high commission's Website is valid (5 Dec. 2005).

The Website contains the following information on the procedure to follow when applying for a new passport or for the extension of a current passport at the high commission (11 Apr. 2003): To obtain a new passport, applicants must fill out forms K, D-3 and IM-35B, all of which can be downloaded from the Website or picked up at the high commission. The forms must be submitted to the high commission along with the applicant's current passport, birth certificate, three colour photographs meeting the high commission's specifications, a confirmation of the applicant's profession, a copy of a Sri Lankan citizenship certificate (if the applicant was born outside of Sri Lanka), a copy of a marriage certificate (if the applicant's name has been changed as a result of marriage) and a Canadian permanent resident card and letter from Citizenship and Immigration Canada stating that the applicant is not a Canadian citizen (if the applicant has been a landed immigrant in Canada for more than four years). The fee for obtaining a new passport is CAN\$196, plus CAN\$8 for registered mail service. If the application is for the replacement of a lost passport, the applicant must submit a police report (in English) and a Sri Lankan national identity card, in addition to the documents noted above for the application of a new passport. The cost of obtaining a replacement passport is CAN\$539, plus CAN\$8 for registered mail service.

The procedure for issuing a new passport involves forwarding the application to the Controller of Immigration and Emigration in Sri Lanka, and thus takes between six and eight weeks to complete.

To renew a current passport, applicants are required to fill out form O and submit it to the high commission along with the applicant's current passport, Canadian permanent resident card (if applicable), and a fee of CAN\$3 multiplied by the number of years by which the passport is being extended, plus CAN\$8 for registered mail service.

According to the first secretary at the high commission, a passport is first issued for a validity period of five years, and can be renewed for up to five more years, for a maximum validity period of ten years (5 Dec. 2005). Information on the high commission Website indicates that a passport older than ten years cannot be renewed (11 Apr. 2003).

In a telephone interview with the Research Directorate, another representative with the high commission stated that the high commission verifies the authenticity of the documents contained in a passport application before sending it to the Controller

of Immigration in Sri Lanka (7 Dec. 2005). However, the Controller will also verify the documents before issuing a passport (Sri Lanka 7 Dec. 2005).

According to the representative, completed applications for passports must be submitted to the high commission in person or by registered mail (7 Dec. 2005). However, in the case of an emergency passport, which is issued to Sri Lankan citizens whose passports have been lost or are expired but who need to travel immediately, applicants must appear at the high commission in person to complete the application (7 Dec. 2005). The emergency passport is issued within the same business day and is valid only for departure to and return from the emergency destination (Sri Lanka 7 Dec. 2005). The emergency passport is issued in booklet format but is not the same as an ordinary travel passport (ibid.).

For information on passport issuance procedures in Sri Lanka, please consult LKA100501.E of 12 December 2005.

This Response was prepared after researching publicly accessible information currently available to the Research Directorate within time constraints. This Response is not, and does not purport to be, conclusive as to the merit of any particular claim for refugee protection. Please find below the list of additional sources consulted in researching this Information Request.

References

Sri Lanka. 7 December 2005. High Commission of the Democratic Socialist Republic of Sri Lanka. Telephone interview with a representative.

_____. 5 December 2005. High Commission of the Democratic Socialist Republic of Sri Lanka. Meeting with the first secretary.

_____. 11 April 2003. High Commission of the Democratic Socialist Republic of Sri Lanka. "Issue of New Passport."
<<http://www.srilankahcottawa.org/consularservices/04112003newpp.htm>> [Accessed 5 Dec. 2005]

Additional Sources Consulted

Internet sites, including: Department of Immigration and Emigration of Sri Lanka, Embassy of Sri Lanka in Washington, DC.

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