

## **Immigration Circular No: DIE/OM/CIR/2017/01**

**Date: 20. 11. 2017**

### **Re: Collection of Biometrics from Passport Applicants Applying Through Sri Lanka Diplomatic Missions**

1. As provided in the Sri Lanka Immigrants and Emigrants Act No.20 of 1948, as amended by Act No. 07 of 2015, the Department of Immigration and Emigration (DIE) introduced mandatory collection of biometrics (fingerprints and digital face image) from passport applicants applying in Sri Lanka on 15 August 2015.
2. It has been decided to extend the above requirement to include applicants applying for passports through Sri Lanka Overseas Missions with effect from 01 January 2018. Following this decision, each individual aged between 16 - 60 years applying for Sri Lanka passport through Sri Lankan Diplomatic Missions (SDM) overseas, on or after 01 January 2018, will mandatorily be required to provide biometric data (fingerprint and digital face image) to the Department of Immigration and Emigration upon his/her first entry to Sri Lanka. The departure from Sri Lanka will only be allowed upon completion of this requirement.
3. Additional procedures to be followed at SDM:
  - a. Passport Application Form (Form 'K'- I. M. 35) has been revised to include a Client Undertaking Section (CUS - section 20). This section has to be signed by the applicant. No application should be accepted without applicant's signature in CUS. Revised Form is attached as *Annex A* (also available online).
  - b. Every applicant should be issued a special Instruction Note at the point of handing over the passport which explains procedures to be followed. Instruction Note is attached as *Annex B*.
  - c. Recommend to update each Mission's website accordingly.
  - d. Hard copies of revised Passport Application Form (Form 'K'- I. M. 35) will be dispatched to all Sri Lankan Diplomatic Missions through relevant diplomatic channels.
4. Additional Procedures at the Port of entry to Sri Lanka:
  - a. Upon the first arrival in Sri Lanka, passenger can either report directly to the Chief Immigration Officer (CIO) at the port of entry, or should be referred to the CIO, who will issue a system generated Biometric Data Acquisition (BDA) form with a unique reference number, along with a guidance note. Each passenger is required to sign the BDA form in two copies, one of which will be given to the passenger to be produced at the Department at the time of biometrics enrolment. There are no facilities at port of departure to provide biometrics. BDA form is attached as *Annex C*
5. Additional Procedures after entering Sri Lanka:

- a. Passenger should report to the Department Head Office in Battaramulla, or any of its branch offices in person to provide biometrics. A special counter at the Overseas Mission (OM) division will be arranged for this purpose. No payment will be required.
  - b. To avoid delays, passengers are encouraged to reserve date and time through the online appointment scheduling system found in the Department website.
  - c. Upon providing biometrics, Department will issue a system generated receipt to confirm completion of biometrics acquisition process, and border control system will be updated to allow the passenger departure. The estimated time of completion of the biometric enrollment process is 45 minutes.
  - d. Biometric enrolment process will not include any changes to the passport of the passenger.
6. Further clarification on new procedures can be obtained from the Deputy/Assistant Controller (Overseas Mission Division.)  
Tel: +94 11 5329230, Mobile: +94 77 3499085 Fax: +94 11 2879213 Email: [acom@immigration.gov.lk](mailto:acom@immigration.gov.lk)

ආගමන හා විගමන දෙපාර්තමේන්තුව  
குடிவரவு, குடியகல்வுத் திணைக்களம்  
Department of Immigration and Emigration

ජෛවමිතික දත්ත ලබා ගැනීමේ ආකෘති පත්‍රය  
உயிர்மானத் தரவுகளைப் பெற்றுக் கொள்வதற்கான படிவம்  
Biometric Data Acquisition (BDA) Form

ශ්‍රී ලංකාව විදේශ දූත මණ්ඩල හරහා නිකුත් කරන ගමන් බලපත් හිමියන් සඳහා  
இலங்கை வெளிநாட்டுத் தூதரகங்கள் ஊடாக விநியோகிக்கப்படுகின்ற கடவுச்சீட்டு உரிமையாளர்களுக்கானது  
For holders of passports issued through Sri Lankan Diplomatic Missions

Reference No - [ ]

ගමන් බලපත් හිමියාගේ තොරතුරු / கடவுச்சீட்டு உரிமையாளர் தொடர்பான தகவல்கள்/Passport Holder's Information:

- 1. වාසගම  
குடிப் பெயர்  
Surname: }
- 2. වෙනත් නම  
பிற பெயர்கள்  
Other Names }
- 3. ස්ත්‍රී / පුරුෂ භාවය  
பால்/  
Sex }
- 4. උපන් දිනය  
பிறந்த திகதி:  
Date of Birth }
- 5. ගමන් බලපත් අංකය  
கடவுச்சீட்டு இல.  
Passport No }
- 6. නිකුත් කරන ලද දිනය  
விநியோகிக்கப்பட்ட திகதி:  
Date of Issue }
- 7. හැඳුනුම්පත් අංකය  
அடையாள அட்டை எண்  
NIC No }
- 8. පැමිණි දිනය/  
வருகை தந்த திகதி:  
Date of arrival }



- 2015 අංක 07 දරණ පනතින් සංශෝධිත 1948 අංක 20 දරණ ආගමික හා විගමන පනතේ 35 (අ) වගන්තිය ප්‍රකාරව, ගමන් බලපත් අයදුම්කරුවන් සඳහා ඇඟිලි සලකුණු ලබා දීම අනිවාර්ය කර ඇත.  
2015 ஆம் ஆண்டின் 07 ஆம் இலக்கச் சட்டத்தினால் திருத்தப்பட்டவாறான 1948 ஆம் ஆண்டின் 20 ஆம் இலக்க குடிவருவோர், குடியகல்வோர் சட்டத்தின் 35(அ) பிரிவின் பிரகாரம், கடவுச்சீட்டிற்காக விண்ணப்பிக்கும் விண்ணப்பதாரிகள் கைவிரல் அடையாளத்தைப் பெற்றுக் கொடுப்பது கட்டாயமாக்கப்பட்டுள்ளது.  
Pursuant to the Section 35 (a) of the Immigrants and Emigrants Act No. 20 of 1948 as Amended by Act No. 07 of 2015, the Department has made it mandatory for passport applicants to submit fingerprints.
- ඒ අනුව, ආගමන හා විගමන දෙපාර්තමේන්තුවේදී ඔබගේ ඇඟිලි සලකුණු ලබා දෙන ලෙස ඉල්ලා සිටිමි.  
இதற்கமைய குடிவரவு, குடியகல்வுத் திணைக்களத்திற்கு வருகை தந்து உங்களது கைவிரல் அடையாளத்தைப் பெற்றுக் கொடுக்குமாறு கேட்டுக் கொள்கின்றேன்.  
Accordingly, you are requested to provide your fingerprints to the Department of Immigration
- ශ්‍රී ලංකාවට පැමිණ රටින් පිටත්ව යාමට ප්‍රථම ආගමන හා විගමන දෙපාර්තමේන්තුවේ ප්‍රධාන කාර්යාලයේදී හෝ එහි ඕනෑම ප්‍රාදේශීය කාර්යාලයකදී ඇඟිලි සලකුණු ලබාදිය හැකිය.  
இலங்கைக்கு வருகை தந்ததன் பின் நாட்டிலிருந்து வெளியேறுவதற்கு முன், குடிவரவு, குடியகல்வுத் திணைக்களத்தின் பிரதான அலுவலகத்தில் அல்லது திணைக்களத்தின் எந்தவொரு பிராந்திய அலுவலகத்திலும் கைவிரல் அடையாளத்தைப் பெற்றுக் கொடுக்கலாம்.  
You can provide fingerprints at the Department of Immigration and Emigration head office or any regional office before departing from Sri Lanka.
- දෙපාර්තමේන්තු වෙබ් අඩවිය ඔප්පේ මාර්ගගත වෙන් කිරීමේ ක්‍රමවේදය හරහා ඇඟිලි සලකුණු ලබා දීමට දිනය සහ වේලාව වෙන්කර ගැනීමේ හැකියාව ඇත. - (www.immigration.gov.lk)  
திணைக்களத்தின் உத்தியோகபூர்வ இணையத்தளத்திற்குள் பிரவேசித்து, தொடரறா முறை (Online) ஊடாக ஒதுக்கிக் கொள்ளும் முறை ஊடாக கைவிரல் அடையாளத்தைப் பெற்றுக் கொடுப்பதற்காக திகதியொன்றையும், நேரத்தையும் ஒதுக்கிக் கொள்ளலாம்.  
You may reserve an appointment for fingerprint submission via the online appointment reservation system - (www.immigration.gov.lk)

(වැඩිදුර තොරතුරු සඳහා පසුපිට බලන්න/ மேலதிக விபரங்களுக்கு மறுபக்கம் பார்க்க/ For more information see overleaf)

ගමන් බලපත් හිමියාගේ අත්සන  
Passport Holder's Signature  
கடவுச்சீட்டு உரிமையாளரின் ஒப்பம்

ප්‍රධාන ආගමන නිලධාරියාගේ අත්සන  
CIO Signature  
பிரதான குடிவரவு உத்தியோகத்தரின் ஒப்பம்



**ආගමන හා විගමන දෙපාර්තමේන්තුවේ ඇමතුම් තොරතුරු**  
**குடிவரவு, குடியகல்வுத் திணைக்களத்தின் அழைப்பு விபரங்கள்**  
**Department of Immigration and Emigration contact details:**

<p><b>ප්‍රධාන කාර්යාලය:</b> විදේශ දූත මණ්ඩල අංශය 2 වන මහල "සුහුරුපාය" ශ්‍රී සුභනිපුර පාර, බත්තරමුල්ල, දු.ක. : +94 11 5329230 ෆැක්ස් : +94 11 2879213 වි.තැ: <a href="mailto:acom@immigration.gov.lk">acom@immigration.gov.lk</a></p>	<p><b>பிரதான அலுவலகம்</b> வெளிநாட்டுத் தூதரகப் பிரிவு 2 ஆம் மாடி, "சுசுறுபாயா", □ரீ சுபுத்திபுர வீதி, பத்தரமுல்லை. தொலைபேசி: +94-11-5329230 தொலைநகல் (பக்ஸ்): +94-11-2879213 மின்னஞ்சல்: <a href="mailto:acom@immigration.gov.lk">acom@immigration.gov.lk</a> பிராந்திய அலுவலகங்கள்</p>	<p><b>Head Office:</b> Overseas Missions Division 2nd Floor "Suhurupaya", Sri Subhuthipura Road, Battaramulla. Tel: +94 11 5329230 Fax: +94 11 2879213 Email: <a href="mailto:acom@immigration.gov.lk">acom@immigration.gov.lk</a></p>
<p><b>මහනුවර:</b> ආගමන හා විගමන දෙපාර්තමේන්තුව 42/3, සංඝරාජ මාවත, මහනුවර, ශ්‍රී ලංකාව දු.ක. l: +94 81 5624470/ 81-5624509 ෆැක්ස් : +94-81-2201446</p>	<p><b>கண்டி</b> குடிவரவு, குடியகல்வுத் திணைக்களம் இல. 42/3, □ரீ சங்கராஜ மாவத்தை, கண்டி, இலங்கை. தொலைபேசி: +94 81 5624470/ 081-5624509 தொலைநகல் (பக்ஸ்) : +94-81-2201446</p>	<p><b>Kandy:</b> Department of Immigration and Emigration 42/3, Sangaraja Mawatha, Kandy, Sri Lanka Tel: +94-81-5624470/ 81-5624509 Fax: +94-81-2201446</p>
<p><b>මාතර:</b> ආගමන හා විගමන දෙපාර්තමේන්තුව 9, ශ්‍රී විජය ගොඩනැගිල්ල, රාහුල පාර මාතර, ශ්‍රී ලංකාව දු.ක: +94-41-5412212 ෆැක්ස් x: +94-41-2222846</p>	<p><b>மாத்தறை</b> குடிவரவு, குடியகல்வுத் திணைக்களம் இல. 9, □ரீ விஜய கட்டிடம், ராஹுல வீதி, மாத்தறை, இலங்கை. தொலைபேசி: +94-41-5412212 தொலைநகல் (பக்ஸ்): +94-41-2222846</p>	<p><b>Matara:</b> Department of Immigration and Emigration #9, Sri Vijaya Building, Rahula Road, Matara, Sri Lanka Tel: +94-41-5412212 Fax: +94-41-2222846</p>
<p><b>වවුනියාව:</b> ආගමන හා විගමන දෙපාර්තමේන්තුව JC 23, පිටත වටරවුම් පාර, වවුනියාව, ශ්‍රී ලංකාව දු.ක l: +94-25-5676344 ෆැක්ස් x: +94-24-2226731</p>	<p><b>வவுனியா</b> குடிவரவு, குடியகல்வுத் திணைக்களம் இல. JC 23, சுற்றுவட்ட வீதி, வவுனியா, இலங்கை. தொலைபேசி: +94-25-5676344 தொலைநகல் (பக்ஸ்): +94-24-2226731</p>	<p><b>Vavuniya:</b> Department of Immigration and Emigration JC 23, Outer Circle Road, Vavuniya, Sri Lanka Tel: +94-25-5676344 Fax: +94-24-2226731</p>
<p><b>කුරුණෑගල:</b> ආගමන හා විගමන දෙපාර්තමේන්තුව, 129, දඹුල්ල පාර, කුරුණෑගල, ශ්‍රී ලංකාව දු.ක l: +94-37-5550562/ 37-5550563 ෆැක්ස්: +94-37-2225001 ෆැක්ස් : +94-37-2225001</p>	<p><b>குருணாகல்</b> குடிவரவு, குடியகல்வுத் திணைக்களம் இல. 129, தம்புள்ளை வீதி, குருணாகல், இலங்கை. தொலைபேசி: +94-37-5550562/ 37-5550563 தொலைநகல் (பக்ஸ்): +94-37-2225001</p>	<p><b>Kurunegala:</b> Department of Immigration and Emigration 129, Dambulla Road, Kurunegala, Sri Lanka Tel: +94-37-5550562/ 37-5550563 Fax: +94-37-2225001</p>