

INSTRUCTIONS FOR FILING APPLICATIONS

1. Application should be filled preferably in **BLOCK** letters.
2. Please ensure that the signatures are confined to the cages provided immediately below the photograph.
3. If the applicant doesn't submit the application in person to the Consulate General, the signature of the applicant in the client undertaking section should be verified by a Notary, Medical Practitioner, Solicitor, Chief incumbent of Sri Lankan temple, Professor of University or a person of similar status living in the USA. (Rubber stamp is needed)
4. If your passport is lost, please submit a Police report along with the application.
5. The application and original documents should be submitted along with photocopies.
6. **Photographs**
 - Should be 3.5cmx 4.5cm or 2"x2".
 - Should be taken within a 3 months
 - The appearance of the applicant should be clearly identifiable.
 - The background and the dress should not be in the same color.
 - The face must be clearly visible without any makeup and other effects.
 - The ears and forehead must be clearly visible.
 - The photo should show the applicants' eyes clearly without spectacles.

Notes:

- Incomplete applications will be returned, and consular fees will not be refunded.
- Applicants should produce their current passport and get it stamped by the Consulate General when collecting the new passport.

HOW TO SUBMIT THE APPLICATION

You can submit the application to the consular division of the Consulate General by post or by hand.

The Consular Division is open from Monday to Friday (10 am to 3 pm for application submissions). **Please make an appointment through (213) 823 4846** in advance.

The physical and mailing address is as follows,

Consulate General of Sri Lanka 3250, Wilshire Blvd, Suite 2180 Los Angeles CA 90010

Application for a New Passport/ Application for renewing an expired passport/ Application for lost passports.

Required Documents

1. Duly filled Application Form K 35 A
2. Three Photographs (Please see the above details for photographs)
3. Most recent passport
4. Original Birth Certificate (Translations are not accepted)
5. Dual Citizenship Certificate and a copy of Foreign Passport (If the applicant is a dual citizenship holder)
6. Academic/professional certificates and letter of appointment (If the profession is to be included)
7. Marriage certificate (if the applicant is married and wishes to have the spouse's surname entered in the passport)
8. A document to prove the continuation of Sri Lankan citizenship (A valid visa/ A resident card, /Certificate of not obtaining citizenship/ Asylum/Refugee rejection letter / Affidavit.)
9. Copy of Sri Lankan National ID
10. Police Report and Form D (if the passport is lost)
11. Parent's Consent letter (if the applicant is under 16 years age)
12. Parent's Passport copies (if the applicant is under 16 years age)
13. If the applicant was born outside Sri Lanka, a copy of the Sri Lankan citizenship Certificate should be submitted along with the application.
14. Such applicant is over 21 years old, he or she should submit a declaration renouncing the citizenship of the country of birth in addition to the citizenship certificate

Application for Non-Machine-Readable Passport (Emergency Travel Document)

Required Documents

1. Duly filled Application Form K 35 A
2. Three Photographs (Please see the above details for photographs)
3. Most recent passport
4. Police Report (if the passport is lost)
5. Parent's Consent letter (if the applicant is under 16 years age)
6. Parent's Passport copies (if the applicant is under 16 years age) If the applicant was born outside Sri Lanka, a copy of the Sri Lankan citizenship Certificate should be submitted along with the application.

Fees

New Passport	\$158.00
Renewing Expired M and N series passport	\$158.00
Renewing Expired passport, not in M & N series	\$ 373.00
Passport for children for 3 years validity	\$ 129.00
For a lost passport with a copy of the lost passport	\$ 373.00
For a lost passport without a copy of the lost passport	\$ 473.00
NMRP for Expired passport	\$ 54.00
NMRP for a lost passport	\$ 169.00
Postage fee (within California)	\$ 40.00
Postage fee (other States)	\$ 45.00

We are pleased to accept the following payment methods:

1. Cashier's Check: In favor of **"Consulate General of Sri Lanka"**
2. Money Order: In favor of **"Consulate General of Sri Lanka"**
3. Cash: For your convenience, we do accept cash payments. However, please have the exact amount ready at the time of payment.

Please note that we regretfully **cannot accept** Personal Checks or Credit/ Debit card payments.