
Consular

jeudi, 20 mars 2008

Last Updated mardi, 03 décembre 2013

Consular Section opening Hours: Monday to Friday From 9.00 a.m. - 1.00 p.m. HOLIDAYS FOR SRI LANKA MISSION IN GENEVA 2013

Special Notice Passports A new Sri Lanka passport is issued by the Controller of Immigration and Emigration, Colombo. Sri Lanka Missions abroad are authorised only to issue emergency travel documents and make certain endorsements on passports. Therefore applicants are advised to apply for new passports well in advance with all supporting documents. A Sri Lanka Passport is valid for an overall period of 10 years from the date of issue. If at anytime there is no further space for visas, or a passport is more than 10 years old, a fresh passport must be obtained. Application forms for Sri Lankan passports are available at the Consulate and can be obtained by sending a stamped self addressed envelope with a photocopy of the photo page of the passport. Some of the forms can also be downloaded from this website. For matters concerning passports and birth registration, please call the Consulate on Tel No 022 788 2441 (Monday to Thursday from 2.30pm - 3.30pm in Tamil, Sinhala and English) or 022 919 1251 (Monday to Thursday from 2.30 - 5.00 pm in Sinhala and English) Application for a new passport

Required documents

1. Application form "K" view - (English/Sinhala.doc) (English/Sinhala.pdf) (English/Tamil.doc) (English/Tamil.pdf)
2. Old Passport
3. Valid original Swiss Resident Permit/Legitimation Card
4. Four(04) colour photos 4.5x3.5 cm (without white border)
5. Original Birth Certificate
6. Original National Identity Card
7. Original Marriage Certificate if the applicant is a married female
8. Form D-3 view - (Form D-3)
9. Photocopies of all the originals
10. Self addressed cover with Chf 7.00 stamp
11. Chf 165.00 fee If applying for a new passport/emergency travel document in lieu of a lost passport, the original Police Report with its English translation and duly completed form D should be submitted. The application fee in such a case is Chf 385.00. Renewal of passports

Required documents

1. Application form "O"
2. Old Passport
3. Valid original Swiss Resident Permit/Legitimation Card
4. Self addressed cover with Chf 7.00 stamp
5. Chf 20.00 renewal fee (for five years)
6. Photocopies of all the originals Change of Name after marriage

Required documents

1. Application form "O"
2. Sri Lanka Passport
3. Original Marriage Certificate

4. Valid original Swiss Resident Permit/Legitimation Card
5. Valid original Swiss Resident Permit/Legitimation Card of the husband and his Sri Lanka passport
6. Photocopies of all the originals
7. Self addressed cover with Chf 7.00 stamp
8. Chf 11.00 as the fee

Addition / deletion of children

Required documents

1. Application form "C"
2. Sri Lanka Passport and photocopies of photo page and page 2
3. Valid original Swiss Resident Permit/Legitimation Card
4. Letter of request by the applicant
5. Original National Identity Card
6. Self addressed cover with Chf 7.00 stamp
7. Chf 11.00 as the fee
8. Photocopies of all the originals

Registration of Births: The registration of birth of a child under the Births and Deaths Registration Ordinance must under normal circumstances be made within three months of the birth. However, if a child of a citizen of Sri Lanka is born abroad, there is an additional requirement under the Citizenship Act that such birth should be registered within one year at the office of the Representative of Sri Lanka in the country of birth or at the Citizenship Division of the Ministry of Defence in Colombo and such children should obtain a Citizenship Certificate from the same Division. Therefore, when an application is made for the registration of birth under the Births and Deaths Registration Ordinance, a valid application for the registration of the child under the Citizenship Act should also be made. Such applications for Citizenship Certificates are forwarded to the Citizenship Division which will process the application and send the Citizenship Certificates to the same Embassy/Consulate for onward transmission to the applicant. The Citizenship Division of the Ministry of Defence is now located at 3rd Floor, 41 Ananda Rajakaruna Mawatha, Colombo 10, Sri Lanka (Phone: 94-11-5333365). If the application for registration of birth is made after 03 months, the reason for the delay should be given in writing at the time of making the application. If the application is made after 1 year, such applications are forwarded to the Registrar General in Colombo for a decision. In such cases an additional declaration form should be completed. A child's birth may be registered in Sinhala, Tamil, or English languages and when the application is made for the registration of a birth, the preferred language should be indicated. For registration of a birth of a child of a national of Sri Lanka -born outside of Sri Lanka- the father or mother of the child should be a citizen of Sri Lanka at the time of the birth of the child. The father or mother of the child may make the application for registration of the birth which should be made in duplicate. The father must be present at the Consulate General to make the application. Mother's presence is not compulsory. At the time of making the application for the registration of birth, an application can be made to include the child in mother's or father's passport. To register the birth of a child born to Sri Lankan nationals, the following two forms must be submitted. Application for Registration of a Birth outside Sri Lanka. (Ceylon) (Citizenship 1 form). Declaration of Birth under Section 16 of the Birth and Death Registration Act (Reg B4 form) The duly completed application form should be accompanied with the following documents: 1. Original Birth certificates of the parents. 2. Sri Lanka passports of the parents. 3. Original Marriage Certificate of the parents. 4. Original Swiss Visas of the parents. 5. Original Swiss visa of child. 6. Original Birth Certificate of the child, issued by the Swiss authorities. 7. Declaration of Citizenship of father/mother, in triplicate. (click here for a specimen) 8. A letter addressed to the Consulate by father/mother confirming his/her Sri Lanka citizenship, in triplicate. (click here for a specimen) 9. Two photos of the child, completed form C and letter of consent from the father/mother of the child, as appropriate, if the child to be included in mother's/father's passport. 10. If there are other children born in Switzerland, Citizenship Certificates issued to them by the Ministry of Defence of Sri Lanka 11. If the child is to be endorsed on father's passport, a letter of no objection from the mother (If the mother is not coming to the Consulate). Please note that the father of the child is required to present himself for the registration of the birth of the child. Mother's presence is not compulsory. 12. In case of an application made after three months and before one year of the birth, Reg B6 form, in duplicate 13. In case of an application made after one year of the birth, Reg B6 form and a letter addressed to Registrar General giving the reasons for the delay, in duplicate. (click

here for a specimen) 14. Three (03) self addressed envelopes with Chf 7.00 stamps Name of the Bank: Union Bank of Switzerland (UBS) Bank Account No. 240.256121.30A Account Name: Consulate General of Sri Lanka in Geneva IBAN CH 350024024025612130A Clearing No. 240 Consulate General of Sri Lanka, 56, rue de Moillebeau, P.O. Box 436, 1211 Geneva 19. Tel : 022-7882441, 022- 9191251 Fax: 022-7349084 Email: consulate@lankamission.org