

National ID card – Pre Processing

Applying for the 1st Time

Following Documents should be submitted (Once reached 16 years of Age)

- Original of Birth Certificate.
- ICAO photograph reference slip.
Photos should be taken from authorized photo studios.
(Darshana Studio-Hatharaliyadda/Aravinda Studio-Hatharaliyadda)
- A letter issued by the School principle confirming that the applicant hasn't applied previously.

(Meet the Grama Niladhari officer of your division.Rs.100 of service charge will be charged)

Applying for the 1st Time (If age is over 16)

Following Documents should be submitted for applying for the first time when the applicant is over 16 years of age.

- Original of Birth Certificate / Nil Report
- ICAO photograph reference slip.
Photos should be taken from authorized photo studios.
(Darshana Studio-Hatharaliyadda/Aravinda Studio-Hatharaliyadda)
- Other documents needed to prove the date of birth when BC & Nil reports are unavailable.

(Meet the Grama Niladhari officer of your division.Rs.100 of service charge & Rs.250 of penalty will be charged)

Amending the Identity Card

Following Documents should be submitted when amending an ID

- Certified copy of Birth Certificate
- Previously used ID
- ICAO photograph reference slip.
Photos should be taken from authorized photo studios.
(Darshana Studio-Hatharaliyadda/Aravinda Studio-Hatharaliyadda)

(Meet the Grama Niladhari officer of your division.Rs.250 of service charge will be charged)

If the ID card is lost

Following Documents should be submitted to obtain a new ID when the previous ID is lost

- Certified copy of Birth Certificate
- ICAO photograph reference slip.
Photos should be taken at the Recognized photo studios.
(Darshana Studio-Hatharaliyadda/Aravinda Studio-Hatharaliyadda)
- Police Report (Taken within 6 months)
- Documents to prove previously used ID (photo copy of previous ID, Bank passbook or other relevant Documents)

(Meet the Grama Niladhari officer of your division.Rs.500 of service charge will be charged)