

How to submit the completed application form related to obtaining the identity card

➤ Normal service

By the Grama Niladhari of the Grama Niladhari Division where you reside

➤ One day service

By submitting other documents along with a certified application from your Grama Niladhari and signing it with the Divisional Secretariat and forwarding it to the Department of Registration of Persons

➤ National Identity Card One Day Service

- In order to obtain this service, you have to submit your application along with your DRP 1,7,8 certified by the Grama Niladhari and other documents duly signed by the Divisional Secretary and forward to the Department of Registration of Persons.
- An administrative fee of Rs.1000 / - is charged by the Department of Registration of Persons for this service.
- Mondays to Fridays (on weekdays) Applications will be accepted from 8.00 am to 12.00 noon by the Department of Registration of Persons. Identity cards will be issued until around 4.15 pm.
- It is mandatory for the applicant to come to the Department of Registration of Persons to submit applications for one day service. However, persons with special attention (such as physically and mentally handicapped / elderly persons) can hand over the identity card to the mother, father, spouse, siblings or legal guardian if it is confirmed by a letter certified by the Grama Niladhari / Divisional Secretary.

Documents to be submitted with the DRP 1,7,8 application to obtaining an Identity Card

1. Original birth certificate

If there is no birth certificate

Under 40 years: - Guessing age certificate

Over 40 years: - Blank results list

Formal affidavit and written proof to prove name and date of birth (Birth certificate of a child / Certificate of leaving school / Marriage certificate / Photocopy of a horoscope)

2. If the name of a Buddhist monk, the Samanera Certificate or Upasampada Certificate obtained from the Department of Buddhist Affairs

- Certificate of priesthood obtained by other religious priests from the relevant departments
- Certificates obtained from the relevant department confirming that if the priesthood / priesthood has been abandoned

3. In addition to the above 1,2 documents, when obtaining an identity card for the first time

- Rs. 100.00 fee
- Receipt of late payment of Rs.250 / - if over 16 years of age and DRP 02/03 format

4. In addition to the above 1,2 documents, when the identity card is unclear, damaged or submitted for amendment

- Rs.250.00 fee
- Identity card currently in use
- If the number is not clear then written proof of the number (bank book / driver, passport / photocopy of work identity card etc.)

5. in addition to the above 1,2 documents, For a misplaced identity card

- Fee of Rs.500.00
- Written proof of number with police report (bank book / driver, passport, / photocopy of work identity card, etc.)

6. Photograph Reference Slip obtained from an approved photo studio

7. Long Envelope Stamped Rs. 45.00 and Address Unwritten