

**APPLICATION FOR A PASSPORT AMENDMENT
CHECK LIST**

For each supporting document, original document + 1 set of photocopies should be submitted.

All Photocopies Should Be Submitted in A4 Size. Copies of both sides of each certificate/ card should be submitted. For passports; copies of the bio-data page and the observation page should be submitted.

Translations in lieu of Originals not accepted.

Please "√" the checklist and attach it to the application before submitting the documents at the counter/ via post

- * Denotes mandatory criterion
- ^ If applicable

S.No	Required documents	Applicant Checklist		Officer Check list
		Original	Photocopy	
1.	Application Form "O"*		Not Required	
2.	Current Passport*	(Not mandatory if you submit the documents via post)		
4.	Old Passport (if available)			
4.1	Copy of the first page of the application (Form "K") filled to obtain the current passport (if available)			
5.	Request letter signed by the applicant*			
6.	Original Birth Certificates^			
7.	Marriage certificate^			
8.	Documentary Proof for the Profession^			
9.	If endorsement is required for deletion of child's name from parent's passport	Please see 9.1- 9.3		
9.1	Application Form IM35C		Not Required	
9.2	Child's Sri Lankan Birth Certificate /Citizenship Certificate			
9.3	Letter of consent signed by both parents for deletion of the child's name from one of the parent's passport		Not Required	
10.	Visa Entitlement Verification Online (VEVO)*		Not required	
11.	Dual Citizenship Certificate^			

