

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
- 4 Photographs (Size - mm 45 X mm35)
Photos should be taken at the Recognized photo studios
(Dilka Stuido – Galagedara / Sarasawi Studio – Galagedara)
- A letter issued by the School principle confirming that the applicant hasn't applied previously.

* Meet the Grama Niladhari officer at your division

Applying for the 1st Time (If age is over 17)

Documents to be submitted for applying for the first time when the applicant is not applied for an identity card (over 17 years of age)

- Original of Birth Certificate / Nil Report
- Declaration of fines payment
- 4 Photographs (Size - mm 45 X mm35)
Photos should be taken at the Recognized photo studios
(Dilka Stuido – Galagedara / Sarasawi Studio – Galagedara)
- Other documents to prove the date of birth. (When BC & Nil reports are unavailable)

* Meet the Grama Niladhari officer at your division

Amending the Identity Card

Documents to be submitted when amending an ID

- Certified copy of Birth Certificate
- Previously used ID
- 4 Photographs (Size - mm 45 X mm35)
Photos should be taken at the Recognized photo studios
(Dilka Stuido – Galagedara / Sarasawi Studio – Galagedara)
- Service Certificate of Service ID if the profession should be stated in ID (Taken within 6 months)

* Meet the Grama Niladhari officer at your division

If the ID card is lost

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

- Certified copy of Birth Certificate
- 4 Photographs (Size - mm 45 X mm35)
Photos should be taken at the Recognized photo studios
(Dilka Stuido – Galagedara / Sarasawi Studio – Galagedara)
- Police Report (Taken within 6 months)
- Documents to prove that the ID was used previously (photo copy of previous ID, Bank passbook or other relevant Documents)

* Meet the Grama Niladhari officer at your division

To get ID in one day service

- All the documents stated in previous 3 stages and Original copy of Birth certificate
- Authorization document needed If another person is seeking to obtain the National Identity Card on behalf of the applicant, then (Mother, Father, Spouse)

* Meet the Grama Niladhari officer at your division

* 1000 Rs will be charged for one day service