









## **INSTRUCTIONS**

1. Application should be made in time for the birth to be registered within one year of its occurrence.
2. Application should whichever possible, be made by the father or mother of the child concerned. If for some reason the latter are unable to apply, the application can be made by any other person having a personal knowledge of the facts.
3. In the case of birth in a country where there is a consular officer of Sri Lanka the application should be sent in duplicate to such officer. In the case where there is no representation it should be sent directly to the Assistant Secretary Citizenship Division, 2<sup>nd</sup> Floor, Dept. of Immigration & Emigration, #41, Ananda Rajakaruna Mawatha, Colombo 10, Sri Lanka.
4. When a birth has been duly registered, a certificate of registration of birth outside Sri Lanka will be sent to the relevant consular officer or to the applicant at the address given in Column 2 of Section A.
5. A person who, for the purpose of procuring anything under this Act, makes any statement which he knows to be false a material particular, is guilty of an offence which is punishable with imprisonment of either description for a term not exceeding three months.

### **Required Documents**

1. Duly filled application
2. Copies of travel documents held by parents to prove residence abroad at the time of the childbirth.
3. A copy of the original birth certificate of the applicant (father or mother).
4. A copy of the birth certificate of the child, issued by the Government of the country of birth.
5. Declaration of parents regarding their citizenship.
6. A copy of the payment receipt.
7. A letter issued by the Sri Lankan Mission which includes following details;
  - (I) Name of child
  - (II) Date of birth
  - (III) Sex
  - (IV) Name of father
  - (V) Nationality of father
  - (VI) Maiden name of mother
  - (VII) Nationality of mother

### **OR**

A copy of the consular birth certificate issued by the Registrar General Department of Sri Lanka.

If the documents referred to above, submitted without the originals, those documents should have been duly attested by the Sri Lankan Mission accredited to the country, nearest Sri Lankan Mission or consulate of the country of domicile.

### **Registration Fee:-**

- \* Fee for registration within the first year is Rs. 1000/-
- \* Additional fee of Rs. 500 will be levied for each year delayed.