

ISSUED FREE

FORM O (IM 37)

For office use only

DEPARTMENT OF IMMIGRATION AND EMIGRATION

APPLICATION FOR AMENDING A SRI LANKAN TRAVEL DOCUMENT

For office use only			

PLEASE TURN OVERLEAF FOR INSTRUCTIONS. FORM IM 35 C SHOULD BE USED FOR INCLUSION OR DELETION OF THE NAMES OF CHILDREN.

(A) (i) Present travel document number

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(ii) Surname

(iii) Names other than surname

(iv) Permanent address in the country of domicile

(B) Mark (√) in the relevant cage/s only if you want to amend same and furnish information

(i) Change of surname/other names/ name after marriage

(ii) Profession/ Job/ Designation

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(iii) Inclusion of identity card number

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(iv) Extension of period of validity Years

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(v) Validation for another journey

(vi) Any other amendments

I certify that the above particulars are true and correct to the best of my knowledge and request that my travel document be endorsed accordingly.

Date:

.....

Signature of the applicant

FOR OFFICE USE ONLY				
Observation/Order				
Approved	Fee collected	Amount	Receipt number	Entered
Validated	Printed	Issued	Received	

Instructions

This form should be correctly filled and forwarded if the validity of a passport should be extended and the details contained therein be amended or new details be included. Form IM '35' C should be used for the inclusion or deletion of the names of children below 16 years of age in a travel document. Please note, that if the signature/photograph is to be changed a new passport should be applied for. Documents should be produced with photostat copies.

- (A) The passport number, name, permanent address should be filled in by the applicant.
- (B)
 - (i) If it is necessary to amend the surname or other names in the travel document or to change the name after marriage, please write the manner in which the amendment should be made. The certificate of birth /marriage in proof, should be forwarded.
 - (ii) Write the manner in which the profession/designation or job description should be included/amended. Document/certificate in proof should be forwarded.
 - (iii) If your identity card number is not included in the travel document, or the number has since changed, write the new identity card number and submit same.
 - (iv) Write in the cage the number of years for which the period of validity should be extended. The passport is valid for five years and can be renewed for a maximum of another 05 years. An identity certificate/emergency certificate is valid for 02 years from the date of issue and can be renewed for a maximum of another 02 years. The fee for renewal is Rs. 200.00 per year.
 - (v) If a passport has been issued with a restricted endorsement and whenever such endorsement has to be amended/deleted please submit along with relevant supporting documents.
 - (vi) Any other amendments. Please specify.

Fees: The fee for each endorsement except for the extension of the period of validity is Rs. 500.00. Fees are subject to revision. Make payments to the relevant counter and obtain a receipt. Please retain same for future references.