

REQUIRED DOCUMENTS/CHECKLIST

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PASSPORT

CHECKLIST Renewal/New Passports	CHECKLIST Renewal of Passports
Citizens under 16 years of age	Citizens over 16 years of age
<u>Originals</u> 1. Duly filled Form K35 with 03 photos (<u>K35 form</u>) 2. Old passport (if renewal) 3. Sri Lankan Birth Certificate 4. Citizenship Certificate/Payment Receipt of birth registration 5. Valid Swiss Permit/Visa of the applicant 6. Parents' Valid Sri Lankan Passports 7. Parents' valid Swiss Permits 8. Parents' Consent Letter (<u>Annex 1</u>) 9. Envelope with Bar Code Sticker Fee: CHF 165.00 • Photocopies of all the original documents and it should be in A4 size • Photocopy of data page and 'Observation/Alteration page' of passport	<u>Originals</u> 1. Duly filled Form K35 with 03 photos (<u>K35 form</u>) 2. Old Sri Lankan Passport 3. Sri Lankan Birth Certificate 4. Citizenship Certificate 5. Citizenship Affidavit – (if applicant born outside Sri Lanka and age is more than 21) Fee CHF 63.00 (<u>Annex 2</u>) 6. Sri Lankan National Identity Card (NIC) / NIC Affidavit (<u>Annex 3</u>) 7. Valid Swiss Permit/Visa of the applicant 8. Marriage Certificate (If applicable) 9. Educational Certificate (duly attested) related to the profession 10. Affidavit for applying late (more than one year) including all supporting documents to proof (Fee CHF 63.00 (<u>Annex 4</u>)) 11. Envelope with Bar Code Sticker Fee: CHF 165.00 • Photocopies of all the original documents and it should be in A4 size • Photocopy of data page and 'Observation/Alteration page' of passport

PASSPORT

CHECKLIST
Lost Passport with a copy
<u>Originals</u> 1. Duly filled Form K35 with 03 photos (<u>K35 form</u>) 2. Copy of the lost Sri Lankan Passport 3. Sri Lankan Birth Certificate 4. Citizenship Certificate (If applicable) 5. Sri Lankan National Identity Card (NIC) / NIC Affidavit (<u>Annex 3</u>) 6. Police report with English translation 7. Form D (<u>Annex 5</u>) 8. Valid Swiss Permit/Visa or B form duly signed by the relevant Cantonal authority (<u>Annex 6</u>) 9. Affidavit for applying late (more than one year) including all supporting documents to proof with English Translation (Fee CHF 63.00) (<u>Annex 4</u>) 10. Marriage Certificate (If applicable) 11. Envelope with Bar Code Sticker Fee: CHF 385.00 • Photocopies of all the original documents and it should be in A4 size

CHECKLIST
Lost Passport without a copy
<u>Originals</u> 1. Duly filled Form K35 with 03 photos (<u>K35 form</u>) 2. Sri Lankan Birth Certificate 3. Citizenship Certificate (If applicable) 4. Sri Lankan National Identity Card (NIC) / NIC Affidavit (<u>Annex 3</u>) 5. Police report with English Translation 6. Form D (<u>Annex 5</u>) 7. Valid Swiss Permit/Visa or B form duly signed by the relevant Cantonal authority (<u>Annex 6</u>) 8. Affidavit for applying late (more than one year) including all supporting document to proof with English Translation (Fee CHF 63.00) (<u>Annex 4</u>) 9. Marriage Certificate (If applicable) 10. Envelope with Bar Code Sticker Fee: CHF 495.00 • Photocopies of all the original documents and it should be in A4 size

Remarks:

Photographs: Passport photographs of 3.5 cm * 4.5 cm (background should be light colour) The photos must: be a close-up of the full head and upper shoulders, both ears and the forehead clearly visible and free from spectacles and head covers

Dual Citizenship holders: Please submit Dual citizenship certificate along with a valid Swiss passport

Payment: Only cash is accepted. Please bring the exact amount

AMENDMENTS OF NAME IN THE PASSPORT

CHECKLIST

Originals

1. Duly filled Application (**Form Q**)
2. Current Sri Lankan passport and photocopy of the data page and alteration page of the passport
3. Original Marriage Certificate
4. Original Sri Lankan birth certificate
5. Valid Swiss Resident Permit/Visa

Fee CHF 12.00

Photocopies of all the above documents should be in the A4 size.

Payment: Only cash is accepted. Please bring the exact amount

REGISTRATION OF BIRTH

CHECKLIST

Originals

1. Duly filled application form*
2. Swiss Birth Certificate of the child
3. Swiss Permit/Visa of the Child (If available)
4. Birth Certificates of Parents
5. Valid Sri Lankan Passport of one of the parents
6. Valid Swiss Permit of one of the parents
7. **Sri Lankan passport and valid visa of one of the parents at the time of child birth**
8. Marriage Certificate of Parents (if available)
9. Two stamped (**CHF 7.00**) self-addressed two envelope covers (size of the envelop - B4 25x35 cm)

Fee CHF 82.00

*** Application form**

- ✓ Register within 03 Months of the child birth: ([B4, CR01, CIT Forms](#))
- ✓ Register after 03 Months of the child birth: ([B6, CR01, CIT Forms](#))

Photocopies of all the above documents should be in the A4 size.

Payment: Only cash is accepted. Please bring the exact amount

REGISTRATION OF DEATH

CHECKLIST

Originals

1. A duly filled application form*
2. The death certificate issued by the Swiss Authority
3. Cause of death (duly attested) with English translation
4. Any other documents related to the death, issued by Swiss Authorities
5. Sri Lankan Birth Certificate, valid/expired Passport and valid/expired visa of the deceased
6. If the human remains have been buried/cremated in Switzerland, a report issued by the Swiss Authorities
7. If the application for registration of death was made after three months, a letter explaining the reasons for such delay
8. Passport and valid Permit/Visa of the person (Next to Kin) who submits the documents for registration of the death and the documents to proof the relationship with the deceased (Birth certificate/Marriage certificate)

Fee CHF 30.00

***Application form**

- ✓ Register within 03 Months of the death: [\(B11 & CR02\)](#)
- ✓ Register after 03 Months of the death: [\(B15 & CR02\)](#)

Photocopies of all the above documents should be in the A4 size.

Payment: Only cash is accepted. Please bring the exact amount

DUAL CITIZENSHIP

CHECKLIST

Resumption Category

Originals

1. A duly filled application form with 03 Photos (**Form 'S'**)
2. Sri Lankan Birth Certificate
3. Sri Lankan citizenship certificate (if applicable)
4. Marriage certificate (If applicable)
5. Legalized copy of a Swiss Citizenship Certificate with an English Translation
6. Legalized copy of Bio data page and the observation page of the Swiss Passport
7. Legalized recent Police clearance report (not older than 3 months) in English or an English Translation (**Legalization** must be done by Federal/Cantonal Chancellery)
8. If you are applying under the professional qualifications category, those documents must be legalized by the relevant cantonal authority.
9. Certified copies of Bio data pages and the observation pages of the previous Sri Lankan passports (if available).
10. If Dual Citizenship applicant has changed name upon receiving foreign citizenship, an affidavit to be submitted
11. Relevant qualification proof for applying for Dual Citizenship (Age over 55 years / Educational / Fixed Deposit etc)

Fee CHF 252.00 (An additional fee of **CHF 63.00** applies for each extra document attested)

Photocopies of all the above documents should be in the A4 size.

CHECKLIST

Retention Category

Originals

1. A duly filled application form with 03 Photos (**Form 'S'**)
2. Sri Lankan Birth Certificate
3. Sri Lankan citizenship certificate (if applicable)
4. Marriage certificate (If applicable)
5. Certified copy of Bio data page and the observation page of the current Sri Lankan passport.
6. Legalized copy of permanent residence visa.
7. Legalized recent Police clearance report (not older than 3 months) in English or an English Translation
8. Relevant qualification proof for applying for Dual Citizenship (Age over 55 years / Educational / Fixed Deposit etc)

Fee CHF 126 (An additional fee of **CHF 63.00** applies for each extra document attested)

Photocopies of all the above documents should be in the A4 size.

Payment: Only cash is accepted. Please bring the exact amount

ATTESTATION

CHECKLIST

Attestation of Civil Status / Unmarried Affidavit

Originals

1. Request Letter (**Annex 7**)
2. Valid Sri Lankan Passport
3. Valid Swiss Permit/Visa
4. Birth certificate / Citizenship certificate

Fee CHF 63.00

Photocopies of all the above documents should be in the A4 size.

Payment: Only cash is accepted. Please bring the exact amount

CHECKLIST

Attestation of Affidavit / Power of Attorney

Originals

1. Request letter (**Annex 7**)
2. Applicant's valid Sri Lankan passport and Swiss Permit/Visa
3. Applicant should produce the proof documents related to the content of the Affidavit and Power of Attorney.

Fee CHF 63.00

Photocopies of above necessary documents should be in the A4 size.

Payment: Only cash is accepted. Please bring the exact amount

LIFE CERTIFICATES OF PENSIONERS

CHECKLIST

Originals

1. Duly filled application form (**Pension Form**)
2. Valid Passport
3. Sri Lankan National Identity card (if available)
4. Valid Swiss Permit/Visa
5. Sri Lankan Pension card

Photocopies of all the above documents should be in the A4 size.

No Fee

**OBTAINING CERTIFIED BIRTH/MARRIAGE/DEATH CERTIFICATE RETRIEVED FROM e-BMD
SYSTEM**

CHECKLIST

Originals

1. Duly filled application form (e-BMD form)
2. Valid Sri Lankan passport
3. Valid Swiss Permit/Visa

Fee: CHF 21.00

Payment: Only cash is accepted. Please bring the exact amount

Letter of Consent

Controller General
Department of Immigration & Emigration
"Suhurupaya" Battaramulla

Letter of consent for the issuance of a new passport to our child

We, the undersigned,

1.(name of the father)
bearing Sri Lankan passport No.issued at
on

2.(name of the mother)
bearing Sri Lankan passport No.issued at
on

of

....., Switzerland
(address)

do hereby declare that, we have no objection in the case of issuing a separate passport for my daughter / son /
.....(name of the child)(date
of birth of the child.)

1.signature of the father

2. signature of the mother

AFFIDAVIT FOR CITIZENSHIP DECLARATION**UNDER SECTION 5(2) OF THE CITIZENSHIP ACT- SRI LANKA**

I, holder of Sri Lankan Passport
No. of
Switzerland do solemnly and sincerely declare that:

I was born in, Switzerland on and my birth has been registered under
section 5(2) of the Ceylon Citizenship Act.

I would like to retain my Sri Lankan Citizenship and I confirm that I do not have obtained
citizenship of any other country.

I hereby affirm/ swear that the above information is true and correct to my knowledge. I accept
that if any information stated above is found to be false it would be deemed an offence liable to
punitive action according to the Sri Lankan Law's.

Declared by the above named:

Date:.....

Signature: -.....

At: Consulate General of Sri Lanka in Switzerland.

Controller General
Department of Immigration & Emigration

Dear Sir,

This has reference to my passport application submitted to the Consulate General in Geneva. I would like to kindly inform that I am currently not in possession of a Sri Lankan National Identity card.

I hereby confirm that during my next visit to Sri Lanka I will take action to obtain a new Sri Lankan national Identity card.

Signature :

Date :

Name :

AFFIDAVIT

I, aged years, a
 (Buddhist/Christian/Muslim/Hindu) Male/Female,
, holder of Sri Lankan passport No.
 And NIC No....., and residing at

, Switzerland, do hereby sincerely and solemnly declare and affirm as follows:

1. I am the affirmant above-named.
2. I am currently living in the Switzerland and I wish to apply for a new Sri Lankan passport.
3. I arrived in Switzerland in
4. I state that the, Reasons for delay in applying Passport, after expiry/loss of previous Passport on is

Valid reason for late

I hereby affirm that the above Information Is true and correct. I accept that if any information stated above Is found to be false, it would be an offence and punishable by law action.

Signature:

Read over and signed

on this day of 2026

at

Signed in my presence

FROM -D

APPLICATION FOR ASRI LANKA PASSPORTParticulars to be furnished by an applicant who has lost his/her passport

01. Name
02. Address abroad:.....
.....
03. Date & Place of Birth:.....
04. National Identity Card No:.....
05. The Number of the lost passport:.....
06. Details of any passports previously held:.....
.....
07. Permanent address in Sri Lanka:.....
.....
08. Date of leaving Sri Lanka for the first time:.....
09. Details of subsequent visit to Sri Lanka:.....

<u>Year</u>	<u>Period of Stay</u>
.....	
.....	
.....	
10. Amount of Foreign Exchange taken out of Sri Lanka and in what year:.....
.....
11. Present Employment:.....
12. Period of Present Employment:.....
13. Present monthly income:.....
14. Previous employment abroad if any:.....
.....
15. Previous employment in Sri Lanka, if any:.....
.....
16. Name and address of the person who signed your Security Bond:.....
.....

17. Name and address of a person in Sri Lanka who will give information regarding you:.....
18. Have you informed the local police regarding the loss of your passport? If so when and where:.....
19. Give briefly the circumstances under which the passport was lost:.....
20. Length of residence in present country and how long you are authorized to stay? Give details of visa/work permit:.....
21. Do you intend visiting Sri Lanka in the near future? If so when:.....
22. What countries do you intend to visit:.....
23. Have you applied/ obtained nationality of any other country:.....

I declare that the information given in this application is correct to the best of my knowledge and belief.

Date:.....

Signature of Applicant

For Office use only

Number of the new passport issued:.....

Date:.....

Signature of the issuing officer

Sri Lankan Nationals / Application for a residence permit B

(to be completed by the cantonal migration authorities)

Ref.-No. Cantonal migration authority

ZEMIS-No.	Surname	First name	Date of birth
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Additional information for legal representation

Surname, First name: _____

We confirm that the above-mentioned person(s) have submitted an application to the cantonal migration office for a residence (B) permit according to the Federal Act on Foreign Nationals and Integration.

	Place and date: _____ Stamp and signature of the cantonal migration authority: _____
--	---

Name : _____

Address : _____

: _____

: _____

Date : _____

Consul General,
Consulate General of Sri Lanka
Geneva.

Dear Sir/Madam,

Subject : _____

This image shows a full page of white paper with horizontal dashed lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

Signature : _____

Telephone No : _____

Email Address : _____