



මහජන ආරක්ෂක අමාත්‍යාංශය
 பொதுமக்கள் பாதுகாப்பு அமைச்சு
 MINISTRY OF PUBLIC SECURITY



පුද්ගලයන් ලියාපදිංචි කිරීමේ දෙපාර්තමේන්තුව
 ஆட்களைப் பதிவு செய்யும் திணைக்களம்
 DEPARTMENT FOR REGISTRATION OF PERSONS

10 වන මහල, සුහුරුපාය, ශ්‍රී සුභභූතීපුර පාර, බත්තරමුල්ල.
 10 ஆம் மாடிக், சுஹரூபாய, ஸ்ரீ சபுத்திர வீதி, பத்தரமுல்லை.
 10th Floor, Suhurupaya, Sri Subhuthipura rd, Battaramulla.

මගේ අංකය
 எனது இல.
 My Ref.

DRP/OP/02/School/05

ඔබේ අංකය
 உமது இல.
 Your Ref.

දිනය
 திகதி
 Date

17.01.2024

“විශ්වසනීය පුද්ගල අනන්‍යතාව හැඳුනුම්පතයි” “அடையாள அட்டை - நம்பகத்தன்மையான தனிநபர் அடையாளம்” “Identity Card, the Trusted Personal Identity”

Parivenadhipathi/Principal,

.....

Special Programme for Issuance of National Identity Cards to Candidates Appearing for G.C.E. (O/L) Examination in years 2024/2025

The support given by you in the previous years for the success of the special programme for issuing National Identity Cards to G.C.E.(O/L) candidates is highly appreciated, and it is planned to implement the special programme for the timely issuance of National Identity Cards to school students this year as well by reducing the deficiencies and errors identified in the past.

02. In terms of Section 3(2) of the Registration of Persons Act No. 32 of 1968, since the principals of all government schools and government-approved private schools, as well as the Parivenadhipathi of Pirivena where G.C.E. (O/L) students are studying have been appointed as "certifying officers," it is your responsibility to properly perform the tasks associated with the issuance of a national identity card. I would like to remind you that by properly executing the responsibilities assigned to you as certifying officers and allowing school students to obtain the National Identity Card without difficulty, you are not only fulfilling a duty obligation but also fulfilling one's duties for the country's future generation.

03. As per Section 5(2) of the Registration of Persons (Amendment) Act No. 08 of 2016, every person who is a citizen of Sri Lanka and has reached or is reaching the age of fifteen years shall be liable to registration. Accordingly, as all the students appearing for the G.C.E. (O/L) examination in the year 2025 have been given the opportunity to submit applications to obtain National Identity Cards, duly filled applications of all students who are scheduled to appear for the G.C.E. (O/L) examination in the year 2025, born between 01.02.2009 and 31.01.2010, studying in your school/Pirivena, should be forwarded to the following Provincial Offices or the Head Office of the Department for Registration of Persons before 31.03.2024. Further, I wish to inform you that the applications of students born between 01.02.2008 and 31.01.2009 who are scheduled to appear for the G.C.E. (O/L) examination in 2024 and have not yet applied for the National Identity Card should also be forwarded as soon as possible in order to avoid paying the fine for not obtaining the National Identity Card during the prescribed time period upon reaching the age of 16 years.

Province where the school / Pirivena is located	Northern Province	Eastern Province	North Western Province	Southern Province	All Provinces except Northern, Eastern, North Western and Southern provinces
Address to which applications should be forwarded	Assistant Commissioner, Northern Provincial Office of the Department for Registration of Persons, District Secretariat, Vavuniya	Deputy Commissioner, Eastern Provincial Office of the Department for Registration of Persons, Batticaloa	Deputy Commissioner, North Western Provincial Office of the Department for Registration of Persons, 3 rd Floor, New Shopping Complex, Kurunegala	Assistant Commissioner, Southern Provincial Office of the Department for Registration of Persons, Galle Four Gravets Divisional Secretariat	Commissioner General, Department for Registration of Persons, 10 th Floor, Suhurupaya, Sri Subhuthipura Road, Battaramulla.

04. Please follow the following procedures to make the programme of issuing National Identity Cards to school students a success.

- I. Requests for registration should only be made through Application form DRP 1,7,8, and the necessary applications can be obtained from the Divisional Secretariat to which the school/Pirivena belongs, the Head office, or the Provincial Offices of the Department for Registration of Persons. In addition to this, the application form can be downloaded from the official website of the department www.drp.gov.lk.
- II. Each application should be validated by affixing a Quick Response Code. This quick response code should be obtained from the Department for Registration of Persons Units established at the Divisional Secretariat in the area in which the school/pirivena is located. One QR code sheet given to you contains 50 pairs of QR codes, and one QR code pair should be used only for one application. At this point, out of a pair of QR codes, one code should be pasted in the relevant place of the application form, and the other QR code should be pasted in section given to the applicant (the third part of the application form) and handed over to the applicant. It is necessary for making further inquiries regarding the application. (Please adhere to the instructions in my letter No.DRP/OP/01/New.App./43 dated 23.02.2016, regarding the use and storage of quick response codes).
- III. **The name and the telephone number of the school** should be clearly written on the top left corner of the first page of each application form. (This is very important to immediately notify regarding any incomplete /deficiency in the application.)
- IV. On the first page of the application, "District", "Divisional Secretary's Division", and "Grama Niladhari No & Division" should be mentioned and here the details of the **Divisional Secretary's Division, Grama Niladhari No & the Division and the district to which the permanent address of the applicant belongs should be indicated.** The details of the area where the school is located should never be mentioned under it.

- V. The application should be filled in clear and legible handwriting.

Name -

The applicant should use the full name mentioned in the 2nd column of the birth certificate, and in addition, the family name or the surname at the end of the father's name could be used at the **discretion of the applicant**.

e.g.

The name mentioned in the second column of the birth certificate: Kasun Sameera

Father's name : Siripalage Sarath Kumara Perera

Names that could be given : Kasun Sameera

: Siripalage Kasun Sameera

: Siripalage Kasun Sameera Perera

: Kasun Sameera Perera

Name should be mentioned in the mother tongue of the applicant (Sinhala or Tamil) in No.1 and in English in No.2 of the first page of the application form. Here instructions should be given to complete the application, according to the spelling used by the applicant to write the name in English. For applicants who do not mention the name in English, spelling errors occurred when translating the given to English cannot be changed after the issuance of the identity card.

Hence, mentioning the name in English is mandatory.

Address -

The address confirmed by the information available to the school/pirivena should be used, **if not** the address can be verified by the Residence Certificate issued by the Grama Niladhari or by the form (Annexure I) attached herewith.

When writing the applicant's address, should be written in both the applicant's mother tongue (Sinhala or Tamil) and in English. This is Essential for the correct entry of information, as the details of the National Identity card are printed in all three languages. Further, address of the school should never be provided as the address of the applicant.

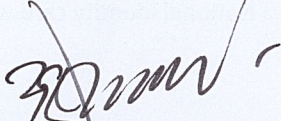
- VI. The contact number of the applicant or applicant's parents/guardian should be clearly written on the third page of the application under Number 11- "information required for inquiries". (This is very important so that the applicant could be contacted immediately whenever it is necessary to make inquiries from the applicant).
- VII. A clear original copy of the birth certificate of the applicant certified by the Additional District Registrar should be attached with the application. It should be checked whether the name, date of birth, place of birth are clearly mentioned in the birth certificate thus obtained. The original copies will not be returned to the applicant. Furthermore, since it has been observed that the extract or the copy "issued free of charge" by the Medical Registrar or Registrar of the relevant area (village registrar) at the first time of notification of birth for registration and the information of the birth certificate entered to the database of the Registrar General's Department are contradictory, a recently obtained original copy of the birth certificate should be submitted.
- VIII. If the applicant was born abroad, a photocopy of the Citizenship Certificate issued by the Department of Immigration & Emigration, registering the birth as per Section 5(2) of the Citizenship Act should be compared with the original, then certified and forwarded by the Principal/Parivenadhipathi. (Original of this certificate should never be attached to the application).

- IX. For the photograph to be used for the National Identity card, the receipt with the photo issued by the studio should be signed by the owner of the studio, and after the applicant places his/her signature in the presence of the Principal/Parivenadhipathi, the Principal/Parivenadhipathi has to place his signature and the official frank. The photograph is valid only for a period of 06 months. **Also, if an applicant is suffering from any disability, the principal/parivenadhipathi should make a note in this regard in the receipt with photographs, certify it and submit it.**
- X. The application should be signed by the applicant. The signature of the applicant should be placed by the concerned student himself, and as it will be printed on the National Identity Card, the signature should be placed parallel to the bottom boundary line and not touching the boundary lines of the cage using **a dark black pen**, in the cage reserved for the purpose on page 4 of the application form. As it has been observed in previous years that many school applicants have signed in one language on the application form and in another language on the photo receipt, make certain that the applicant's signature is placed in the **same manner in all the required places.**
- XI. The principal/Parivenadhipathi as the certifying officer shall write his name, and place his signature and the Official Frank clearly at the appropriate place on page 4 of the application. **Attention should be paid when placing the Official Frank, as applications could be rejected if the Official Frank appears to be blurred, unclear, illegible or very light coloured due to lack of ink.**
- XII. **The application fee is Rs.200/-** for the applicants applying for the first time to obtain the National Identity card and Rs. 120/- which is the current fee for sending the National Identity card by registered post should also be paid. Therefore the **total fee payable is Rs. 320/- (200+120).** When paying the fees, adhere to the instructions in my letter No.DRP/OP/01/Charges – Amm/33(volume II) dated 18.10.2022.
- XIII. **A fine of Rs.2500 has to be paid to settle the offense of not applying to obtain the National Identity Card within the prescribed period (one year period from the date of attaining the age of 15 to attaining the age of 16). Duly filled form DRP/OP/02/03/ii and the receipt obtained in the name of the applicant by paying Rs.2500/- to any Divisional Secretariat in the island should be sent attached to the application for this purpose.**
- Paying the above fines could be avoided by applying for the National Identity card within the prescribed age limit (one year period from the date of attaining the age of 15 to attaining the age of 16).
 - If the application for a National Identity Card has been certified by the principal before the date of completion of 16 years of age of an applicant, such an application will be considered as an application submitted in due time and no penalty will be charged.
- XIV. When handing over the applications to the Divisional Secretariat for payment and verification, form DRP/OP/DS/14 should be completed in 03 copies, one copy should be given to the Identity Card unit at the Divisional Secretariat, second copy should be forwarded to the Department along with the application and the third copy should be retained in your possession for inquiries and inspections.

XV. If there is any issue regarding the applications of school/Pirivena students, please contact the Administrative Officer (Operations) on 0115226100 or the School Applications Coordination Officer on 0112862985. Further, more information is available at www.drp.gov.lk.

05. Paying strict attention to the above facts, please forward the duly filled applications of all students who have not yet applied for the National Identity Cards studying in your school/Pirivena before 31.03.2024, to the Head Office or the provincial offices of the Department for Registration of Persons **as mentioned in paragraph 03 above**. I would like to remind you that applying in this manner will facilitate issuing National Identity cards for school/pirivena students as scheduled.

06. Your assistance in making this effort a success is highly appreciated.



G. Pradeep Saputhanthri

Commissioner General for Registration of Persons

Copies:

Secretary, Ministry of Public Security	- F.Y.I
Secretary, Ministry of Education	- F.Y.I
Secretary, Ministry of Provincial Education	- F.Y.I
All District Secretaries	- F.Y.I
Commissioner General of Examinations, Department of Examinations	- F.Y.I
All Divisional Secretaries	- F.Y.I & N.A
All Provincial Directors of Education	- F.Y.I & N.A
All Zonal Directors of Education	- F.Y.I & N.A
All Divisional Directors of Education	- F.Y.I & N.A
All Assistant Commissioners (Provinces) of DRP	- F.Y.I
All Staff Officers	- F.Y.I & N.A
Development officers attached to Provincial Units of D.R.P.	- F.Y.I & N.A

Declaration that a National Identity card has not been obtained within the prescribed period and an application has not been submitted for the same

District:..... Name of School:

Application No:.....

01 Full name of applicant:

02. Address:

03. Date of Birth:

04. Reasons for not submitting an application for registration and obtaining a National Identity card within the prescribed period.

- Unavailability of Birth Certificate /Probable Age Certificate/ or documents to prove the date of birth
- Living in a foreign country for a long period even if completed 16 years of age
- Delayed acquisition of Sri Lankan citizenship
- Other
-

05. I hereby declare that failure to register and obtain a National Identity card within the prescribed period as per Section 8 of the Registration of Persons Act is an offense under Section 44(1)A of the Act, and that I agree to pay the prescribed fine to settle the offense.

06. If an application has been submitted previously to the Department for Registration of Persons and the National Identity Card has not yet been received

- i. Application No:
- ii. Divisional Secretary's Division:
- iii. District:
- iv. Date of submission of application:

I certify that the above information provided by me is true and correct.

Place of declaration..... :

Date..... :

.....
Signature of the Applicant

A fine of Rs. is recommended for the settlement of the above offense and submitted for approval.

Date:

.....
Signature and Official Frank of the Principal

I approve the above recommendation.

Date:

.....
Commissioner General for Registration of Persons

Verification of Residence of the School Applicants in relation to issuance of the National Identity card

- 1. District:-..... 2. Divisional Secretary's Division:-.....
- 3. Grama Niladhari Division and Number: -
- 4. Full name mentioned in the application form:-
- 5. Date of Birth :-.....
- 6. Address :-
- 7. Name of the school:-

Other

I certify that the above information is correct and that this applicant is a resident of the above address.

.....
Date and signature of the Grama Niladhari
.....
Name and Official Frank of the Grama Niladhari

Verification of Residence of the School Applicants in relation to issuance of the National Identity card

- 1. District:-..... 2. Divisional Secretary's Division:-.....
- 3. Grama Niladhari Division and Number: -
- 4. Full name mentioned in the application form:-
- 5. Date of Birth :-.....
- 6. Address :-
- 7. Name of the school:-

Other

I certify that the above information is correct and that this applicant is a resident of the above address.

.....
Date and signature of the Grama Niladhari
.....
Name and Official Frank of the Grama Niladhari

(To be completed in three copies by schools/Pirivena)

DRP/OP/DS/14

Form No14

School/ Piriven Application Submission Document

School :-

Divisional Secretariat :-

Name of School/Pirivena :-

Date :-

Serial Number	QR Sticker Number	Name of Applicant	Date of Birth	Fees Charged			
				Application Fee	Receipt No	Fine	Receipt No

Total number of applications:.....

Number of stamped envelopes:.....

I certify that the above information is correct.

.....

Principal /Deputy Principal /Parivenadhipathi

Date:

.....

Signature and Official Frank

Checked by:-

.....

Name and Signature of Development Officer

Date:

Received again after inspection.

.....

Name and Signature of the Receiving Officer

Date: