

Department for Registration of Persons – Number Verification Branch

General Instructions for the verification of National Identity Card Numbers of deceased persons

1. As the Commissioner General or an officer authorized by him may be able to obtain information under Section 39 of the Registration of Persons Act No. 32 of 1968, the Department for Registration of Persons reserves the right to call for the other documents in addition to the documents mentioned above when necessary.
2. Please be informed that action will not be taken regarding the requests made by other parties other than that of the parties in the categories “a”, “b”, “c”, “d”, “e” or “f” herein under and action will be taken to issue the letter for Identity Card number verification only after scrutinizing and getting verified as correct all the documents mentioned herein below and submitted to the Department.
3. Please be informed that the Declaration made as there is no any objection of another parties (Specimen Form No. 03) shall separately be forwarded through Grama Niladhari of the area where she /he is residing in. If such person has left abroad, it shall also be confirmed by the Grama Niladhari.
4. To get verified the National Identity card Number of the deceased person, the closest relation (applicant) of the deceased person shall be presented to the Department. He / she shall belong to one of the categories mentioned hereunder. All the documents pertaining to such category shall be submitted.

	Category	Relationship to the Deceased person	Events of requesting letters of Number verification.	Documents to be submitted related to the category in addition to the documents mentioned in Serial No. 02.
1.1	a	Husband /Wife	Legal husband/ wife	<ul style="list-style-type: none">• Original certificate and a photocopy of certificate of Marriage.• Original and a photocopy of the certificate of marriage of the second marriage if husband / wife of the deceased person has married after his / her death.
1.2	b	Children	At the event of presenting the children of the first marriage of the deceased person, if the deceased person has divorced Or At the event of presenting the children of the second marriage of the deceased person if the deceased person had got married for the second time after the divorce.	<ul style="list-style-type: none">• Original and a photocopy of the certificate of divorce.• Declaration made by other children as to prove that there is no any objection (Specimen Form No. 03) along with photocopies of the National identity card and the certificate of Birth.• If the deceased has got married for the second time after the divorce, declaration as to prove that there is not any objection of the second wife / husband (Specimen Form No. 03) along with the photocopies of the National Identity Card and the Certificate of Birth.• If the deceased has got married for the second time after the divorce, declaration as to prove that there is not any objection of the wife / husband or children of the first marriage (Specimen Form No. 03) along with the photocopies of the National Identity Card and the Certificate of Birth.

1.3	c	Children	At the event of both mother and father have died.	<ul style="list-style-type: none"> • Originals and photocopies of the certificate of Deaths of parents • Declaration made by other children as to there is no any objection (Specimen Form No. 03) along with the photocopies of the National Identity Card and the Certificate of Birth. • At the event of at least one of the children has died, originals and photocopies of their Certificates of deaths.
1.4	d	Father /Mother	At the event of the deceased person is unmarried.	<ul style="list-style-type: none"> • Declaration made by mother /father as there is no any objection. (Specimen Form No. 03) along with the photocopies of the National Identity Card and the Certificate of Birth • Original and photocopy of the Certificate of Deaths of mother / father.
1.5	e	Brother / Sister	At the event of the deceased person is unmarried and his / her parents have died.	<ul style="list-style-type: none"> • Originals and photo copies of Certificates of Deaths of parents • Declaration made by brothers /sisters as there is no any objection (Specimen Form No. 03) along with the photocopies of the National Identity Card and the Certificate of Birth
1.6	f	<p>At the event of inability to attend the applicant to the Department on special reasons such as left out of the island or disability / illness, only a close relation such as his / her mother/ father/ daughter/ son / sister/ brother / husband / wife who has been authorized can present the Department.</p> <p>On such an instance, the information of the person authorized in Specimen Form 02 shall compulsorily be mentioned. Both the person authorized and the applicant shall place their signatures before Grama Niladhari and recommendation of Grama Niladhari shall be obtained except at the event of the applicant has left the island.</p> <p>At the event of the applicant left out of the island, it shall be mentioned in the specimen form 02. A letter bearing the name and the Identity Card number of the person authorized by the applicant along with photocopies of the bio data page of the Passport and the pages bearing the date stamps of arrival and departure shall be submitted to the Department.</p> <p>The person authorized by the applicant shall present the Department along with the National Identity Card and the certificate of birth.</p>		

5. Applicant shall submit the following documents in addition to the documents mentioned in 4 above.
- i. Request made by the applicant. (Specimen Form 01)
 - ii. Original and the photocopy of the Certificate of deaths of the Deceased person.
 - iii. Either the original and the photocopy of the certificate of Births of the deceased person or originals and photocopies of Certificates of Births of the children to prove the name and date of birth along with empty result sheet.
 - iv. The National Identity Card of the Deceased person / Certificate to prove that the Identity Card of the deceased person has handed over to the Department /Police complaint obtained by the applicant or the person authorized by him / her as to prove the misplacement of the identity card of the deceased person.
 - v. Written evidences as to verify that the deceased person has used an Identity Card or an affidavit to verify the same at the event of non-availability of written evidences, if the Identity Card is not available or National identity Card Number is not clear.
 - vi. Original or photocopy of the National Identity Card of the applicant.
 - vii. Original and photocopy of the Certificate of Births of applicant
 - viii. Report of the Divisional Secretary with the recommendation of Grama Niladhari – Specimen Form No. 02 (This shall be obtained from the Grama Niladhari of the Division where the deceased person was permanently residing in.)

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Application for obtaining a letter of verification of Identity Card Numbers of a deceased person

1. Category applied : a b c d e f

(Select correctly the applicable category as per the sheet of Instructions and mark ✓ in the relevant cage.)

1. Particulars of the deceased person

1.1 Name in full :
 1.2 Date of Birth :
 1.3 Identity Card No. /Nos. :
 1.4 Grama Niladhari Division of permanent residence :
 Division of Divisional Secretary :
 District :

2. Particulars of Applicant :

2.1 Name in full :
 2.2 Relationship to the deceased person :
 2.3 Identity Card No. :
 2.4 Telephone No. :
 2.5 Address :

3. This is applicable only if applied under category “F” of 1 above.

3.1 Name in full of the person present to the Department :
 3.2 Identity Card No. :
 3.2 Telephone No. :
 3.3 Address : :

You are kindly requested to issue me a letter of verification as to prove that a National Identity Card bearing No. / Nos. (Identity Card No/Nos.) has / have been issued to my (Relationship), (Name of Deceased person) for the purpose of submitting to (purpose and Institution).

02. I will take action to submit all the necessary documents for the Department for Registration of Persons for such purpose.

Date :.....

.....
Signature

Name :

(N.B. : The signature above shall be placed by the person authorized, at the event of the applicant has left out of the island. The applicant shall authorized the relevant person and shall submit the Department the photocopies of the bio data page of the Passport and the pages bearing date stamps of arrival and departure.)

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Report of Divisional Secretary which shall have to be presented to verify the Identity Card No. of a deceased person

1. Particulars of Applicant

- 1.1 Name in full:
- 1.2 Identity Card No. :
- 1.3 Address :
- 1.4 Relationship to the deceased person:

If the applicant is in abroad,

- 1.5 If the relationship in 1.4 above is husband / wife, civil status
 Widow/ widower Second marriage has been made.

- 1.6 If the applicant has left out of the island,
 has the applicant formally authorized his powers?
 Yes No

- 1.7 If the applicant is a person who cannot attend the Department on special reasons such as differently abled / illness,
 has the applicant formally authorized his powers?
 Yes No

- 1.8 If authorized formally under 1.8 or 1.7 above,
 Name in full :
 Identity Card No. : of the person so authorized.

2. Particulars of the Deceased person

- 2.1 Name in full :
- 2.2 Identity Card No. / Nos. :
- 2.3 Grama Niladhari Division of the permanent residence of the deceased person :
- Division of Divisional Secretary :
- District :

- 2.4 Civil Status : Married Unmarried Divorced

- 2.5 No. of children of the first marriage:
- | Name of Child | Identity Card Number |
|---------------|----------------------|
| i. | |
| ii. | |
| iii. | |
| iv. | |
| v. | |

- If divorced,
 2.6 He/she married again? Yes No

- 2.7 Is the husband / wife of the second marriage alive? Yes No

- 2.8 Are there children in the second marriage ? Yes No

2.9 No. of children in the second marriage :

Name of child	Identity Card No.
i.
ii.
iii.

3. Fill the following section, only in case of a brother/sister of the deceased person makes the request.

3.1 Particulars of sisters/ brothers

Name	Identity Card No.
i.
ii.
iii.

Declaration made by the person authorized by the applicant

1. I declare that the instructions of the Department for Registration of Persons regarding the verification of Identity Card Nos. of Deceased persons was read and understood,
2. that the documents and information furnished by me are true and accurate to the best of my knowledge and,
3. I hold all the responsibilities at the event of providing any false information and at the event of presenting and inquiring any fact by any other party.

Date:

Signature of Applicant :

Signature of the person authorized :

(If the applicant authorizes under 1.7 above, both the applicant and the person authorized shall place their signatures before the Gram Niladhari except at the event of the applicant left out of the island.)

Recommendation of Grama Niladhari

I certify that the above named deceased person was permanently residing in this Grama Niladhari Division, that the particulars mentioned herein are true and accurate to the best of my knowledge and I scrutinized all the documents submitted herewith and I recommend /do not recommend that it is suitable to issue the letter of verification of Identity card Number of the deceased person to holder of National identity Card No. tow hom the closest relation of the deceased person has authorized.

Special remarks:

Date:

Signature of Grama Niladhari :

Official Stamp :

Approval of Divisional Secretary

Date:

Signature of Divisional Secretary :

Official Stamp :

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Declaration made as there is no any objection for the issuance of Identity Card number verification letters of deceased person

Name of the deceased person :

Identity card No. / Nos. :

I declare that I have no objection for issuing the letter by the Department for Registration of Persons verifying the above Number / Numbers to (Name of applicant.)

Date :

Name :

Identity Card No. :

Address :

Division of Grama Niladhari :

Signature :

Recommendation of Grama Niladhari

..... permanently residing in Division of Divisional Secretary made the above statement in my presence. / has left out of the island.

Date :

Signature of Grama Niladhari.....

Official Stamp :

(The person makes this declaration shall submit a copy of the National Identity Card and the Certificate of Birth along with this and in case of a person left abroad, photo copies of the bio data page of the passport and the pages bearing date stamps of arrival / Departureshall be produced in addition.)