CITIZEN CHARTER

Vision

A verified identity for every Sri Lankan citizen.

Mission

To create a database of all citizens of Sri Lanka and issue National Identity Cards recognized nationally and globally to all Sri Lankan citizens, which underline their human, social, economic, political and legal rights within the country and safety outside the country, to assist national and other agencies in establishing the identity of any citizen and to support Sri Lanka's national security and development.

The process of issuing a National Identity Card through the One-**Day Service**

Applicant

Completing the application

Grama Niladhari

Certifying the application (Along with other required documents)

Divisional Secretariat - Unit of the Department for Registration of Persons

Obtaining the countersignature of the Divisional Secretary

Department for Registration of Persons
Obtain a token from "Sanhinda" premises and come to Wing D on the 9th floor to hand over the application and make the payment.

Department for Registration of Persons

Remain at Wings A and C on the 9th floor until the Identity Card is processed, and collect it from the window on Wing A on the 9th floor after being informed over the loudspeaker.

M	AUTHORIZE APPLICATION	15 Minutes
M	PAYMENT	05 Minutes
M	SCAN VERIFICATION	05 Minutes
M	EQD	15 Minutes
M	DATA ENTRY	20 Minutes
M	TRANSLITERATION-SINHALA	15 Minutes
M	TRANSLITERATION - TAMIL	15 Minutes
Y	REGISTER NIC	30 Minutes
M	NIC PRINT PREVIEW	20 Minutes
M	IC PRINTING	20 Minutes
Y	ACCEPT CARDS TO PRINT QA	15 Minutes
M	QA CARD PRINT	15 Minutes
Y	SCAN CARD AND ENDORSEMENT	05 Minutes
Y	DISPATCH CARD	05 Minutes

Please note that the times specified apply only to <u>an application</u> submitted to the One-Day Service for the preparation of a National <u>Identity Card, which is correctly completed and without any deficiencies.</u>