

FOR OFFICE USE ONLY				
APPROVED BY	ENTERED BY	SCANNED BY	PRINTED BY	CHECKED BY

‘E’

Printed Serial No.

Registration of Persons Department  
Receipt issued under section 16

Application No. .... dated..... for duplicated of the lost identity cord. forwarded by Mr./Ms  
..... is accepted to be submitted to the Commissioner.

Date  
Place

Signature of the Certifying Officer  
Name  
Designation

‘E’

Printed Serial No.

To .....

You are hereby directed to take the photograph of bearer ..... and  
hand over 3 copies to the applicant. The printed number mentioned above should be written on the reverse of the photographs.

Date ..... Place .....

.....  
Certifying Officer.

### Instruction regarding the filling of Form E

- Please write in clear and legible handwriting.
- In filling columns with squares enter only one letter in each square.  
Eg.

f	l	d	a	k	E	ඔ	ඞ
---	---	---	---	---	---	---	---

n	f	h	ට	d	h	ඳ	;
---	---	---	---	---	---	---	---

- It is essential to enter the number of the lost identity card.
- Attach a copy of the birth certificate.
- A service certificate should be attached if the employment/profession/designation, should be entered in the card.
- The photograph should be of the the size of 1 3/8" x 7/8" in colour.
- The stipulated fee should be in uncanceled stamps or paid in cash to the D.S. or the G.N. It paid in stamps the stamps should be affixed. If paid in cash the receipt for the payment should be attached. The number of the receipt should be entered in column 11.
- Nothing should be written on the photograph to be scanned and it should not be defaced.
- The signature / left thumb impression should be placed in the presence of the certifying officer.

Printed Serial No.

R.P.D./V/8

**Form "F"**

**Registration of Persons Act No. 32 of 1968  
Application under section 17 for Corrections/  
a Duplicate of a Damaged/ Invalid Identity Card**

District  DS Division :  G.N. Number and Division :

For Office use only		
<b>APPLICATION NO.</b>	<b>ID NO.</b>	<b>A.O.'S CODE &amp; INITIALS</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.1 Full Name


1.2 Other Names ( if any)


1.3 Date of Birth

Year				Month		Date	

1.4

Place of Birth		
Village/Town	District	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.5 Occupation/ Profession/ Designation

1.6 Permanent Address

2. Photograph

$1\frac{3}{8} \times \frac{7}{8}$

Signature and frank of the Certifying Officer.

3. Signature/ left thumb impression of the Applicant

4. I hereby certify that the photograph affixed hereto is the photograph of ..... who is the applicant of application No. .... The signature/ left thumb impression of the applicant was placed before me.

Signature and official frank of the Certifying Officer.

Date : .....  
Name of Certifying Officer.: .....  
Designation .....

4.1

Receipt No.

Affix stamp / receipt

(Original of the receipt to be attached)

5. Particulars of the card in my possession :

5.1 Number of the Identity Card and the date of issue :

												Year	Month	Date

5.2 Name in the Identity Card :


5.3 Other names (if any) in the card :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5.4 Sex :

Male

☐

Female

☐

5.5. Date of Birth therein : (i)

Year	Month	Date

(ii)

Place of Birth		
Village/Town	District	Country

5.6 Occupation mentioned in the card :

--

5.7. Address mentioned in the card :

--

6. I attach hereto my present identity card :

7. Details given in columns 1.1 to 1.6 should be included in my new card. I attach hereto the following documents to substantiate the changes.

7.1 Birth Certificate (Original and a photocopy) / Marriage Certificate/ Citizenship Certificate/ Certificate of Probable Date of Birth/ School Leaving Certificate/ Passport/ Certificate of Baptism.

7.2 Service Certificate :

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Signature or left thumb impression of the Applicant.

## Photo Card (Form F)

Year	District	Printed Serial Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please affix two photographs (without white border) of size 1 3/8" x 7/8" in the spaces below. Do not write or mark anything on the photograph to be scanned.

IMPORTANT :- THE PHOTOGRAPH AFFIXED AT THE RIGHT SIDE SHOULD BE CERTIFIED BY THE CERTIFYING OFFICER

Affix a photograph here

1 3/8" x 7/8"

Affix a photograph here

1 3/8" x 7/8"

Certifying Officer's  
Signature & Official frank

PHOTOGRAPH TO BE SCANNED

PHOTOGRAPH FOR VERIFICATION

I certify that the photograph of ..... is depicting the natural status of the applicant without disguise or concealment. I have signed over the verification photograph and placed my frank/stamp across the same photograph in confirming this fact.

Date :  
Name of the Certifying Officer :  
Designation :

.....  
Signature of the Certifying Officer.

FOR OFFICE USE ONLY				
APPROVED BY	ENTERED BY	SCANNED BY	PRINTED BY	CHECKED BY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

“F”

Printed Serial Number :

Registration of Persons Department  
Receipt issued under section 17

Application No. .... dated..... for renewal of the Identity Card No. ....  
forwarded by Mr./Ms ..... is accepted to be submitted to the Commissioner.

Signature of the Certifying Officer :

Date :

Name :

Place :

Designation :  
\_\_\_\_\_

**‘F’**

To : .....

Printed Serial No. :

You are hereby directed to take the photograph of the bearer ..... and hand over 3 photographs to the applicant. The printed number mentioned above should be writtern on the reverse of the photographs.

Date : ..... Place : .....

.....  
Certifying Officer.

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**Instructions regarding the filling of Form F**

1. Please write in clear and legible handwriting.
2. Column 1.1 to 1.5 should be filled to enable the inclusion of particulars in the new identity card.
3. The existing identity card should be annexed to the application.
4. If the particular in the existing identity card are not to be changed or altered, no documents need to be attached.
5. If the nature of the occupation/ /profession/designation is to be included in the new identity cards a service certificate should be attached.
6. The photograph should be in Colour and of 1 3/8" x 7/8" size.
7. The application fee should be paid in uncanceled stamps or paid in cash to the Divisional Secretary or the Grama Niladhari and receipt for same should be attached. If paid in stamps, the stamps should be afixed. If paid in cash the number of the receipt should be written in column 4.1.
8. Nothing should be written on the photograph to be scanned and it should not be defaced.
9. If the GN certifies the application, no document is required to substantiate the residence. A certificate of residence is needed if any other officer certifies the application.

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