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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

අංක 1946/31 - 2015 දෙසැම්බර් මස 22 වැනි අඟහරුවාදා - 2015.12.22

No. 1946/31 - TUESDAY DECEMBER 22, 2015

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

L. D. B. 9/2014.

REGISTRATION OF PERSONS ACT, No. 32 OF 1968

REGULATIONS made by the Minister of Internal Affairs, Wayamba Development and Cultural Affairs under Section 52 of the Registration of Persons Act, No. 32 of 1968.

S. B. NAVINNA,
Minister of Internal Affairs Wayamba Development
and Cultural Affairs.

Battaramulla,
22nd December 2015.

Regulations

1. These Regulations may be cited as the Registration of Persons (Amendment) Regulations 2015.
2. The Registration of Persons Regulations, 1971 made under Section 52 of the Registration of Persons Act, No. 32 of 1968 and published in Gazette No. 14991 of December 30, 1971 as amended by the Registration of Persons Regulations 2005 published in the Gazette No. 1386/17 of March 29, 2005 are hereby amended as follows :
 - (1) in regulation 7 by the substitution for the words “Form E” of the words “Form B”
 - (2) in regulation 8 by the substitution for the words “Form F” of the words “Form B”.
 - (3) By the repeal of regulation 11 of that regulation and the substitution therefore of the following regulation :-
 - “11. For the purposes of the Section 9(3), of the Act, the required photographs shall be taken by a registered photographer who has been registered by the Commissioner-General or by an officer assigned by the Commissioner-General for taking photographs.”



(4) By the repeal of regulation 12 of that regulations and the substitution therefore of the following regulations

“12. Every such photograph required to be submitted for the purposes of Sections 9, 16 and 17 of this Act, shall be of the following dimensions, specifications, standards and quality :

- (i) Photograph size shall be 35mm in width x 45 mm in height and the photograph standards shall be according to software or instructions provided by the Commissioner General for Registration of persons.
- (ii) face shall be with a neutral facial expression with eyes open and clearly visible, mouth closed, without smile.
- (iii) hair shall be out of the face and edges of the face must be clearly visible.
- (iv) no reflections shall be visible from glasses (if applicable). Eyes shall be clearly visible through the lenses and only plain (non-tinted) lenses are allowed.
- (v) lighting shall be uniform and shall not show shadows, glare or flash reflections.
- (vi) exposure and white balance of photograph shall reflect the natural skin tone of the applicant.
- (vii) pose shall be straight on, with face and shoulders centered and squared to the camera.
- (viii) background shall be uniform, plain, non-textured and with light blue colour.
- (ix) image shall be clear, sharp and in focus
- (x) photograph shall be printed in colour using a professional printing laboratory.
- (xi) photograph shall not be altered in any way and such photograph shall depict the natural status of the applicant.”.

(5) By the repeal of regulation 13 of that regulation and the substitution therefore of the following regulation :

“13.(1) For the purposes of Section 52(2)(e)(ii) of the Act, a person who is a professional photographer may apply to the Commissioner-General to be registered as a photographer for the purpose of taking photographs for registration and issue of identity cards, under the Act.

(2) The applicant shall prove -

- (a) the applicant’s competency in taking photographs in compliance with the standards stipulated in regulation 12 ; and
- (b) that the applicant possess the necessary equipment required for taking of photographs.

(3) Every person who is a registered photographer on the day prior to the date of coming into operation of these regulations shall re-register with the Commissioner-General within a period of one year from the date of coming into operation of these regulations.

(6) By the repeal of regulation 14 of that regulation and the substitution therefore of the following regulations :

“14. The Commissioner-General may register a photographer or refuse to register a photographer who applies for registration for reasons assigned.

(7) By the repeal of regulation 15 of that regulations and the substitution therefore of the following regulations.

“15. (1) The Commissioner-General may issue a certificate of registration under regulation 14, subject to the condition specified in such certificate.

(2) Where there is a contravention or non-fulfillment of any term or condition subject to which the certificate of registration is issued, the Commissioner-General may cancel the certificate of registration.” ;

Provided however, prior to such cancellation, the Commissioner General shall afford the person, to whom such certificate was issued an opportunity to be heard.

(3) A certificate or registration shall be valid for a period of one year from the date of issue of such certificate.

(4) Every certificate of registration issued to a photographer shall be renewed annually.

(8) By the repeal of regulation 16 of that regulation and the substitution therefor of the following regulation :

16 (1) The registration fee for the registration of a person as a photographer under the Act shall be ten thousand rupees.

(2) The registration fee for the renewal of certificate of registration shall be two thousand rupees

(9) By the repeal of regulation 17 of that regulation and the substitution therefor of the following regulation

“17. Every person registered by the Commissioner General as a photographer under the Act, shall be issued a certificate of registration substantially in the form “G” set out in the schedule hereto

(10) “Form B” and “Form D” in the Schedule thereof is hereby repealed and substituted as Form B and Form D as set out in the Schedule hereto.

(11) Form “E” and Form “F” in the Schedule is hereby repealed.

(12) By the repeal of Form “G” in the Schedule thereof and the substitution therefore of Form “G” set out in the Schedule hereto.

Application form is issued free of charge

D. R. P. 1, 7, 8

Serial No.

QR Code

**Department for Registration of Persons
 Form "B"**

**Application for an Identity Card under Sections 9, 16 and 17 of the Registration of Persons Act,
 No. 32 of 1968**

District	D. S. Division	G. N. Number and Division

For Office use

IDENTITY CARD NO.

Registration Officer's Code and Initials

Application form should be completed according to the instructions contained in the instructions manual.

Part One - To be filled by the applicant

Name in Full (in Sinhala or Tamil)

1.

Family Name	<input type="text"/>
Name	<input type="text"/>
Surname	<input type="text"/>

Name in full in (English Block Letters)

2.

Family Name	<input type="text"/>
Name	<input type="text"/>
Surname	<input type="text"/>

Name to be appeared in the Identity Card (If the name is different to the name in caga 01)

8.2 Postal Address

Name or number of the House	
Name of Condominium, flat, scheme, quarters, estate or any other buildings	
Road/Street/Lane/Place/ Carden	
Village/City	
Postal Code	

9. details of Citizenship Certificate/Dual Citizenship Certificate (strike off whichever is inapplicable)

9.1 Certificate No.

9.2 Date of issue of Certificate

If the duplicate of the Identity Card is applied for, please complete cage No. 10

10. (Mark ✓ in the relevant cage)

10.1 if the identity card is lost 10.2 to make changes to the Identity Card

10.3 to renew the period of validity 10.4 if the Identity Card is damaged/defaced/illegible

10.5 Lost of last obtained Identity Card Number

10.6 Date of the issue of the Identity Card

10.7 Details of the police report or other document pertaining to the lost Identity Card

Name of the Police Station	
Date of the issue of the Police report	

11. Details required for inquiries :

11.1 Telephone No. Residence Mobile

11.2 E-mail

Affix the Photograph for scanning here

Affix the Photograph here

Signature and official frank of the certifying officer

Affix stamps/certificate/receipt here

FOR OFFICE USE ONLY

Notes

Part Three - Acknowledgement of the Application for an Identity Card

QR Code

I hereby notify that the application form bearing No..... dated for an Identity Card by Ven./Rev./Mr./Mrs./Ms./.....was received by me to be forwarded to the Commissioner General of Registration of Persons.

Name of the certifying officer

Date

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

Signature and official frank of the certifying officer

-----Detach here-----

Instructions regarding the filling of Application Form "B"

1. Use only Blue or Black ballpoint pen for filling the application form. Write only one letter in a square. Photographs should be in colour and 35mm in width x 45 mm in height. Nothing should be written on the scanning photograph and it should not be defaced.
2. Please write in clear and legible handwriting
3. Cage I should be filled in Sinhala or Tamil characters and cage 2 should be filled in English characters.
4. Leave one square after each complete word.
5. The receipt of acknowledgement of the fee paid to the Commissioner General of Registration of Persons, the Grama Niladhari, the Divisional Secretary or any person nominated by the Commissioner General should be affixed. Also the receipt number should be indicated. If paid in stamps, the stamps should be pasted.
6. If the application is attested by the Grama Niladhari no other documents are required to prove the residence. If any other officer attests, documents shall be required to prove the residence.
7. The applicant's signature or the left thumb impression should be placed in the presence of the attesting officer.

8. The application form attested by the Grama Niladhari should be countersigned only by the Divisional Secretary or Assistant Divisional Secretary or Administrative Officer or Administrative Grama Niladhari.

9. When completing the cages, the following instructions should be followed :

- (i) Write full name as appearing in the Birth Certificate/Probable age of birth/Citizenship Certificate / Dual Citizenship Certificate / Certificate confirming priesthood / Adoption certificate. The application shall be filled according to the following format. If there is no family name or surname leave the cage blank.

“Citizenship Certificate” includes a Certificate of Registration issued under the Indian and Pakistani Residence (Citizenship) Act, No. 3 of 1949 or the Indo-Ceylon Agreement (Implementation) Act, No. 14 of 1967 and a Certificate of Citizenship issued under the Citizenship Act, No. 18 of 1948 or the Grant of Citizenship to stateless persons (Special Provisions) Act, No. 39 of 1988 or the Grant of Citizenship to Persons of Indian Origin Act, No. 35 of 2003 or the Grant of Citizenship to persons of Chinese Origin (Special Provisions) Act, No. 38 of 2008.

Family Name	N	E	W	U	N	G	A	L	A						
	J	A	G	O	D	A									
Name	C	H	A	M	I	N	D	A							
	J	A	Y	A	L	A	L								
Surname	S	E	N	A	R	A	T	N	E						

- (ii) The name written in Sinhala or Tamil characters in cage I should be written in English block letters in cage 2.
- (iii) if a different name other than the name mentioned in cage I above is required to be included in the Identity Card, such name should be included in cage 3 for consideration. If the name is different to the name appearing in Birth Certificate, written documents should be produced, to prove such name.
- (iv) For the purpose of cage 6, a certificate/documentary proof should be attached confirming occupation/ profession/designation. (A Certificate obtained should not be older than 6 months)
- (v) Complete cages 7.1 to 7.5 in accordance with the details of the Birth Certificate. Cage 7.6 to 7.9 should be completed by persons born outside of Sri Lanka. In the case of a child born outside of Sri Lanka where at least one of whose parents is a Sri Lankan, number of the certificate of registration issued under Section 5(2) of the Citizenship Act, No. 18 of 1948 should be included.
- (vi) In cage 8.1 permanent address should be written. Cage 8.2 should be filled only if the applicant is residing in a different address other than the address indicated in cage 8.1
- (vii) Cage 9 should be filled only by the persons who have dual citizenship or have received citizenship by registration. The details of the relevant certificate should be included.
- (viii) Cage 10 should be filled only if a duplicate of the Identity card is applied for. A copy of the police entry in respect of the lost Identity Card should be attached.
- (ix) Cage 11 should include the contact details to receive information regarding the status of the application.

10. Photocopy of the relevant documents authenticated by certifying officers required to be annexed with the application.
(Contact Grama Niladhari for further instructions)
- (i) Photocopy of the birth certificate and probable age certificate authenticated by the certifying officer.
- (ii) An Affidavit including documents search, issued under Section 56 of the Birth and Death Registration Act, No. 17 of 1951, and any other documents to prove the name and date of birth.
- (iii) A photo copy of the Marriage Certificate authenticated by the certifying officer. (If the name of the husband is required to be included in the Identity Card by a married woman.)
- (iv) Photocopy of the Citizenship Certificate / Dual citizenship certificate authenticated by the certifying officer.
- (v) Photocopy of the Novice / higher ordination certificate of priesthood authenticated by certifying officer (when applying for Identity Cards in priesthood name)
- (vi) Photocopy of the Certificate of disrobe authenticated by certifying officer (when applying for Identity Cards in lay name after disrobing)
- (vii) Photocopy of the Certificate issued by the relevant Ministries / Departments or document of confirmation or priesthood of any religion authenticated by certifying officer.
- (viii) Report of the Divisional Secretary including the reasons cited by the applicants for this inability to apply during the due period.

“අ” ආකෘති පත්‍රය
படிவம் “අ”
Form “D”

ශ්‍රී ලංකා
இலங்கை
SRILANKA

හැඳුනුම්පත
அடையாள அட்டை
IDENTITY CARD

ඉල්ලුම්කරුගේ
ඡායාරූපය
விண்ணப்பகாரரின்
புகைப்படம் :
Photograph of the
applicant

නම :
பெயர் :
Name :
ස්ත්‍රී/ පුරුෂ භාවය :
பால் :
Sex :
උපන් දිනය :
பிறந்த திகதி :
Date of Birth :

දරන්නාගේ අත්සන
வைத்திருப்பாளரின் கையொப்பம்
Holder's Signature.

ජාතික හැඳුනුම්පත් අංකය :
அடையாள அட்டை இல. :
Identity Card No :

ලිපිනය :
முகவரி :
Address :
උපන් ස්ථානය :
பிறப்பிடம் :
Place of Birth :
නිකුත් කළ දිනය :
வழங்கப்பட்ட திகதி :
Date of issue :

පුද්ගලයින් ලියාපදිංචි කිරීමේ කොමසාරිස්
ජනරාල්වරයාගේ අත්සන
ஆட்சளைப் பதிவு செய்தல் ஆணையாளர்
தலைமையதிபதியின் கையொப்பம் :
The Signature of the Commissioner General for
Registration of Persons

පුද්ගලයින් ලියාපදිංචි කිරීමේ කොමසාරිස් ජනරාල්
ஆட்சளைப் பதிவு செய்தல் ஆணையாளர் தலைமையதிபதி
தலைமையதிபதியின் கையொப்பம் :
Commissioner General for Registration of Persons

Registration of Persons Act, No. 32 of 1968

Form "G"

Certificate No.	
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CERTIFICATE OF REGISTRATION AS A PHOTOGRAPHER

1. Studio Name
2. Address of the Studio
3. Business Registration Number and Registration Date
4. Name of the Owner
5. Residence Address of the Owner
6. Registration No.
7. Date of Registration
8. Expiry Date of Registration

I hereby certify that the person described above, who is having a studio with facilities for taking photograph has been registered as a photographer under the Registration of Persons Act, No. 32 of 1968 subject to the conditions stipulated on the reverse of this certificate for taking photographs.

.....
Commissioner General
Department for Registration of Persons.

Date :.....

Conditions

A registered photographer shall comply with the following conditions :-

1. Photographs of any applicant shall be taken in compliance with regulation 12.
2. Two copies of the photograph shall be given to each applicant and the digital copy of the photograph shall be transmitted to the Department for Registration of Persons as per the given instructions.
3. The maximum charge that may be made for two copies of the photograph by a registered photographer shall be as per the amount fixed by the minister by notification published in the Gazette in terms of Section 36(2) of the Registration of Persons Act, No. 32 of 1968.
4. A receipt shall be issued to every applicant and in case of a spoiled photograph, a fresh photograph which complies with regulation 12 shall be issued free of charge.

5. The software provided by the Department for Registration of Persons shall not be transferred to any other party.
6. The software provided by the Department for Registration of Persons shall not be altered.
7. The software shall be used in accordance with the instructions given by the Department for Registration of Persons.
8. A registered photographer shall be required to taken photographs of applicants at mobile services as may be required by the Divisional Secretaries as and when necessary.

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