



Paste  
photograph  
of the studio  
owner here

**APPLICATION FOR STUDIO REGISTRATION**  
Department for Registration of Persons

**Information of the applicant**

01. Bio-data of the applicant			
Full Name			
Name with initial			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
NIC Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
02. Contact details of the applicant			
Owner's personal address			
E-mail address			
Land Phone Numbers	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Mobile Numbers	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
03. Professional qualification of the applicant relevant to the photography (Attach certified copies of the professional qualifications)			
Name of Course	Name of the Institution	Period	Certificate/Diploma/Degree

Information on the experiences in photography (Attach certified copies of certificates, or any other information)

**04. Information on the Studio**

*i. Basic information*

<b>Name of the Studio</b>					
<b>Address</b>					
<b>E-mail Address</b>					
<b>Land Phone Numbers</b>		□□□□□□□□□□	□□□□□□□□□□		
<b>Mobile Numbers</b>		□□□□□□□□□□	□□□□□□□□□□		
<b>District</b>		<b>Divisional Secretariat Office</b>		<b>Grama Niladari Division</b>	
<b>Business Registration information of the Studio</b>		<b>Business Registration Certificate No.</b>		<b>Date</b>	

*ii. Information about the staff of the Studio (if necessary, use additional papers and attach.)*

<b>No. of Staff</b>					
<b>Registration Numbers of the Employees Trust Fund</b>					
<b>Registration Numbers of the Employees Provident Fund</b>					
<b>Employee's name</b>	<b>NIC Number</b>	<b>EPF No.</b>	<b>ETF No.</b>	<b>Qualifications</b>	

<b>iii. Information on the transport facilities</b> (To take photographs when conducting mobile services programs in the Electronic National Identity Card issuing process)							
Transport facilities	No. of Motorcycle	No. of Car	No. of Van	Other			
<b>iv. Information of the space availability and equipment</b>							
No. of Square ft of the studio							
<b>v. Camera equipment</b>							
No. of cameras belong to the studio (if necessary use additional papers. The camera models can be used to ICAO software are listed under the minimum qualifications)	Type			Model No.			
Is there camera support with the computer? (Availability of Live Capturing )							
<b>vi. Information about background settings</b>							
Do you use lights when taking photographs?	Yes/No	No. of Light Bulbs					
The background color used in taking photos (Approved background colors "Baby blue" RGB -hex #89cff0- CYMK-42.9% cyan, 13.8% magenta, 0% yellow and 5.9% black )		Name of the background color		RGB Value		CYMK Value	

<b>vii. Information about computer accessories</b>				
<b>No. of Desktops</b>				
<b>Brand</b>	<b>Capacity</b>			
	<b>Windows edition name</b>	<b>Processor</b>	<b>RAM</b>	<b>No. of USB Port</b>
<b>No. of Laptop</b>				
<b>Brand</b>	<b>Capacity</b>			
	<b>Windows edition name</b>	<b>Processor</b>	<b>RAM</b>	<b>No. of USB Port</b>
<b>viii. Information on printer equipment</b>				
<b>No. of paper printing machines</b>				
<b>Brand</b>		<b>Model Name</b>		
<b>No. of photo printing machine</b>				
<b>Brand</b>		<b>Model Name</b>		
<b>ix. Information on Internet facility</b>				
<b>Internet Service Provider Name (ISP Name)</b>	<b>Value of data transfer speed (Bandwidth)</b>			
	<b>Download speed</b>		<b>Upload speed</b>	


**05. Information needed to check whether the provided information are accurate**

**i. Documents required to check**

A certified copy of the National Identity Card of the studio owner	Submit	<input type="checkbox"/>	Not Submit	<input type="checkbox"/>
A certified photo copy of the business registration certificate	Submit	<input type="checkbox"/>	Not Submit	<input type="checkbox"/>
A certified copy of the studio registration issued by the Department for Registration of Persons	Submit	<input type="checkbox"/>	Not Submit	<input type="checkbox"/>
A certified Photo copies of professional qualifications	Submit	<input type="checkbox"/>	Not Submit	<input type="checkbox"/>
A Certified photo copies of the documents can prove the experience belong to photography	Submit	<input type="checkbox"/>	Not Submit	<input type="checkbox"/>

**ii. Contact information of the relative**

Name					
Address					
Contact No.	Land Phone No.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mobile No.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**iii. Please note that the Secret Question and its answers (Note that this secret problem is used to identify the owner's identity. You must answer the first question or write a second question and provide the answer).**

Question		Answer
i.	<i>Studio owner's mother's surname before marriage.</i>	
ii		

**06. Information needed to renew the studio registration**

Registration Number of the Certificate issued by the Department for Registration of Persons		Date	
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**As per my knowledge and belief, I certify that the above information are true and correct. If the provided information are false or incorrect, I will be disqualified to register.**

Date		Signature of the Studio owner.	
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Office use only

**Check list - Technical**

Studio Name:.....

1. Space	Enough space	Satisfied <input type="checkbox"/> No <input type="checkbox"/>	Remarks
Color code-	Baby blue RGB color space, hex	Satisfied <input type="checkbox"/> No <input type="checkbox"/>	

	#89cff0 (also known as Baby blue) is composed of 53.7% red, 81.2% <b>green</b> and 94.1% blue. Whereas in a CMYK color space, it is composed of 42.9% cyan, 13.8% magenta, 0% <b>yellow</b> and 5.9% black					
<b>Computer</b>	processor	RAM	USB PORT	Operating System	<b>Satisfied</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<b>Internet</b>	<b>ISP Name</b>	<b>Download speed</b>	<b>Upload speed</b>		<b>Satisfied</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<b>Hardware dongle camera</b>	<b>Serial number</b>					
<b>camera</b>	<b>Camera Brand Name</b>	<b>Model</b>		Checked		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>Printer</b>	<b>A4 Printer Brand Name</b>	<b>Model</b>		<b>Photo Printer Brand Name</b>	<b>Model</b>	

**Check list - DRP**

1. Certified copy of the NIC copy of studio owner	submit	<input type="checkbox"/>	not	<input type="checkbox"/>
2. Certified copy of the business registration certificate	submit	<input type="checkbox"/>	not	<input type="checkbox"/>

3. Certified copy of the registration certificate document provide by the DRP	submit	<input type="checkbox"/>	not	<input type="checkbox"/>
4. Certified copy of the professional qualification certificate of the studio owner	submit	<input type="checkbox"/>	not	<input type="checkbox"/>
5. Certified copy of the service certificate of the studio owner	submit	<input type="checkbox"/>	not	<input type="checkbox"/>