Obtaining a National Identity Card (NIC) for the first time.

1. Eligibility criteria to apply for an ID for the first time
   - Should be a citizen of Sri Lanka
   - Should be attained 16 years of age
2. Obtaining an Application
   - From the Grama Niladhari of the applicant's residential area;
   - From the Estate superintendant (if the applicant resides in an estate);
   - From the School Principal or the "Parivenadhipathi" of the respective Pirivena in the case of school applications

   Completed application along with the relevant documents should be handed over to the above respective officers as appropriate.

Necessary documents to be submitted to obtain an ID for the first time :-

1. Duly completed RPD Form 178
2. Applicants under 50 years of age should compulsorily submit the Birth Certificate (BC) or the Probable Age Certificate issued by the Additional District Registrar in order to obtain an ID card.
   - The Department considers 1st of July of the respective year as the date of birth in respect of the applicants who submit probable age certificates.
3. Applicants over 50 years of age and do not possess the birth certificate or the probable age certificate, could submit two or more following alternative documents along with the results of search of registers and an Affidavit to confirm the age.
   - School leaving certificate
   - Certificate of Baptism
   - Copies of Birth certificates of children of the applicant, (if the date of birth of the applicant indicated)
   - Extract of the birth certificate of the applicant
   - Citizenship certificate of Sri Lanka (if the date of birth indicated)
   - Estate leaving certificate (if the date of birth indicated)
   - Certified copies of relevant pages of the Passport
   - Registration card issued by the Estate Superintendent
   - Horoscope (if available)
4. Applicants born in a foreign country should submit the citizenship certificates issued by the Department of Immigration & Emigration of Sri Lanka.
5. Women applicants, who wish to include husband's family name in the ID card need to submit the original & a copy of the marriage certificate.
6. Five colour photographs of the size of 35mm X 45mm
7. Stamp fees
   - Stamps to a value of Rs. 3/= for the applicants under 17 years of age.
   - Stamps to a value of Rs. 15/= for the applicants over 17 years of age.
8. Applicants, who wish to include their occupation/designation in the ID card, should submit a service certificate obtained during the last three months. Professionals also need to submit documentary evidence, in case if they wish to include their profession in the ID card. (I.e. Engineers, Doctors, Accountants, Lawyers should submit relevant Degree certificates). In case of the Businessmen, they need to submit a certified copy of the Business Registration certificate.
9. Procedure to confirm the Priest status of applicants-
   - Buddhist cleric should submit the "Certificate of Ordain" or "Upasampada Certificate" issued by the Department of Buddhist Affairs
   - "Dasasil Matha" should submit the registration certificate issued by the Department of Buddhist Affairs
   - Islamic priest should submit the certificate issued by the Department of Islamic Religious Affairs
   - Hindu priest should submit the certificate issued by the Department of Hindu Religious Affairs

   Catholic priest should submit certificate issued by the head of relevant catholic religious chapters

Amending Information on Issued Identity Cards

Obtaining a new Identity Card after amending the information of the existing ID card or to replace the existing damaged ID card.

Obtaining an Application

1. From the Grama Niladhari of the applicant's residential area;
2. From the Estate superintendant (if the applicant resides in an estate);
3. From the District Secretariat, Divisional Secretariat Web Site

Necessary documents to be submitted to amend the existing ID:

1. Duly completed RPD Form 178
2. Existing NIC
3. Five colour photographs of the size of 1 ⅜" X ⅞"
4. Stamps to a value of Rs. 15/=
5. If the name, date of birth and relevant information of the applicant have been changed or not legible in the current ID card, original birth certificate, probable age certificate or the "results of search of registers" need to be submitted.
   (Applicant who forward the "results of search of registers", need to be submitted an affidavit obtained from Justice of Peace (JP) and two or more following documents along with to confirm the date of birth.)

- School leaving certificate
- Certificate of Baptism
- Copies of Birth certificates of children of the applicant, (if the date of birth of the applicant indicated)
- Extract of the birth certificate of the applicant
- Citizenship certificate of Sri Lanka (if the date of birth indicated)
- Estate leaving certificate (if the date of birth indicated)
- Certified copies of relevant pages of the Passport
- Registration card issued by the Estate Superintendent
- Horoscope (if available)

6. Women applicants, who wish to include husband's family name in the ID card need to submit the original & a copy of the marriage certificate. If the name, date of birth and relevant information of the applicant have been changed or not legible in the current ID card, original birth certificate or probable age certificate need to be submitted.
7. If the number of the current ID card is not legible, documentary evidence is required to confirm that NIC number has used in the past. (I.e. certified copies of Passport, Driving License etc.)
8. Applicants, who wish to include their occupation/designation in the ID card, should submit a service certificate obtained during the last three months. Professionals also need to submit documentary evidence, in case if they wish to include their profession in the ID card. (I.e. Engineers, Doctors, Accountants, Lawyers should submit relevant Degree certificates). In case of the Businessmen, they need to submit a certified copy of the Business Registration certificate.
9. Procedure to be confirm the Priest status of applicants-

- Buddhist cleric should submit the "Certificate of Ordain" or "Upasampada Certificate" issued by the Department of Buddhist Affairs
- "Dasasil Matha" should submit the registration certificate issued by the Department of Buddhist Affairs
- Islamic priest should submit the certificate issued by the Department of Islamic Religious Affairs
- Hindu priest should submit the certificate issued by the Department of Hindu Religious Affairs
- Catholic priest should submit certificate issued by the head of relevant catholic religious chapters

10. Applicants, who have changed the status of Buddhist clergy, should submit a certificate issued by the Department of Buddhist affairs to this effect.
    Applicant, who needs to include other names in the ID card, should submit documentary evidence and an Affidavit obtained from a Justice of Peace (JP) to certify that the other names have been used in the past.

Obtaining Duplicate Identity Card Copies

Request for a Duplicate in respect of a lost ID card.

Obtaining an Application

1. From the Grama Niladhari of the applicant's residential area;
2. From the Estate superintendant (if the applicant resides in an estate);

Documents required obtaining a duplicate ID:

1. Duly completed RPD Form 178
2. Original copy of the complaint lodged in the Police Station to state that the NIC has been lost. This complaint should be lodged during last six month.
3. Five colour photographs of the size of 1 ⅜" X ⅞"
4. Stamps to a value of Rs. 15/=
5. Originals of Birth Certificate, Probable Age Certificate or the "results of search of registers". (Applicant who forward the "results of search of registers", need to be submitted an affidavit obtained from Justice of Peace (JP) and two or more following documents along with to confirm the date of birth.)

- School leaving certificate
- Certificate of Baptism
- Copies of Birth certificates of children of the applicant (if the date of birth of the applicant indicated)
- Extract of the birth certificate of the applicant
- Citizenship certificate of Sri Lanka (if the date of birth indicated)
- Estate leaving certificate (if the date of birth indicated)
- Certified copies of relevant pages of the Passport
- Registration card issued by the Estate Superintendent
- Horoscope (if available)

6. Applicants, who wish to include their occupation/designation in the ID card, should submit a service certificate obtained during the last three months. Professionals also need to submit documentary evidence, in case if they wish to include their profession in the ID card.(I.e. Engineers, Doctors, Accountants, Lawyers should submit relevant Degree certificates). In case of the Businessmen, they need to submit a certified copy of the Business Registration certificate.
7. Documentary evidence such as Passport, Bank Book, Driving License etc. to certify that the number of lost ID has been used in the past.
8. Grama Niladhari certificate to confirm the residential place.
9. Procedure to be confirm the Priest status of applicants-

- Buddhist cleric should submit the "Certificate of Ordain" or "Upasampada Certificate" issued by the Department of Buddhist Affairs
- "Dasasil Matha" should submit the registration certificate issued by the Department of Buddhist Affairs
- Islamic priest should submit the certificate issued by the Department of Islamic Religious Affairs
- Hindu priest should submit the certificate issued by the Department of Hindu Religious Affairs
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Applicants, who have changed the status of Buddhist clergy, should submit the certificate issued by the Department of Buddhist affairs.