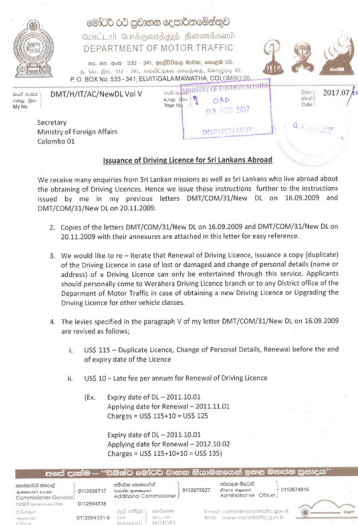


Issuance of Driving Licence for Sri Lankans Abroad



- The Infopacts that pertain to capture fingerprints should be specifically designed for fingerprints captured purpose. There are many commercial products available for fingerprint capturing. General – purpose ink may cause to reject applications due to lower quality fingerprints.
6. For the easy understanding of the officer in Sri Lankan mission abroad the requirements for each service are listed here below:
- a. **Renewal of Driving License** - Only filled MTA 032 OFFLINE application, Current Certificate of NRC (if the NRC number is included in the passport this is not mandatory), Certified copy of Valid Passport, Certified copy of valid visa, Certified copy of CNIC (if the NRC number is included in the passport this is not mandatory). Two black and white portrait size photograph. Receipt of the payment made to the Sri Lankan mission.
 - b. **Duplicate of a Driving License** - Only filled MTA 032 OFFLINE application, Copy of the claimant made to the police station of the applicants resident city or the DL that it is formed or renewed, Certified copy of Valid Passport, Certified copy of valid Visa, Certified copy of NRC (if the NRC number is included in the passport this is not mandatory). It is mandatory to mention the DL number in the passport (this is not back the details in the computer system, Medical Certificate is compulsory for holders of license. Motor Vehicle Insurance Policy (if the applicant has insurance policy) licenses. Two black and white passport size photograph. Receipt of the payment made to the Sri Lankan mission.
 - c. **Change of Personal Details of a Driving License** - Only filled MTA 032 OFFLINE application, Certified copy of Valid Passport, Certified copy of valid visa, Certified copy of NRC (if the NRC number is included in the passport this is not mandatory), Current certificate related to change of name, Change of address form, Police Certificate, Divorce certificate if applicable for name change and Resident certificate for address change, Two black and white passport size photograph. Receipt of the payment made to the Sri Lankan mission.

It is very much appreciated if you would disseminate this information among all the Sri Lankan missions abroad.

A.H.K. Jagath Chandrasiri
Commissioner General of Motor Traffic

Copies :

1. Secretary, Ministry of Transport	- for kind information
2. Commissioner (Admin)	- kind information
3. Commissioner (Driving Licence)	- kind information

Issuance of Driving Licence for Sri Lankans Abroad

Friday, 11 August 2017 13:43

DMT/COM/31/New DL

2009.11. ෯-0

Secretary
Ministry of Foreign Affairs
Colombo 01

Issuance of Driving Licence for Sri Lankans Abroad

This is further to my even numbered letter on 11 September 2009.

2. I have enclosed here the instruction manual to be used with Driving Licence Offline Application (MTA 30/2 OFFLINE). It explains how each section of the application should be filled, requirements for photographs and finger prints and rules relating to each type of transactions. Please note some of the sections of the application and rules do not applicable to applicants living abroad but it has been included in the manual for your information.
3. List of Four Digit Codes of Divisional Secretariats (DS Code) is also attached to this letter which should be written on block B-6.
4. The medical certificates should only be obtained from the Medical Institute/Institutes determined by respective foreign missions of Sri Lanka and the same should be certified by the Sri Lankan Embassy.
5. Please note that if applications are not filled properly according to the instructions given, it will be difficulty in optical character reading scanning. Department is not undertaking the responsibility of returning back applications with incorrect, insufficient or missing information.
6. Please disseminate this user manual and List of DS Code among all foreign missions of Sri Lanka and your cooperation in this regard is appreciated.

B. Wijayarane
Commissioner General of Motor Traffic

Copies:

1. Secretary, Ministry of Transport - for kind information
2. Additional Commissioner (Admin) - for information
3. Deputy Commissioner (Driving Licence) - for information

DMT/COM/31/New D.L.

11.09.2009

Secretary,
Ministry of Foreign Affairs,
Colombo 01.

Issuance of Driving Licence for Sri Lankans in Abroad

The Department of Motor Traffic has introduced the new Smart Card driving license with effect from 27th March, 2009 as per the provisions of the Motor Traffic (Amendment) Act No. 08 of 2009.

Accordingly, Smart Card driving licenses are being issued in two ways; a) Online system and; b) Offline system. At the moment, online system is confined to the Wimala Driving License office. Offline system is in operation in the district offices of this Department and they will be converted into the online system within this year.

In case of online issue, the applicant has to come to the Driving License Office located at Wimala personally as there is no firm filling exercise and no acceptance of photographs taken by the studios. And also finger print and the digital signature of the applicant are taken by the software solution adopted.

In the circumstances, we are receiving many representatives from the relatives in the country on behalf of their relatives residing abroad and also from the Sri Lankans in abroad with the view to renewing or obtaining duplicate driving licenses.

Taking these grievances into account, we have decided to offer and maintain the offline solution so that to renew or issue duplicate driving licenses for Sri Lankans in abroad. In this effect, the Ministry of Foreign Affairs could obtain offline application from this Department.

In the issuance of Smart Card driving Licenses for Sri Lankans in abroad, following procedure would be in place and followed.

- I. The offline application should be clearly filled in English block letters within the cages in black ink.
- II. In respect of Part C of the offline application, the details of the Medical Certificate should be mentioned. Acceptance of Medical Institute for this purpose could be decided by the Sri Lankan Embassy as instructed by my previous letter on the acceptance of Medical Certificates. Applicant's blood group should be included in the Medical Certificate and it should be sent along with the application.
- III. In reference to the Part E of the application, a black and white or coloured photograph could be pasted and in case of black and white photographs, the background of the photograph should be in white. The finger print should be taken by using Finger Print Ink with Ceramic Pad.
- IV. The duly filled application should be authorized by an officer not below than Second Secretary. Certified photocopies of current Driving License, National Identity Card or valid Passport and Visa should also be sent along with the application. The documents annexed to the applications should not be pinned or stapled as they would be used for scanning at there will be no physical file maintenance system in respect of new driving licenses. Therefore each set of applications should be sent by a separate docket giving no room to interchange or misplace the documents and photographs etc.
- V. The perfected offline application should be sent to the Foreign Ministry by the overseas mission and the Foreign Ministry will submit them directly to the Wimala Driving License Branch of this Department. The driving license levy should be sent to the Department of Motor Traffic by the Ministry of Foreign Affairs. The levies currently in force are as follows;

Renewal of driving license	Rs.
a) For a period of 03 years	2020.00
b) For a period of 03 years including an expired period of 03 years	2320.00
c) For a period of 03 years including two expired periods of 03 years	2620.00

The driving licenses will be sent to the Foreign Ministry and subsequently they could be dispatched to the respective Sri Lankan Embassies of respective countries.

I request you to disseminate these instructions to all Sri Lankan Missions in abroad.

B. Wijayarane
Commissioner General of Motor Traffic

Copy :

01. Secretary, Ministry of Transport. - for kind information
02. Additional Commissioner (Admin.) - for kind information
03. Deputy Commissioner (Driving License)- for kind information
04. Chief Accountant (DMT) - for kind information