



**Parliament of Sri Lanka**  
**Department of Serjeant-at-Arms**

**Application for Parliament Staff, Ancillary and Other Staff and Trainees to obtain an Access Pass**

Temporary Pass   
Parliament Identity Card   
Electronic Equipment

**Section 01****Compulsory to be completed**

1. National Identity Card Number : -
2. State the purpose of your entry to the Parliament: -   
**(Not applicable for Parliament Staff)**
3. Your Parliament Identity Card/Temporary Pass No : -
4. The relevant Department/Office/Unit attached to the Parliament: -
5. Office Telephone No : -  EXT:
6. Full name (in Sinhala and English) : -   
මයා/ මෙනෙවිය/ මහත්මිය  
  
MR./MRS./ MS.
7. Name with initials (in Sinhala and English) : -   
මයා/ මෙනෙවිය/ මහත්මිය  
  
MR./MRS./ MS.
8. Designation (in Sinhala and English):-
9. Date of Birth: - Year.....Month.....Date.....
10. Details of residence :
  - Permanent Address :-.....
  - Period of Residence :-.....
  - Temporary Address (If applicable) :-.....
  - Period of Residence :-.....
  - Home Telephone no. :- .....
  - Mobile Telephone No(s). :- .....
  - Grama Niladhari Division :-.....
  - Police Division :-.....

**Section 02****To Obtain a Parliament Identity Card**

New issuance		Renewal(Extension)	
Reissuance		Re issuance (for the lost Identity Card/Pass)	

1. Period of time for which the pass is required: from..... up to.....
2. Reason for renewal: - .....
3. If in possession of a pass :
  - i. Date issued : .....
  - ii. No. : .....
  - iii. Date of Expiry:.....

**Section 03****To bring in Electronic Equipment**

1. Nature of the Electronic Equipment (Serial Number):-  
.....
2. Reason for use :-  
.....
3. Places of use in Parliament:-  
.....
  - i. Number of the current pass issued :- .....
  - ii. Period of validity :- .....
  - iii. Date issued :- .....
  - iv. Reason for applying a new pass :- .....

I certify that the particulars mentioned by me in section/sections 01/02/03/ above are true and correct.

Date: -

Signature of the Applicant:-

**Only for the Applicants applying under Section 02 ( Not applicable for Parliament Staff)****Recommendation of the Head of the relevant Institution**

The applicant whose name is mentioned above is employed in this office and I recommend /do not recommend / issuing a valid temporary /monthly pass/a temporary/permanent Parliament Identity Card / renewal of the current pass valid up to.....

Date :-

Signature and Official Stamp of the Head of the Institution/Office

**Only for the Applicants applying under Section 03**

As requested above, I recommend/do not recommend issuing a pass for the electronic equipment mentioned above valid from ..... to.....

Date: -

Signature and Official Stamp of the Head of the Institution/Office

**For official use only**

- ❖ The above information has been entered to Computer database successfully.

.....

Date

.....

Signature of Subject Officer

**Recommendation of the Access Control and Security Office**

- i. The Non-Adverse Local Police/Basic/Full Clearance Report has been received.
- ii. Special instructions have been received for issuing an access passbased on the service requirements.
  - Accordingly, I recommend/do not recommend to issuing a Permanent Parliament Identity card.
  - Accordingly, , I recommend/do not recommend to issuing a Temporary Pass/Temporary Identity Card/renewal of the current pass valid up to.....,
  - I recommend /do not recommend to issuing an Electronic Equipment Pass.

**Date: -**

**Signature of the Officer in Charge  
Access Control & Security Office**

- **I recommend / do not recommend issuing a valid Parliamentary Identity Card/Temporary Pass/Temporary Identity Card / Electronic Equipment Pass/ renewal of the current pass.**

**Deputy Serjeant-at-Arms**

**Date: -**

**Assistant Serjeant-at-Arms**

**Date: -**

- **Approved /Not Approved**

**Date : -**

**Serjeant-at-Arms**

- i. Permanent Parliament Identity Card was Issued .....
- ii. Temporary Parliament Identity Card bearing number ..... dated  
..... valid up to ..... was issued. ....
- iii. An Electronic Equipment Pass bearing No.....valid up to  
.....was issued. ....

Signature of the Officer in Charge & Date

**I received the aforesaid (Access/Electronic Equipment) pass/passes and agree to abide by all the conditions.**

- **Access** .....
- **Electronic Equipment** .....

**Signature of the Applicant and the Date**

For official use only	
❖ The above information has been entered to Computer database successfully.	
..... Date	..... Signature of Subject Officer
❖ Computer database Checked	
..... Date	..... Signature of the Officer in Charge

# Requirements to be fulfilled

## 01. Issue of a Temporary Parliament Access Pass

- i. **To obtain an Access Pass for the first time**
  - (a). A copy of the letter of appointment to prove that the applicant has been attached to the Parliamentary Complex for service /training or receipt of a letter issued by the appointing authority.
  - (b). Non-Adverse Security Clearance Report (Local Police Clearance Report)
  - (c). A photocopy on which both sides of the National Identity Card or another acceptable identity card appear on the same page.
  - (d). The duly perfected Application Form.
- ii. **Renewal/Extension of an Access Pass**
  - (a). A written request stating the necessity of reissuing/extension of the Access Pass.
  - (b). Necessity of reissuing an Access Pass due to changes in the data such as Name/Designation/N.I.C. number, etc.( It is required to produce a photocopy on which both sides of the National Identity Card appear on the same page along with legal documents to prove the other changes)
  - (c). Current Access Pass along with a copy of it.
  - (d). The duly perfected Application Form.
- iii. **To Obtain a new Access Pass for the Lost Pass**
  - (a). A request to the Serjeant-at-Arms through the Head of the relevant Office/Department to issue a new Access Pass for the Lost Pass.
  - (b). A copy of the complaint made to the Local Police Station to the effect that the relevant Access Pass is lost, along with a photocopy of it.
  - (c). Produce the receipt issued by the Shroff of Parliament in proof of the relevant payment, if liable to pay any fee (for inquires in that regard please contact the Access Control and Security Office)
  - (d). The duly perfected relevant section of the Application Form.

- iii. **To Obtain a new Identity Card for the Lost Identity Card**
  - (a). A request to the Serjeant-at-Arms through the Head of the relevant Office/Department to issue a new Identity Card for the lost Identity Card.
  - (b). A copy of the complaint made to the Local Police Station to the effect that the Identity Card is lost, along with a photocopy of it.
  - (c). The receipt issued by the Shroff in proof of the payment of printing charges and other relevant charges for reissuing the identity card (the amount to be paid may be known from the Access Control and Security Office)

## 03. Issue of a Pass to bring in Electronic Equipment

- i. Should produce the relevant form with the recommendation of the Head of the relevant Office/Department to the Serjeant-at-Arms, if required to bring in any electronic equipment and tools other than mobile phones.
  - For further inquiries or clarifications if any, please contact the Department of the Serjeant-at-Arms 0112777100 (Ext. - 5355)/ 0112777323, Fax – 0112777473/0112777335, E-mail – access\_c@parliament.lk
  - This application can be obtained by selecting Downloads, in the web site [www.parliament.lk](http://www.parliament.lk)

## 02. Issue of a Parliament Official Identity Card

- i. **Issue of an Identity Card for the first time**
  - (a). The applicant shall be permanently appointed to serve in the Parliamentary Complex.
  - (b). A copy of the letter of appointment or a letter issued by the appointing authority with a copy of it.
  - (c). Non-Adverse Security Clearance full report.
  - (d). A photocopy of the National Identity Card or any other valid Identity Card and if required, to produce the relevant identification card.
  - (e). The duly perfected Application Form.
- ii **Reissue of an Identity Card**
  - (a). Written request stating the necessity of reissuing the identity card.
  - (b). Necessity of reissuing an identity card due to the change of the particulars such as Name/Designation/N.I.C. number (it is required to produce the relevant legal documents to prove the changes)
  - (c). Should return the Parliament Official Identity Card which is currently possessed by the applicant.
  - (d). The duly perfected Application Form.