



Serial Number

Date Stamp

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

Application for a Temporary Access Pass to enter Parliament Building/Premises for the Staff of Supply and Service Providers

Supplier

Project Employee

Service Provider

Please read the pre requisites of page no 02 before filling the application

1. State the purpose of entering the Parliamentary Complex: -
(It is mandatory to submit a letter of confirmation/ document)

2. The Name, Address and the Telephone Number of the institution to which the applicant belongs: -

3. The relevant Department/Office/Unit coordinate with to provide services in Parliament:-

4. National Identity Card/ Passport/Driving License Number: -
It is mandatory to submit a self certified photocopy of the National Identity Card/ Passport/Driving License with both sides appearing on the same page of the copy, along with the original)

5. Full Name: -

6. Name with initials: -

7. Designation: -

8. Date of Birth : -/...../.....

9. The time period which the pass is needed:-.....

10. Current pass in possession: NumberDate...../...../.....

11. Details of residence
- Permanent Address :-
 - Period of Residence :-
 - Temporary Address (if applicable): -.....
 - Telephone number of Residence :-
 - Mobile Phone Number/Numbers: -.....
 - Grama Niladari Division: -
 - Police Division :-

12. Permission to bring in Electronic Equipment(Only for persons related to Projects):-
- Nature of the electronic equipments:-.....
 - Purpose of use: -.....

13. Vehicle number of the Institution
(Only if permitted to enter Parliamentary Complex)

It is hereby certified that the requirements indicated in sub-paragraph i/ii/iii of this application are duly fulfilled.

Date: -

Signature of Applicant

It is recommended/not recommended to issue a pass to enter the premises only/ building.

Date: -

Signature and Official stamp of the relevant Head of the Institution/Office

Recommendation of the Access Control and Security Office

- a) The Non Adverse/local/basic/full Police Clearance Report has been received.
- b) Special instructions have been received pertaining to the issue of a pass based on service requirements.

Accordingly, I recommend/ do not recommend the issue of a Temporary Access Pass/Identity Card/Extension of the current pass.(Valid for.....days)

Date: -

Officer in Charge,
The Access Control and Security Office

Recommended/ Not Recommended.

Assistant Serjeant-at-Arms

Deputy Serjeant-at-Arms

Date: -

Date: -

Approved/ Not Approved

Date -

Serjeant-at-Arms

A Temporary Access Pass/Identity Card bearing numberand dated valid till..... is issued along with the Note on Security Rules and Regulations in Parliament.

Date:

Signature of the Officer in Charge

I have received, read and understood the Note on the Security Rules and Regulations in Parliament. I hereby agree to abide by the conditions set out therein. I have received the pass referred to above.

Date: -

Signature of Applicant: -

Name :-

N.I.C. No :-

Requirements for the issue of a Temporary Access Pass to enter Parliament

i. To issue an Access Pass for the first time

- (a).A letter from the relevant institution with the recommendation of the relevant Sectional Head in Parliament confirming to the Serjeant-at-Arms that the relevant applicant has been attached to Parliamentary Complex as a Supplier/Project Employee/ Service Provider.
- (b).Non -Adverse Security Clearance Report (Local Police Report)
- (c).A copy of a valid identification document and if necessary the original should be submitted.
- (d).The duly perfected Application Form.
- (e) If allowed to drive in, the Certificate of Registration of the vehicle and a photocopy of same.

ii. To Reissue /Extension of a pass

- (a). A written request including the reason for the reissue/ extension with the recommendation of the Sectional Head.
- (b). Necessity for the reissue in case of a change of information such as Name, Designation, or National Identity Card Number (Required to submit legal documents as proof)
- (c).Current temporary pass and a photocopy.
- (d).The duly perfected Application Form.

iii. To Obtain a new pass for the lost pass

- (a).A written request to the Serjeant-at-Arms with the recommendation of the relevant Sectional Head requesting to replace the lost pass with a new issuance.
- (b).The complaint lodged at the relevant Police Station regarding the loss of the pass and a copy of same.
- (c).The duly perfected new Application Form.

Procedure to be followed after receiving the Pass

• This pass is issued subject to the following conditions and the holder –

- i. should use the pass only when official business necessitates his/her presence in the Parliament Building.
- ii. is required to obtain a Coloured Temporary Pass from the Public Reception upon confirming the identity, which should be worn inside the Parliament Building.
- iii. should report immediately the loss of the pass to the Serjeant – at – Arms in writing.
- iv. will be liable for prosecution for improper use.
- v. shall allow, if requested, the Police officers on duty to check the pass.
- vi. shall comply and adhere with all security regulations and other rules currently in operation within the Parliamentary Complex.
- vii. should wear proper/suitable dress.

- 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