

Section 02 For Electronic Equipment or other Tools (Read Instruction no 05)

1. Nature of the Electronic Equipment or Tool (Except the Mobile Phone): -
.....
2. Purpose of use: -
.....
3. Locations within the Parliament Complex where it will be used:-
.....
4. Current pass number: -.....
Period of validity: Fromto.....
5. Reason for applying a new pass: -
.....

Section 03 Vehicle entry and parking (Read Instruction no 06)

1. Period for which the pass is needed: From to
2. Whether application is submitted to obtain a new pass or for an extension of the existing pass: -
.....
3. If applied for an extension, the existing pass number:
Vehicle number/nos.: -.....
Date of issue: -..... Period of validity: -.....
4. Reason for applying a new pass: -
.....

Registered No. of the Vehicle	Vehicle Class	Model

- Vehicle Class: - Motor Car/Van/Motorcycle/Scooter/Three-wheeler/Quadracycle

Section 04 Statement of the Applicant (Read Instruction no 07)

I certify that all the details furnished above are true and correct.

Date:

Applicant's Signature

Section 05 Recommendation (Read Instruction no 08)

Recommendation of the relevant Minister / Secretary to the Ministry

I certify that the applicant, whose name is mentioned above, is a member of my personal staff / an employee of my ministry, and I recommend issuing him/her an access pass / a pass for Electronic Equipment or other Tools / a vehicle pass with effect from to as requested above.

Date:

Signature and Official Seal of the
Minister/Secretary to the Ministry

Section 06

**Recommendations of the Officer in Charge and
the Deputy Serjeant-at-Arms / Assistant Serjeant-at-Arms**

All conditions relating to the application have / have not been fulfilled. Issuing the pass is recommended / not recommended.

Date: -

Signature of the Officer in Charge

- Recommended / not recommended.

Deputy Serjeant-at-Arms

Assistant Serjeant-at-Arms

Date: -

Date: -

Approval

- Approved / Not Approved.

Date: -

Serjeant-at-Arms

Section 08

Note of the Officer in Charge

Pass bearing number dated valid until was issued.

Date: -

Signature of the Issuing Officer

I have received, read and understood the Note on the security provisions of Parliament. I hereby agree to abide by the conditions set out therein. I have received the pass referred to above.

Date:

Signature of the Recipient of the pass: -

Name: -

NIC No.: -

For official use only

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

.....
Date

.....
Signature of Subject Officer

- ❖ Computer database Checked/Correct

.....
Date

.....
Signature of the Officer in Charge

Pre requisites for Issue of an Access Pass to enter the Parliamentary Complex

i. To Issue an Access Pass for the first time

- a. A written request to the Serjeant-at-Arms by the relevant Secretary to the Ministry or the Minister stating the need for the applicant to enter the Parliamentary Complex.
- b. A Non-Adverse Security Clearance report (Local Police Report). (Only applicable for officers in the Personal Staff of Cabinet Ministers)
- c. Self-certified photocopy of the National Identity Card or an acceptable Identity Card with both sides appearing on the same page of the copy.
- d. A copy of a valid Identification Card and if necessary, the relevant Identification Card itself should be submitted (Only applicable for officers in the Personal Staff of Cabinet Ministers).
- e. The duly perfected Application Form.
- f. If the vehicle is permitted to be brought, the Certificate of Registration of the vehicle and a copy thereof should be submitted (Only for the Personal Staff of Cabinet Ministers).

ii. To Re issue of an Access Pass

- a. A written request to the Serjeant-at-Arms by the relevant Secretary to the Ministry or the Minister stating the need for re issue of an Access Pass.
- b. If the re issue of a pass is needed due to the change of information such as Name, Designation, ,NIC Number etc, it is necessary to submit legal documents in proof of such changes. (Only applicable for the Personal Staff of Cabinet Ministers).
- c. The pass currently in use and a copy thereof.
- d. The duly perfected Application Form.

iii. To Obtain a new Access Pass for the Lost Pass

- a. A written request to the Serjeant-at-Arms by the relevant Secretary to the Ministry or the Minister requesting a new pass for the lost pass.
- b. Complaint lodged with the relevant Police Station that the pass has been lost and a photocopy thereof.
- 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 Officials 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.
- **Instructions**
 1. Read all instructions before fill in the Application.
 2. It is essential that all applicants fill Section 01 of the Application Form.
 3. If the applicant needs to bring in Electronic Equipment or other Tools, all the parts under Section 02 below should be filled.
 4. If you are applying for a pass for the first time, or for a new vehicle under Section 03, a copy of the Certificate of Registration of the vehicle should be attached. (Important: Passes will be issued only for vehicles belonging to state institutions. It is not allowed to park the vehicle in the car park of the Parliamentary Complex and you are allowed to travel in the vehicle up to the Public Entrance only if arrive in a chauffeur driven vehicle. (Please note that this condition will not apply to Secretaries to the Ministries)
 5. The pass issued to the Ministry Secretary provides access to the Public Officers' Box, and Restaurant, also with permission to the official vehicle.
 6. All information furnished by the applicant should be correct, and the application may be rejected in case false information has been provided.
 7. If you are applying for a Pass under Section 02, it is essential that a written request is submitted with the recommendation of the Secretary to the Ministry, and if applied under Section 03, with the recommendation of the relevant Minister, and the application should be certified placing the official seal.

- 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 downloaded from web site “www.parliament.lk”