



**PARLIAMENT OF SRI LANKA**

**DEPARTMENT OF THE SERJEANT-AT-ARMS**

**APPLICATION TO OBTAIN / RENEW / REISSUE A PHOTO IDENTITY CARD ISSUED TO THE PARLIAMENT  
JOURNALISTS 2023**

Tick "√"

New	
Renewal	
Lost	

The Serjeant-at-Arms,  
Parliament of Sri Lanka,  
Sri Jayewardenepura Kotte.

I ..... (full name) Editor / Head of the ..... (name of the newspaper/ channel /website) hereby confirm that the following journalists (Maximum three (03) names only) from my institution/ newspaper/ channel/ website, who possess the Accreditation of the Government Information Department for the year ..... have been authorized to cover the Parliament Proceedings and hence you may kindly consider the issue of the Parliament Journalists' Photo Identity Card vide above to him her/them.

**1. Details of Journalists**

Number of Journalists who wish to request Photo ID:-

Tick "√"		
1.	2.	3.

**I. Journalist No 1**

a) Full Name:-

\_\_\_\_\_

b) NIC Number:

\_\_\_\_\_

c) Number of the Media Accreditation Card issued for Year **2022/2024** by the Director General of Government Information:-

\_\_\_\_\_

d) Date of Birth:

\_\_\_\_\_








g) Contact Number:-

Work																		Mobile														
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h) Email:

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i) Social Media:

					
				other	

j) Service Period in the current Media Institution:-

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k) Date of Appointment in the Current Media Institution:-

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### **III. Journalist No 3**

a) Full Name:-

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b) NIC Number:

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c) Number of the Media Accreditation Card issued for Year **2022/2024** by the Director General of Government Information:-

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d) Date of Birth:

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e) Residential address:

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f) Permanent address:

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g) Contact Number:-

Work																		Mobile														
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h) Email: \_\_\_\_\_

i) Social Media:

					
				other	

j) Service Period in the current Media Institution:- \_\_\_\_\_

k) Date of Appointment in the Current Media Institution:- \_\_\_\_\_

*I hereby declare that the above facts and information stated are true, correct and completed to the best of my belief and knowledge."*

*In the event of any of them sever any connections with or leave the Institution/News Paper/ Channel/ Website I undertake to bring that to your notice immediately*

.....  
Signature and Rubber-Stamp of the Head of the  
Media Institution:

.....  
Date

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**Recommendation of Sri Lanka Parliament Journalists' Association/ Sri Lanka Parliament Journalists' Electronic & New Media Society.**

The Serjeant-at-Arms

Parliament of Sri Lanka

Dear Sir,

I hereby confirm that the Parliament Journalist/ Journalists referred to above, is/ are Members of our Association/ Society and recommend the issue of the Parliament Journalists' Photo Identity Card.

.....  
Signature and Date  
President/ Secretary  
Sri Lanka parliament Journalists' Association

.....  
Signature and Date  
President/ Secretary  
Sri Lanka Parliament Journalists' Electronic &  
New Media Society

**For office use only**

Officer-in-Charge – Access Control Office

I hereby confirm that the application is in order and copies of following documents are send herewith for necessary security clearance

Journalist No: 1

S/N	Document	Attached		Checked with Originals		Remarks
1	Copy of NIC					
2	Copy of Journalist Accreditation Card					
3						
4						
5						

Journalist No: 2

S/N	Document	Attached		Checked with Originals		Remarks
1	Copy of NIC					
2	Copy of Journalist Accreditation Card					
3						
4						
5						

Journalist No: 3

S/N	Document	Attached		Checked with Originals		Remarks
1	Copy of NIC					
2	Copy of Journalist Accreditation Card					
3						
4						
5						

Media Coordinator

.....

Name and Signature

.....

Dat

SA/DSA/ASA

Your approval is sought to Issue of a Parliamentary Journalists' Identity Card under section No. ....  
Mentioned below.

.....

Officer-In-Charge

.....

Date

Access Control & Security Office Date

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### Recommendation of DSA/ASA

SA

Issue of a PJIC is recommended for necessary approval please (New/ Renewal/ Lost).

**DSA**

**ASA**

.....

Signature and Seal

.....

Signature and Seal

.....

Date

.....

Date

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### Approval of SA

**Officer-In-Charge- Access Control & Security Office**

Issue of a PJID is approved (New/ Renewal/ Lost).

SA

.....

Signature and Seal

.....

Date

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PJIC No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Received PJIC By:

Name: \_\_\_\_\_

.....

Signature

.....

Date

PJIC No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Received PJIC By:

Name: \_\_\_\_\_

.....

Signature

.....

Date

PJIC No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Received PJIC By:

Name: \_\_\_\_\_

.....

Signature

.....

Date

## **Pre – Requisites**

Please attach the following documents along with the duly completed application;

### **For New PJID**

- a) Copy of the National Identity Card
- b) Copy of the Media Accreditation Card (of the current year)
- c) Dully filled Application for Security Clearance

### **For Renewal of PJIC**

- a) Reasons for renewal of present PJIC
- b) Present PJIC
- c) Copy of the National Identity Card
- d) Copy of the Media Accreditation Card (of the current year)

### **For lost PJIC**

- a) letter addressed to SA by the Editor/ Head of Institution/ Channel/ Website regarding the loss of PJIC
- b) Copy of the complaint made at the relevant Police Station
- c) Receipt issued by Parliament Shroff for a sum of Rs.1350/= (cost of re-issuing)
- d) Copy of the National Identity Card
- e) Copy of the Media Accreditation Card (of the current year)

You are required to provide the originals of above copies to the Media Coordinator for confirmation.

SA reserve the right to decide on the number of Parliament Journalist ID Cards.

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