

## PERSONAL PARTICULAR FORM FOR THE CLEARANCE

|   |        |  |         |   |  |                 |           |             |          |  |
|---|--------|--|---------|---|--|-----------------|-----------|-------------|----------|--|
| 1. Family name :- <span style="color: red;">XXXXXXXXXXXXXXXXXXXX</span>   |        |  |         | Passport Size<br>Photograph to be<br>attached<br><br>(Front<br>appearance<br> |  |                 |           |             |          |  |
| 2. First Name :- <span style="color: red;">XXXXXXXXXXXXXXXXXXXX</span>  |        |  |         |   |  |                 |           |             |          |  |
| 3. Middle name :- <span style="color: red;">XXXXXXXXXXXXXXXXXXXX</span>   |        |  |         |   |  |                 |           |             |          |  |
| 4. Maiden name, if any :- <span style="color: red;">XXXXXXXXXXXXXXXXXXXX</span>   |        |  |         |   |  |                 |           |             |          |  |
| 5. Date of Birth :- <span style="color: red;">XXXXXXXXXXXX</span>   |        | 6. Place of birth :- <span style="color: red;">XXXX</span>   |         |   |  |                 |           |             |          |  |
| 7. Nationality at birth :- <span style="color: red;">XXXXXXXXXXXX</span>  |        | 8. Religion :- <span style="color: red;">XX</span>   |         | 9. Faction/Group :- <span style="color: red;">XX</span>                       |  |                 |           |             |          |  |
| 10. Present Nationality :- <span style="color: red;">XX</span>  |        | 11. Sex :- <span style="color: red;">XX</span>   |         |   |  |                 |           |             |          |  |
| 12. Marital status :<br><span style="color: red;">*</span>  | Single |  | Married |   | Separated  |                 | Widow(er) |             | Divorced |  |
| 13. Permanent address and Telephone No.<br><br><span style="color: red;">*Please write your address in your Country</span>  |        | 14. Present address (if different) and Telephone/Fax No.<br><br><span style="color: red;">*Please write your address in Sri Lanka</span>   |         |   | 15. Office Telephone No.<br>Office Fax No.<br>E-mail:<br><br><span style="color: red;">*Official Details</span>  |                 |           |             |          |  |
| 16. Passport Number<br><div style="border: 1px solid black; padding: 5px; text-align: center;"><span style="color: red;">*</span></div>   |        | 17. Type of Passport:-<br><div style="border: 1px solid black; padding: 5px; text-align: center;"><span style="color: red;">*</span></div> |         |   | 18. Previous Passport Numbers :-<br><div style="border: 1px solid black; padding: 5px; text-align: center;"><span style="color: red;">* If Have</span></div> |                 |           |             |          |  |
| 19. Account Details (Mandatory to fill) <span style="color: red;">* Please Write Necessary Answer (Don't Write Not Applicable)</span>   |        |  |         |   |  |                 |           |             |          |  |
| Name of the Bank  |        | Country  |         | Type of Account   |  | Account Number  |           | Date opened |          |  |
|   |        |  |         |   |  |                 |           |             |          |  |
|   |        |  |         |   |  |                 |           |             |          |  |
|   |        |  |         |   |  |                 |           |             |          |  |
| 20. Details of Spouse/Spouses/Children's/NO(Children above the age of 10 years):- <span style="color: red;">* Please Write Necessary Answer (Don't Write Not Applicable)</span> |        |  |         |   |  |                 |           |             |          |  |
| <b>Spouse/Spouses</b>   |        |  |         |   |  |                 |           |             |          |  |
| Full Name   |        | Date of Birth  |         | Passport No   |  | Current Address |           |             |          |  |
|   |        |  |         |   |  |                 |           |             |          |  |
|   |        |  |         |   |  |                 |           |             |          |  |
|   |        |  |         |   |  |                 |           |             |          |  |
|   |        |  |         |   |  |                 |           |             |          |  |
| <b>Children</b> <span style="color: red;">* Please Write Necessary Answer (Don't Write Not Applicable)</span>   |        |  |         |   |  |                 |           |             |          |  |
| Full Name   |        | Date of Birth  |         | Passport No   |  | Current Address |           |             |          |  |
|   |        |  |         |   |  |                 |           |             |          |  |
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|   |        |  |         |   |  |                 |           |             |          |  |

21. Have you taken up legal permanent residence status in any country other than that of your nationality?  
If answer is “yes”, which country? YES/ NO \*

| 22. Knowledge of Languages / Language Proficiency | Reading | Writing | Speaking |
|---|---------|---------|----------|
| *   |         |         |          |
|   |         |         |          |
|   |         |         |          |
|   |         |         |          |
|   |         |         |          |

23. EDUCATIONAL QUALIFICATIONS (GIVE FULL DETAILS) – Please give exact titles of degrees translated to English. If you need more space attach additional pages. \*

| Name, Place and Country | Attended |    | Degrees and Academic Distinctions Obtained | Main stream of Study |
|-------------------------|----------|----|--|----------------------|
|                         | From     | To |  |                      |
|                         |          |    |  |                      |
|                         |          |    |  |                      |
|                         |          |    |  |                      |
|                         |          |    |  |                      |

24. EMPLOYMENT RECORDS: Starting with your present post, list in reverse order every employment you have had. If you need more space attach additional page

**\*Please write your Employment or Service Records (Don't Write Not Applicable)**

|                     |                              |
|---------------------|------------------------------|
| Title of Your Post: | Year of Service in the Post: |
| Country:            |                              |
|                     |                              |

25. Details of the ‘Visit’ (mandatory to fill) **\*Please fill all Details**

**A. Exact Purpose of the visit to Sri Lanka**

**\* Please write Purpose of the visit Clearly ( explain in full details )**

**B. Programme of the visit (In Detail)**

**\* Please write the programme of your visit in Sri Lanka with full details**

**C. Commencement and Termination of the Program :**

Date and Duration : **\*Please write time duration clearly as from DD/MM/Y to DD/MM/YY (please use only this format to give the duration any other format is unacceptable)**

**D. If the purpose is related to lecturing/facilitation, Preaching, explain the suitability and qualification of yourself to fulfill this purpose :- \***

**E. Highest Qualification acquired in the relevant field :- \***

26. Expected duration of Stay in Sri Lanka?

From : \* DD/MM/YY (Day After VISA Expiry Date) To : .....\* DD/MM/YY .....(Visa Required Period)  
Should not Exceed One Year

• DETAILS OF STAY IN SRI LANKA :-

a. Main Sponsor's Name :- XXXXXXXXXXXXXXXXXXXX

b. Address/ Addresses :- XXXXXXXXXXXXXXXXXXXX

c. Contact Numbers :- XXXXXXXXXXXXXXXXXXXX

d. Email/ Web addresses :- XXXXXXXXXXXXXXXXXXXX

e. Passport Number/ NIC No :- XXXXXXXXXXXXXXXXXXXX

f. Country of Issue :- XXXXXXXXXXXXXXXXXXXX

27. Co - Sponsor Details (If available) \* If unavailable write "no co-sponsor"

| Full Name | PP NO/NIC<br>(ID Card No) | Current Address &<br>Email | Telephone<br>No: | Business Or<br>Occupation |
|-----------|---------------------------|----------------------------|------------------|---------------------------|
|           |                           |                            |                  |                           |
|           |                           |                            |                  |                           |
|           |                           |                            |                  |                           |

28. Additional Accommodation Places during your stay in Sri Lanka. \*

| Place | Full Address | Telephone No: |
|-------|--------------|---------------|
|       |              |               |
|       |              |               |

29. Tentative Itinerary of the Visit (In detail) \*

| Duration/Date | Place | Purpose |
|---------------|-------|---------|
|               |       |         |
|               |       |         |

30. Whether you travel alone to Sri Lanka? \*

YES ☐

NO ☐

31. If 'NO' provide details of Companions \*

| Name | PP No: | Relationship |
|------|--------|--------------|
|      |        |              |

32. Amount of currency brought to Sri Lanka: USS \*

33. Countries you have visited from 2009-2016. If you need more space attach additional pages. \*

| Country | Duration |                |                      |
|---------|----------|----------------|----------------------|
|         | Date     | Period of Stay | Purpose of the visit |
|         |          |                |                      |
|         |          |                |                      |

34. Have you visited Sri Lanka previously (provide details) \*

| Duration | PP No. | Places visited / Addresses of stayed | Purpose of visit |
|----------|--------|--------------------------------------|------------------|
|          |        |                                      |                  |
|          |        |                                      |                  |
|          |        |                                      |                  |
|          |        |                                      |                  |

35. HAVE YOUR EVER BEEN ARRESTED, INDICTED, OR SUMMOND INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES ☐ NO ☐  
If “yes”, mention the details. \*

36. Have you been refused by any country? If yes,provide details for further verification. \*

37. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.  
.  
  
Date : \_\_\_\_\_ \* Signature : \_\_\_\_\_ \*

**\*\* Every part of the form should be filled. Do not leave any part empty.**

**\*\*Try to avoid writing “not applicable”. Instead write the reasons for not being able to fill that part.**

**\*\* Use the given format to write the duration of stay or programme. Do not write “one year, two year, until transferred etc...”**

**\*\*Do not use tipex or use any other correction fluid. If you made a mistake strike out that part and place your signature next to it.**

**\*\*Fill the original form correctly (with the photo) and then make 4 photocopies.**

**\*\*Do not write on the photocopies using pen/pencil.**

**\*\*\*\* PLEASE FOLLOW THE INSTRUCTIONS AND FILL THE FORM CORRECTLY AND CAREFULLY.**

## VISA CHECK LIST

Passport No. ....

Contact No. ....

Document Received Date .....

1. Visa Type

- a. Entry - ☐
- b. Residence - ☐
- c. Extension of Residence - ☐

2. Recommendation Letter - ☐  
( Address to Department and Ministry )

3. Passport Copy ( 5 Copies ) - ☐

4. Last Renewal Visa Copy - ☐  
( 5 Copies )

5. Police Clearance (If Entry Visa) - ☐  
( With 4 Photo Copies )

6. Ministry Application Form - ☐  
( With 4 Photo Copies )

7. Personal Particular Form For the Clearance ( With 4 Photo Copies )

- a. Photo - ☐
- b. Permanent Address ( Field No 13 ) – ☐

- c. Present Address ( Field No 14 ) - ☐

- d. Type of Passport ( Field No 17 ) - ☐

- e. Details of the 'Visit' – 

|   |  |
|---|--|
| A |  |
|---|--|

|   |  |
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| B |  |
|---|--|

|   |  |
|---|--|
| C |  |
|---|--|

|   |  |
|---|--|
| D |  |
|---|--|

|   |  |
|---|--|
| E |  |
|---|--|

  
( Field No 25 )

- f. Expected Duration of Stay in Sri Lanka ( Field No 26 )  
From 

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

 To 

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|  |  |  |  |  |  |
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- g. Details of Stay in Sri Lanka - 

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