

**Obtaining Security Clearances**

S/N	Service/Services Provided	Requirement to be fulfilled before providing service	Documents/Applications/Forms to be submitted	Amount/fee levied	Maximum duration taken for providing service (No. of working days)	Name/Designation (Rank) and TP No. of the officer to be contacted
1.	Issuance of security clearances to foreigners for providing visit visas and residential visas.	Requesting security clearances from Ministry of Foreign Affairs, Presidential Secretariat, Ministry of Power and Energy, Department of External Resources, National Secretariat for Non-Governmental Organizations, Defense Division and Military Liaisons Office.	The personal details form/ a photocopy of the passport.	No charges will be levied	A span of 03 working days will be taken for providing clearance	Officer in charge of the Division (T.P. - 0112430860-9)
2.	Issuance of security clearances for the registration of Non-Governmental Organizations	Requesting clearances from the National Secretariat for Non-Governmental Organizations	Application form for registration of Non-Governmental Organizations, minutes of the organization, list including details of members of the organization, photocopies of passports of foreigners if employed	No charges will be levied	A span of two months will be taken for providing clearance	Officer in charge of the Division (T.P. - 0112430860-9)
3.	The issuance of security clearances for individuals arriving for religious purposes and for the construction of religious places	Submission of applications from the Ministry of Buddhasasana, Culture and Religious Affairs	Application submitted from this Division/Police Certificate/a copy of the passport	No charges will be levied	A span of 14 days	Officer in charge of the Division (T.P. - 0112430860-9)
4.	Issuance of Security Clearance for the employees recruited to the De La Rue Lanka Currency and Security Print Pvt Ltd.	All documents will be prepared by the De La Rue Lanka Currency and Security Print Pvt Ltd.	The personal details form	No charges will be levied	A one-month period is taken for providing clearances	Officer in charge of the Division (T.P. - 0112430860-9)
5.	Security clearance for the employees recruited to the Rakna Arakshaka Lanka Limited	All documents will be prepared by the Rakna Arakshaka Lanka Limited	The personal details form	No charges will be levied	A one-month period is taken for providing clearances	Officer in charge of the Division (T.P. - 0112430860-9)
6.	Foreign persons' marriages.	All documents will be prepared by the Registrar General's Department.	The personal details form	No charges will be levied	A span of 03 working days will be taken for providing clearance	Officer in charge of the Division (T.P. - 0112430860-9)
7.	Educational Visa / Spouse Visa / Employment Visa /	All documents will be prepared by the Department of	The personal details form	No charges will be	A span of 03 working days will be	Officer in charge of the Division (T.P. -

	Golden Paradise Visa / Condominium Property Purchase Visa	Immigration and Emigration		levied	taken for providing clearance	0112430860-9)
8.	Providing dual citizenship	All documents will be prepared by the Citizenship Division of the Department of Immigration and Emigration	The personal details form	No charges will be levied	A one-month period is taken for providing clearances	Officer in charge of the Division (T.P. - 0112430860-9)
9.	Issuing security clearance for pilot applicants	The applicants should forward their applications to us through the respective pilot school, Civil Aviation Authority and the Ministry of Civil Aviation.	1. The personal details form 2. A copy of the Passport/NIC 3. If the applicant is a foreign individual, the police report of the respective country	No charges will be levied	A span of 03 days will be taken for checking the documents and 30 days period will be taken for the background inspection.	Officer in charge of the Division (T.P. - 0112430860-9)
10.	Issuing clearances for the registration of foreign employment agencies	Applicants should submit their applications to us through the Sri Lanka Bureau of Foreign Employment	1 The personal details form 2. A copy of the NIC	No charges will be levied	A span of 30 days will be taken	Officer in charge of the Division (T.P. - 0112430860-9)
11.	Issuing security clearances for all those who are recruited by the Airport and Aviation Services Limited.	Information of those individuals should be sent by the Airport and Aviation Services Limited.	1. Name of the person 2. Address 3. NIC No.	No charges will be levied	A span of 30 days will be taken	Officer in charge of the Division (T.P. - 0112430860-9)
12.	Issuing security clearances for the confirmation of employees of the Sri Lanka Ports Authority.	The Sri Lanka Ports Authority should send the personal details of these employees to us.	1. The personal details form 2. A copy of the NIC	No charges will be levied	A span of 30 days will be taken	Officer in charge of the Division (T.P. - 0112430860-9)
13.	Issuing security clearances granted by the Sri Lanka Board of Investment	Applications will be submitted through the online system by the Sri Lanka Board of Investment	Passport	No charges will be levied	A span of 03 working days will be taken for providing clearance	Officer in charge of the Division (T.P. - 0112430860-9)
14.	Issuing security clearances for the confirmation of employees of the Department of Examinations	The Department of Examinations should send the details of those employees to us.	1. Name of the person 2. Address 3. NIC No.	No charges will be levied	A span of 30 days will be taken	Officer in charge of the Division (T.P. - 0112430860-9)

\* In the case of a disputable security clearance, the above timelines for the confirmation of details may vary.