

Serial No.	Service	Opening hours	Contacts for making Appointments  (Appointments are available only on the <b>weekdays between 09:00 am to 4:00 pm</b> )
1.	Acceptance of passport applications under One Day Service	8.00 a.m. to 1.00 p.m.	Travel Division of Battaramulla Head Office  <b>(In addition to the above online appointment service)</b>  To reserve through <b>telephone</b> – 0707101060, 0707101070
2.	Acceptance of passport applications under Normal Service	8.00 a.m. to 2.00 p.m.	Travel Division of Battaramulla Head Office  <b>(In addition to the above online appointment service)</b>  To reserve through <b>telephone</b> – 0707101060, 0707101070  Matara Office – 041-5412212, 041-5104444  Kandy Regional Office – 081-5624509  Kurunegala Regional Office – 037-5550562  Vavunia Regional Office – 025-5676344
3.	Alteration of passport details	9.00 a.m. to 1.00 p.m.	Alteration Division of Battaramulla Office  To reserve through telephone – 0707101060, 0707101070  Matara Office – 041-5412212, 041-5104444  Kandy Regional Office – 081-5624509  Kurunegala Regional Office – 037-5550562  Vavunia Regional Office – 025-5676344
4.	Registration of Citizenship (duties related to Dual Citizenship/ Registration under section 5(2) of Citizenship Act)	9.00 a.m. to 1.00 p.m.	Citizenship Division of Battaramulla Office  0707101030
5.	Duties related to Citizenship of Persons of Indian/Chinese Origin	9.00 a.m. to 1.00 p.m.	Policy Division of Battaramulla Head Office  0115329680
6.	Verification of information in data page of the passport	9.00 a.m. to 1.00 p.m.	Overseas Mission Division of Battaramulla Head Office  0115329233 , 0115329235
7.	Obtaining an Arabic translation of passport data page and the related endorsements	9.00 a.m. to 1.00 p.m.	Overseas Mission Division of Battaramulla Head Office  0115329233, 0115329235
8.	Extension of <b>Visit Visas and Residence Visas</b> of the foreigners who are currently staying in Sri Lanka	9.00 a.m. to 2.00 p.m.	You must apply through the <b>above mentioned web extension</b>  If there is any difficulty in booking the dates as above, please seek help through the number <b>0707101050</b> .  ( The phone number will be operated from <b>9.00 am to 4.00 pm only</b> )
9.	Border Control activities of Approved Ports	24 hour service	Officers have been deployed at the Ports to carry out immigration and emigration activities in accordance with government policy decisions.
10.	Providing travel details , Dispatching of a passport from Sri Lanka through a third party	9.00 a.m. to 1.00 p.m.	Ports Division of Battaramulla Head Office  0115329625
11.	Obtaining passports, printed under the Normal Service, at the Battaramulla Head Office	9.00 a.m. to 2.00 p.m.	Postal Division of Battaramulla Head Office  0115329245
(If it is essential to obtain the passport before sending by Registered post)			