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மோட்டார் போக்குவரத்துத் திணைக்களம்
DEPARTMENT OF MOTOR TRAFFIC

තැ. පෙ. අංක 533 - 341, අල්විගල මාවත, කොළඹ 05.
த. பெ. இல. 533 - 341, எல்விட்டிகல மாவத்தை, கொழும்பு 05.
P. O. BOX No. 533 - 341, ELVITIGALA MAWATHA, COLOMBO 05



මගේ අංකය }
எனது இல. }
My No. }

DMT/H/IT/AC/NewDL Vol V

මගේ අංකය }
உமது இல. }
Your No. }

MINISTRY OF FOREIGN AFFAIRS
OAD
08 AUG 2017
DISPATCH UNIT

දිනය } 2017.07/22
திகதி }
Date }

Secretary
Ministry of Foreign Affairs
Colombo 01

Issuance of Driving Licence for Sri Lankans Abroad

We receive many enquiries from Sri Lankan missions as well as Sri Lankans who live abroad about the obtaining of Driving Licences. Hence we issue these instructions further to the instructions issued by me in my previous letters DMT/COM/31/New DL on 16.09.2009 and DMT/COM/31/New DL on 20.11.2009.

2. Copies of the letters DMT/COM/31/New DL on 16.09.2009 and DMT/COM/31/New DL on 20.11.2009 with their annexures are attached in this letter for easy reference.
3. We would like to re – iterate that Renewal of Driving Licence, Issuance a copy (duplicate) of the Driving Licence in case of lost or damaged and change of personal details (name or address) of a Driving Licence can only be entertained through this service. Applicants should personally come to Werahera Driving Licence branch or to any District office of the Department of Motor Traffic in case of obtaining a new Driving Licence or Upgrading the Driving Licence for other vehicle classes.
4. The levies specified in the paragraph V of my letter DMT/COM/31/New DL on 16.09.2009 are revised as follows;
 - i. US\$ 115 – Duplicate Licence, Change of Personal Details, Renewal before the end of expiry date of the Licence
 - ii. US\$ 10 – Late fee per annum for Renewal of Driving Licence

(Ex. Expiry date of DL – 2011.10.01
Applying date for Renewal – 2011.11.01
Charges = US\$ 115+10 = US\$ 125

Expiry date of DL – 2011.10.01
Applying date for Renewal – 2012.10.02
Charges = US\$ 115+10+10 = US\$ 135)

A/OAD
per month
9/18

අපේ දැක්ම – “විශිෂ්ට මෝටර් වාහන නියාමනයෙන් ඉහළ මහජන ප්‍රසාදය”

කොමසාරිස් ජනරාල් ஆணையாளர் நாயகம் Commissioner General ලැයිස්/දුරකථන/ෆැක්ස් பெயர்/தொலைபேசி/பெக்ஸ் කාර්යාලය அலுவலகம் Office	0112698717 0112694338 0112694331-6	අතිරේක කොමසාරිස් மேலதிக ஆணையாளர் Additional Commissioner වැලි පත්‍රිකා பத்திரிகை Telegrams	0112675027	පරිපාලන නිලධාරී நிர்வாக அலுவலர் Administrative Officer	0112674916	E-mail : comm@motortraffic.gov.lk Web : www.motortraffic.gov.lk	
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5. The Inkpads that is used to capture fingerprints should be specifically designed to fingerprints capturing purpose. There are many commercial products available for fingerprint capturing. General – purpose ink may cause to reject applications due to lower quality fingerprints.
6. For the easy understanding of the officer in Sri Lankan missions abroad the requirements for each service are listed here again;
 - a. **Renewal of Driving Licence** – Duly filled MTA 30/2 OFFLINE applications, Current Driving Licence issued by Department of Motor Traffic, Medical Certificate, Certified copy of Valid Passport, Certified copy of valid visa, Certified copy of NIC (if the NIC number is included in the passport this is not mandatory), Two black and white passport size photograph. Receipt of the payment made to the Sri Lankan mission.
 - b. **Duplicat of a Driving Licence** - Duly filled MTA 30/2 OFFLINE applications, Copy of the complaint made to the police station of the applicants resident city or the DL that is deformed or blurred, Certified copy of Valid Passport, Certified copy of valid visa, Certified copy of NIC (if the NIC number is included in the passport this is not mandatory), It is mandatory to mention the DL number or NIC number to trace back the details in the computer system, Medical Certificate is compulsory for heavy vehical (i.e. Motor Coach, Motor Lorry etc.) Licences but optional for light vehical licences, Two black and white passport size photograph. Receipt of the payment made to the Sri Lankan mission.
 - c. **Change of Personal Details of a Driving Licence** - Duly filled MTA 30/2 OFFLINE applications, Certified copy of Valid Passport, Certified copy of valid visa, Certified copy of NIC (if the NIC number is included in the passport this is not mandatory), Evidence documents relates to the change made; i.e Birth Certificate, Marriage Certificate, Divorce certificate etc for name change and Resident certificate for address change, Two black and white passport size photograph. Receipt of the payment made to the Sri Lankan mission.

It is very much appreciated if you would disseminate this information among all the Sri Lankan missions abroad.


A.H.K. Jagath Chandrasiri
Commissioner General of Motor Traffic

Copies :

1. Secretary, Ministry of Transport - for kind information
2. Commissioner (Admin) - kind information
3. Commisisoner (Driving Licence) - kind information

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DMT/COM/31/New DL

2009.11. 20

Secretary
Ministry of Foreign Affairs
Colombo 01

Issuance of Driving Licence for Sri Lankans Abroad

This is further to my even numbered letter on 11 September 2009.

2. I have enclosed here the instruction manual to be used with Driving Licence Offline Application (MTA 30/2 OFFLINE). It explains how each section of the application should be filled, requirements for photographs and finger prints and rules relating to each type of transactions. Please note some of the sections of the application and rules do not applicable to applicants living abroad but it has been included in the manual for your information.
3. List of Four Digit Codes of Divisional Secretariats (DS Code) is also attached to this letter which should be written on block B-6.
4. The medical certificates should only be obtained them from the Medical Institute/ Institutes determined by respective foreign missions of Sri Lanka and the same should be certified by the Sri Lankan Embassy.
5. Please note that if applications are not filled properly according to the instructions given, it will be difficulty in optical character reading scanning. Department is not undertaking the responsibility of returning back applications with incorrect, insufficient or missing information.
6. Please disseminate this user manual and List of DS Code among all foreign missions of Sri Lanka and your cooperation in this regard is appreciated.

M
B. Wijyaratne
Commissioner General of Motor Traffic

Copies:

1. Secretary , Ministry of Transport - for kind information
2. Additional Commissioner (Admin) - for information
3. Deputy Commissioner (Driving Licence) - for information

dc

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DMT/COM/31/New D. L.

11.09.2009

Secretary,
Ministry of Foreign Affairs,
Colombo 01.

Issuance of Driving License for Sri Lankans in Abroad

The Department of Motor Traffic has introduced the new Smart Card driving license with effect from 27th March, 2009 as per the provisions of the Motor Traffic (Amendment) Act No. 08 of 2009.

Accordingly, Smart Card driving licenses are being issued in two ways; a) Online system and; b) Offline system. At the moment, online system is confined to the Werahara Driving License office. Offline system is in operation in the district offices of this Department and they will be converted into the online system within this year.

In case of online issue, the applicant has to come to the Driving License Office located at Werahara personally as there is no form filling exercise and no acceptance of photographs taken by the studios. And also finger print and the digital signature of the applicant are taken by the software solution adopted.

In the circumstances, we are receiving many representatives from the relatives in the country on behalf of their relatives residing abroad and also from the Sri Lankans in abroad with the view to renewing or obtaining duplicate driving licenses.

Taking these grievances into account, we have decided to offer and maintain the offline solution so that to renew or issue duplicate driving licenses for Sri Lankans in abroad. In this effect, the Ministry of Foreign Affairs could obtain offline application from this Department.

In the issuance of Smart Card driving licenses for Sri Lankans in abroad, following procedure would be in place and followed.

- I. The offline application should be clearly filled in English block letters within the cages in black ink.
- II. In respect of Part C of the offline application, the details of the Medical Certificate should be mentioned. Acceptance of Medical Institute for this purpose could be decided by the Sri Lankan Embassy as instructed by my previous letter on the acceptance of Medical Certificates. Applicant's blood group should be included in the Medical Certificate and it should be sent along with the application.

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- III. In reference to the Part E of the application, a black and white or coloured photograph could be pasted and in case of black and white photographs, the background of the photograph should be in white. The finger print should be taken by using Finger Print Ink with Ceramic Pad.
- IV. The duly filled application should be authorized by an officer not below than Second Secretary. Certified photocopies of current Driving License, National Identity Card or valid Passport and Visa should also be sent along with the application. The documents annexed to the applications should not be pinned or stapled as they would be used for scanning as there will be no physical file maintenance system in respect of new driving licenses. Therefore each set of applications should be sent by a separate docket giving no room to interchange or misplace the documents and photographs etc.
- V. The perfected offline application should be sent to the Foreign Ministry by the overseas mission and the Foreign Ministry will submit them directly to the Werahara Driving License Branch of this Department. The driving license levy should be sent to the Department of Motor Traffic by the Ministry of Foreign Affairs. The levies currently in force are as follows;

Renewal of driving license	Rs.
a) For a period of 03 years	2020.00
b) For a period of 03 years including an expired period of 03 years	2320.00
c) For a period of 03 years including two expired periods of 03 years	2620.00

Amended

The driving licenses will be sent to the Foreign Ministry and subsequently they could be dispatched to the respective Sri Lankan Embassies of respective countries.

I request you to disseminate these instructions to all Sri Lankan Missions in abroad.

o/c
16/09/2009
W
B. Wijayaratne
Commissioner General of Motor Traffic

Copy :

- 01. Secretary, Ministry of Transport. - for kind information
- 02. Additional Commissioner (Admin.) - for kind information
- 03. Deputy Commissioner (Driving License)- for kind information
- 04. Chief Accountant (DMT) - for kind information