

Name: .....

Address:

.....

Date: .....

H.E. the Ambassador/Berlin  
Embassy of Sri Lanka  
Niklasstraße 19  
14163 Berlin, Germany

I ..... (Name), [Passport  
No.....] hereby inform that my Sri Lankan National Identity Card (NIC) is  
lost/stolen on ..... in ..... **OR** in Sri Lanka at present **OR** not prepared as  
of now as I did not travel to Sri Lanka upon completion of the age.\*

*\*Please strike out whichever is not applicable*

Therefore I am not in a position to submit the original NIC and/or a copy for processing my Sri  
Lankan passport application.

I hereby affirm that I will prepare my NICas soon as I return to Sri Lanka.

Accordingly, I kindly request you to process my passport application with the available  
documents.

Thank you,

.....

Signature

Name: