

Name:

Address:

.....

Date:

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

Request to obtain the Passport by Post

I – GER/BER/202.../....., (Name and Reference No.) have applied for a new Sri Lankan passport and I was informed that my new passport is ready to collect at the Embassy. However, due to the following reasons I will not be able to visit the embassy in person to collect the passport.

Reason/s:

.....

Therefore, I request the Embassy to post / courier my new passport and I hereby inform that I bear any loss or damage caused to the passport during the delivery procedure by post/ courier.

Thank you,

.....

Signature

Name: