

Serial No	
-----------	--

Date Stamp



**Parliament of Sri Lanka
Department of Serjeant-at-Arms**

Application for Parliament Staff, Ancillary and Other Staff and Trainees to obtain a Vehicle Pass - 2023

Requirements to be fulfilled

- (a) If applying for a vehicle pass for the first time or for a new vehicle, a copy of the vehicle registration certificate .(along with its original certificate ,which will be returned)
- (b) If the same vehicle used in 2022 is used in 2023, it is necessary to produce a copy of the registration certificate.
- (c) The vehicle should have been registered under the name of the applicant or his/her spouse.
- (d) In case the relevant pass is misplaced it should be informed to the Serjeant-at-Arms with immediate effect and a copy of the complaint made to the relevant Police Station in that regard should be produced along with a photocopy of it.
- (e) The Circular No.SA/A/18 dated 01.11.2021 issued by the Department of Serjeant-at-Arms should be adhered to when driving vehicles to the Parliamentary Complex and the Parliament Car Park including when parking vehicles there.

- This application can be downloaded from web site “www.parliament.lk”
- For further inquiries or clarifications if any, please contact the Department of Serjeant-at-Arms.
T. (office) - 0112777100 (Extension - 5315) 0112777554 Fax - 0112777473/ 0112777335 e-mail – access_c@parliament.lk

❖ Applying for a, New pass Extention of the pass

❖ If applying for an extention,

The number of the current pass, number/numbers of the vehicle(s)Date of issue..... Period of validity from.....to.....

Compulsory to be completed

1. National Identity CardNumber :-
2. Your Personal File /Service/ Parliamentary Official ID No
3. The relevant Department/Office/Unit attached to the Parliament
4. Name with initials :-
5. Designation :-
6.
 - Office Telephone Number/ Extention :-.....
 - Mobile Phone Number/s :-.....

For official use only	
❖ The above information has been entered to the computer database successfully.	
.....
Date	Signature of the Subject Officer

	Name of the registered owner	Relationship to the owner	Registered Number of the Vehicle	Class of the vehicle	Model
01					
02					

- Class of the Vehicle: -Motor Car/Van/Motorcycle/Scooter/Three wheeler/Quadricycle

I certify that the above particulars mentioned by me are true and correct.

Date: -

Signature of the Applicant:-

- **I recommend / do not recommend issuing a valid vehicle pass.**

Deputy Serjeant-at-Arms

Date: -

Assistant Serjeant-at-Arms

Date: -

- **Approved /Not Approved**

Date: -

Serjeant-at-Arms

A Vehicle pass valid for year 2023 bearing number has been issued.

Date: -

Signature of the Officer in Charge

I received the aforesaid vehicle pass/passes and agree to abide by all the conditions.

Signature of the Applicant and the Date

For official use only

- ❖ **The above information was entered to the computer database successfully.**

.....

Date

.....

Signature of the Subject Officer

- ❖ **Computer database was checked/ correct.**

.....

Date

.....

Signature of the officer in charge