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பதிவாளர் நாயகம் திணைக்களம்
REGISTRAR GENERAL'S DEPARTMENT



මගේ අංකය }
எனது இல. }
My No. }

RG/MBD/01/Circular

ප්‍රධාන කාර්යාලය
தலைமை அலுவலகம்
HEAD OFFICE

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த. பெ. இல. } 565
P. O. Box No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

234/A3, ඩෙන්සිල් කොබ්බාදුව මාවත, බත්තරමුල්ල.
234/A3, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்லை.
234/A3, Denzil Kobbakaduwa Mawatha, Battaramulla.

දිනය } 2022.06.16
திகதி }
Date } ✓

Circular No.07/2022/

To all Additional District Registrars,
Through all Divisional Secretaries/District Registrars

Changing Names and adding New Names in Birth Registers

All Circulars issued up to now regarding changing names and adding new names in Birth Registers are cancelled hereby and only this Circular will be enforced onwards.

02. The persons have a right to change names under Section 27 of the Registration of Births and Deaths Act, No.17 of 1951. Your attention is to be focused on the Orders 292 to 330 of Volume III of the Register General's Guideline in this connection and the following instructions are given for the implementation of same Orders.

03. When applying for change the name /adding new name of a child below 07 years, only the request letter of parents is adequate.

04. When applying for change a name of a child between 07 to 16 years old, action should be taken to do relevant amendments of the names based on the documents given below.

The documents required to make amendments

- I. Declaration under Section 27
 - II. Request letter of the parents
 - III. The letter issued by the principal of the school which the child is studying, giving his consent to use the relevant name
 - IV. The documents to confirm the use of the name applied for. (If available only)
05. Similarly, when applications are received for amendments of the names of persons who have been born in Sri Lanka and have subsequently revoked their citizenship or persons with permanent residence abroad, Declaration under the Section 27 and 03 written evidence to confirm the use of the relevant name in the country of his citizenship or the country of his permanent residence, are sufficient. In such events, it shall not be requested to submit other proofs of documents such as formats in Annex 01 and 02, newspaper advertisements, Grama Niladhari reports, etc.
06. Except for the special instances 03,04 and 05 above, action should be taken relevant to each matters given below for the other amendments.

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தொலைபேசி இல. }
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- 07 When submitting other documents to prove, that the name has been used, where there are differences existed in the letters of the name in the three copies of a birth certificate, errors in spellings, when name has been written in a manner to change the gender and space differences between words / letters, signature of the Additional District Registrar with the date should be mentioned, after confirming the accuracy of the documents and making necessary amendments in the second page in the original copy and a certified copy/ extract should be forwarded to the relevant record room to make the necessary amendment to the duplicate.

The documents required to make amendments

- I. Request letter
 - II. Affidavit
 - III. Documents for proofing the applied name has been used.(03 documents are adequate)
08. Even though the name mentioned accurately in the third copy of a birth certificate, the name has been changed in original and duplicate copies, i.e.,
- 1.1 Existing changes in "*Ispili*" and "*Papili*" in the name
 - 1.2 Existing spelling mistakes
 - 1.3 When name has been written in a manner to change the gender
 - 1.4 When existing space between words / letters
 - 1.5 Dropping of parts of the name or adding extra parts

When submitting other documents to prove, that the name has been used, being the third copy is accurate, where there are differences existed as mentioned above, signature of the Additional District Registrar with the date should be mentioned, after confirming the accuracy of the documents and making necessary amendments in the second page in the original copy and a certified copy/ extract should be forwarded to the relevant record room to make the necessary amendment to the duplicate.

The documents required for making amendments

- I. Request letter
- II. Affidavit
- III. Documents for proofing the applied name has been used.(03 documents are adequate)

(If the copy given free of charge, is available, it should be forwarded. It is compulsory to check the copy which is given free of charge, for the amendment under the matter 1.5)

09. Adding the surname in the raw, Father's Name to the name in the second raw, dropping the surname in the second raw using name in a short form (Eg- William as Willy)

The documents required for making amendments

- I. Declaration under Section 27
- II. Affidavit
- III. Documents for proofing the applying name is used more than one year(03 documents are adequate)

10 When the parents belonging to two races, amending the name in a manner to indicate the race of mother or father.

The documents required for making amendments

- I. Declaration under Section 27
- II. Application for obtaining information (Annexure 1 or 2)
- III. Paper advertisement published in daily or week end newspaper.
- IV. Affidavit (it should be mentioned that with no intention to hide the race)
- V. GramaNiladhari Report
- VI. Marriage certificate of the parents (if available)
- VII. Documents proofing that the applying name has been used. (03 documents are adequate)

*If one year period has been lapsed by publishing the paper advertisement, it is not necessary to use the documents to prove that the name has been used more than one year, if documents to prove that the name has been used more than one year, it is not necessary to lapse one year period for publishing paper advertisement.

11. Making a considerable amendment in the name used up to now, in a manner that no change in the race .

The documents required for making amendments

- I. Declaration under Section 27
- II. Application for obtaining information (Annexure 1 or 2)
- III. Paper advertisement published in daily or week end news paper(It is compulsory to lapse of one year period after published)
- IV. Affidavit
- V. GramaNiladhari Report
- VI. Marriage certificate of the parents (if available)
- VII. Documents proofing that the applying name has been used more than one-year period (03 documents are adequate)

12. Making complete amendment in the name in a manner to not indicate his own race.

The documents required for making amendments

- I. Declaration under Section 27
 - II. Application for obtaining information (Annexure 1 or 2)
 - III. Paper advertisement published in daily or week end news paper (It is compulsory to lapse of one-year period after published)
 - IV. Affidavit (it should be mentioned that not an intention to hide the race)
 - V. GramaNiladhari Report
 - VI. In an instance of change the religion, a letter from a relevant religious place.
 - VII. Muslim marriage certificate in an instance of other religion has been married under Muslim Law.
 - VIII. Documents proofing that the applying name has been used more than one-year period.
13. Even though any person has right to amend a name by fulfilling requirements mentioned under each matters above, it should not be allowed to note few letters as an amendment which are unable to pronounce, unable to use as a name, under Section 27 of the Registration of Births and Deaths Act. Such request should be rejected at the first instant.
14. It is compulsory to confirm the reason for that request and identity of the applicant when receiving a request to change/add a name. It should be searched on the authenticity of the documents of written evidences presented to prove that the suggested name has been used. Especially at the instances where declarations are presented, under 10, 11, 12 above, it is more suitable to grant approval for relevant amendment by confirming facts through oral evidences and statements as well as conducting suitable statutory examination with regard to that, other than relying on the documents submitted. Granting your decision should be done by completing the same examination briefly ever.
15. If such problem arisen relating to change names in Birth Certificates, a written request should be promptly forwarded to the Assistant Registrar General of the relevant District for seeking instructions in relation to that. District Assistant Registrar General should forward his recommendation/approval to the Additional District Registrar within 14 days from the same documents received him, by checking that documents or conducting investigation appropriate to himself. If any doubt about the documents forwarded, it is suitable to give instructions to seek judicial action by rejecting declaration and inform it to the applicant in writing. However, within one month from the receiving of declaration, all the task thereon should be completed.

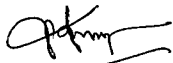
16. Reporting of the information on amendment of names to the Head office.

Only the amended information under 10,11,12 above prepared as per annexure 03, should be forwarded by the Additional District Registrar in the Divisional Secretariat to the District In charge Assistant Registrar General before 10th day of each and every month. The information forwarded by the Divisional Secretariats under him, should be forwarded by the District In charge Assistant Registrar General to the Civil Registration Division of the Head office via the e-mail address rgd.civil@gmail.com before 15th day of each and every month.

- 17 I inform that amending names should be done as per the instructions of the same Circular from 01.07.2022 and not to embarrass the parties by informing to forward written evidences un necessarily contrary to the essential documents under each occasions. As such, you have the full powers of taking decisions relating to amendment of a name or adding new name under Section 27, I further kindly inform that inform the decision such as allowing or rejecting of the request to the declarants without delay.

- 18 More over , I further emphasize that , if it revealed as carried out direct or indirect encouragement for the preparation of forge documents in contravention of the instructions of this Circular , it have to take severe disciplinary actions and legal actions regarding that.

19. Please notify the receipt of this Circular.



P.S.P Abeywardhana

Registrar General

Copies

1. Secretary, Ministry of Public Administration, Home Affairs Provincial Councils and Local Government -for kind information
2. Secretary -Ministry of Education
3. Chief of National Intelligence - for kind information
4. All District Secretaries/Additional Registrar Generals -for kind information
5. All Executive and Staff Officers of the Head office - for kind information

The documents required for making amendments

- I. Declaration under Section 27
- II. Application for obtaining information (Annexure 1 or 2)
- III. Paper advertisement published in daily or week end news paper (It is compulsory to lapse of one-year period after published)
- IV. Affidavit (it should be mentioned that not an intention to hide the race)
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- 17 I inform that amending names should be done as per the instructions of the same Circular from 01.07.2022 and not to embarrass the parties by informing to forward written evidences un necessarily contrary to the essential documents under each occasions. As such, you have the full powers of taking decisions relating to amendment of a name or adding new name under Section 27, I further kindly inform that inform the decision such as allowing or rejecting of the request to the declarants without delay.
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P.S.P Abeywardhana

Registrar General

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2. Secretary -Ministry of Education
3. Chief of National Intelligence - for kind information
4. All District Secretaries/Additional Registrar Generals -for kind information
5. All Executive and Staff Officers of the Head office - for kind information

Amendment of the name mentioned in the cage two in the Birth Certificate

Up to 07 to 21 years age

District
Divisional Secretariat :-----
Birth Certificate No. : ----- Date of Birth -----
Relating to the Birth Certificate

Should be filled by Additional District Registrar

1. As mentioned in the Birth Certificate

(a) Name: -----

(b) Name in Full -----

2. The name expected to be used after the amendment-----

3. National Identity Card No.:-----

4. Passport No.: -----

5. Driving License No.: -----

(Even a one number out of 3,4,5 identity numbers should be mentioned compulsorily .If not an affidavit should be forwarded thereon)

6. Details on permanent residence

a. Residential Address: -----

b. GramaNiladhariArea: -----

c. District: -----

(Grama Niladhari Certificate on the residence and the character of the applicant (D.S 4) should be submitted.)

7. Temporary Address: -----

8. Reason for residing at the temporary address-----

9. Addresses of previously resided

10 Telephone No.: Fixed ----- Mobile: -----

11. E-mail Address (if available)-----

12. a) Occupation/ Profession : -----

b) Address of the place of occupation/profession -----

13. Details of the mother:

a. Full Name : -----

b. Race: -----

c. National Identity Card No. : -----

14. Details of the father

a. Full Name : -----

b. Race: -----

c. National Identity Card No. : -----

15. Marital Status of the person who owned the Birth Certificate: -----

16. Details of the Spouse

a. Full Name: -----

b. Address : -----

c. Race : -----

d. National Identity Card No.: -----

e. Occupation : -----

f. Address of the work place : -----

17. Details of the Children

Full Name	Age
-----	-----
-----	-----
-----	-----
-----	-----

18. Names of the Siblings and National Identity Card Nos. and details on present residence

Name	N.I.C.No.	Address
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

(Possible every detail should be included)

19. If the name has been amended before, state the name previously used

1. -----
2. -----
3. -----

20. State clearly the reason which the name expected to be amended.

a. Full Name:-----

b. Race :-----

c. National Identity Card No.:-----

d. Address:-----

21. Of the declarant

22. Identity of the declarant (Mother/Father /Guardian)

(Cut down unnecessary words)

I do hereby certify that the foregoing information is true and accurate according to the written evidences belonging to me. I further declare that I am subject to all kind of lawful or unlawful responsibilities occurred by providing incorrect or false information.

Signature of the Declarant

Date

I certify that ----- who is the holder of National Identity
Card No.----- is a permanent/temporary resident of -----
-----belonging to this Police Area

Superintendent of Police (Signature and Official Frank)

Date

Amendment of the name mentioned in the cage two in the Birth Certificate

Over 21 years Old

District
Divisional Secretariat :-----	-----
Birth Certificate No. :-----	Date of Birth -----
Relating to the Birth Certificate	Should be filled by Additional District Registrar

1. As mentioned in the Birth Certificate

(a) Name :-----

(b) Name in Full -----

2. The name expected to be used after the amendment-----

3. National Identity Card No.:-----

4. Passport No.:-----

5. Driving License No.:-----

(Even a one number out of 3,4,5 identity numbers should be mentioned compulsorily .If not an affidavit should be forwarded thereon)

6. Details on permanent residence

a. Residential Address :-----

b. GramaNiladhariArea :-----

c. District :-----

(GramaNiladhari Certificate on the residence and the character of the applicant (D.S 4) should be submitted.)

7. Temporary Address:-----

8. Reason for residing at the temporary address-----

9. Addresses of previously resided

10 Telephone No.: Fixed ----- Mobile: -----

11. E-mail Address (if available)-----

12. a) Occupation/ Profession : -----

b) Address of the place of occupation/profession -----

13. Details of the mother :

a. Full Name : -----

b. Race : -----

c. National Identity Card No. : -----

14. Details of the father

a. Full Name : -----

b. Race : -----

c. National Identity Card No. : -----

15. Marital Status of the person who owned the Birth Certificate: -----

16. Details of the Spouse

a. Full Name: -----

b. Address : -----

c. Race : -----

d. National Identity Card No.: -----

e. Occupation : -----

f. Address of the work place : -----

17. Details of the Children

Full Name	Age
-----	-----
-----	-----
-----	-----
-----	-----

18. Names of the Siblings and National Identity Card Nos. and details on present residence

Name	N.I.C.No.	Address
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

(Possible every detail should be included)

19. If the name has been amended before, state the name previously used

1. -----
2. -----
3. -----

20. State clearly the reason which the name expected to be amended.

21. If Civil Court Case existing against the applicant , state the details thereon.

(Including the Matter, Court and Case No.)

I do hereby certify that the foregoing information is true and accurate according to the written evidences belonging to me. I further declare that I am subject to all kind of lawful or unlawful responsibilities occurred by providing incorrect or false information

Signature of Applicant

Date

I certify that ----- who is the holder of National Identity Card No.----- is a permanent/temporary resident of ----- belonging to this Police Area .

Superintendent of Police (Signature and Official Frank)

Date