# Instructions on how to register through Online SelfRegistration Program

Every Sri Lankan who leaves the country for foreign employment under Section 53 (3) of the Sri Lanka Bureau of Foreign Employment Act No. 21 of 1985 as amended by Acts No. 4 of 1994 and No. 56 of 2009 passed by the Parliament of the Democratic Socialist Republic of Sri Lanka every Sri Lankan must register with the Bureau before leaving. If you are going abroad for employment , you have the opportunity to obtain Bureau registration through the online methodology.

By visiting the official website www.slbfe.lk, under 'On line Self Registration' you can access
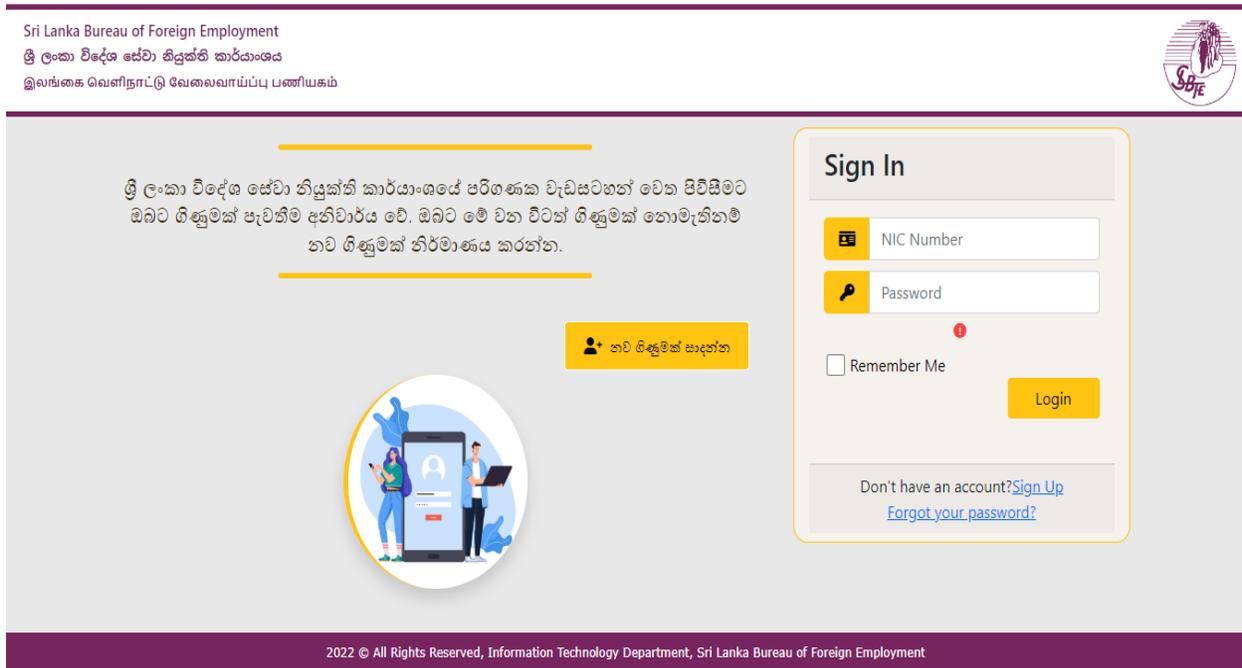


the below web page.The applicant should submit the application under the first stage.

When accessing the SLBFEservices online, it is mandatory to create an account. You can also easily create an account by clicking on "Create a New Account" button or accessing the "Sign up" link.
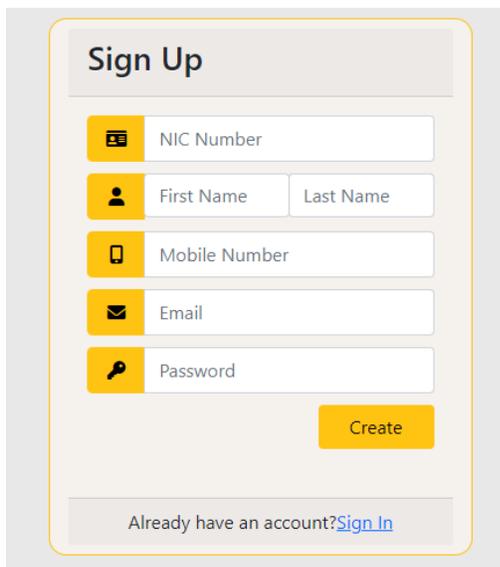


The applicant needs to create a new account using only the correct information.

- NIC Number
- First Name
- Last Name
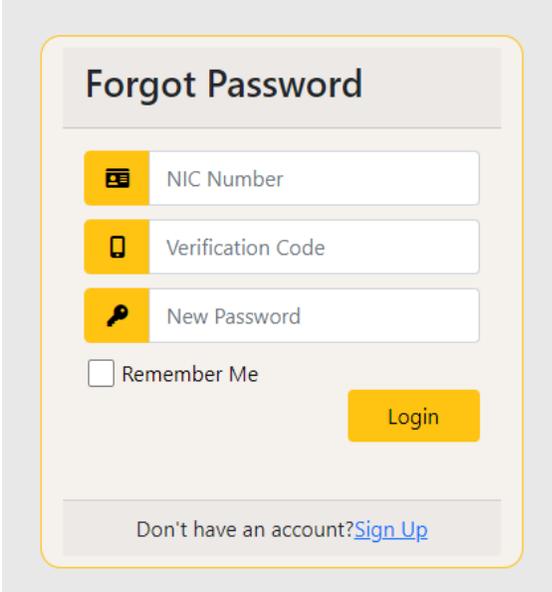- Mobile Number
- Email Address
- Password

After entering, you can easily create a new account by clicking the "Create" button.

Figure 01

Figure 02

In case of forgetting Password for existing users here is an opportunity to easily change the password by clicking the Forgot Your Password?Link.

By entering the applicant's ID number, verification code sent via SMS to the telephone number previously entered into the system can reset the password.



Figure 03

After completing login process, the applicant will be direct to the below web page.



Figure 04

You can access the relevant web page by clicking on the SLBFE REGISTRATION icon to register for this program. That web page is shown below (Figure 05).
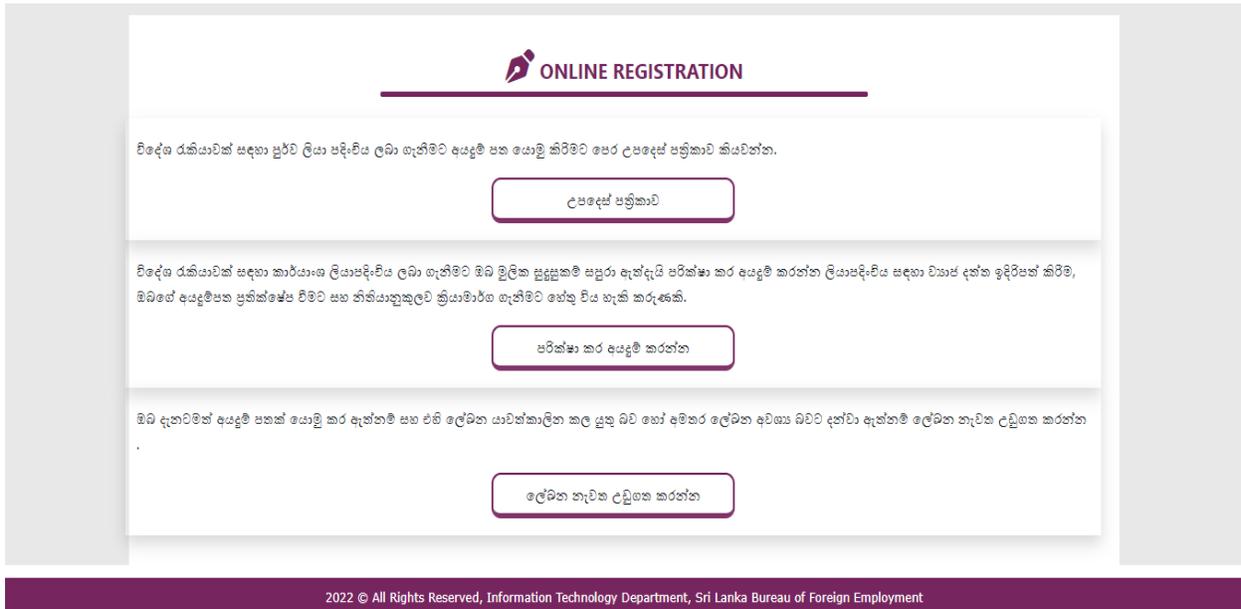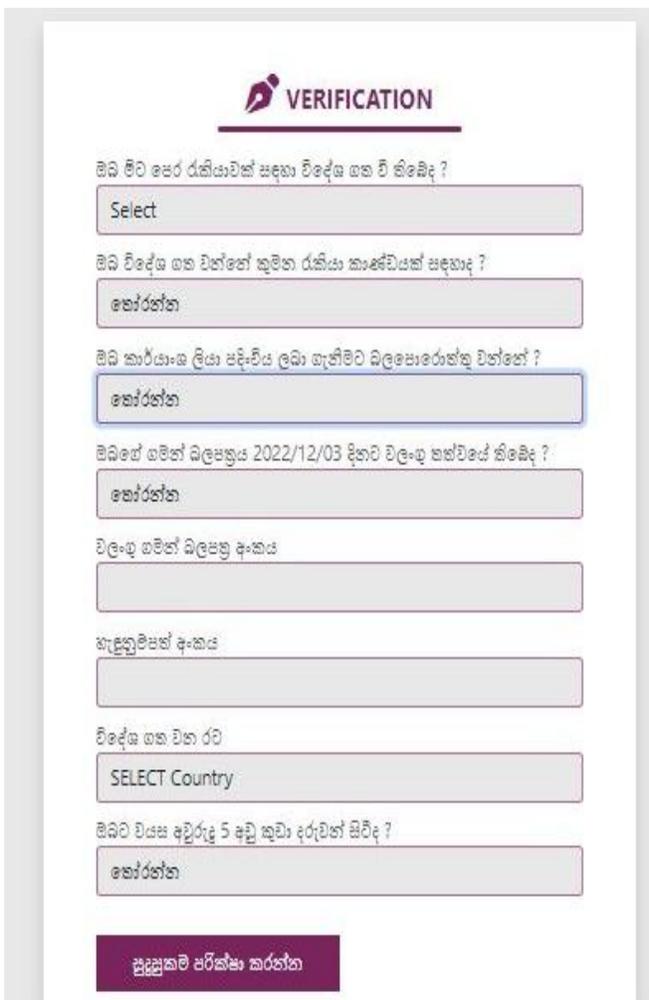
ONLINE REGISTRATION

විදේශ රැකියාවක් සඳහා පූර්ව ලියා පදිංචිය ලබා ගැනීමට අයදුම් පත යොමු කිරීමට පෙර උපදෙස් පත්‍රිකාව කියවන්න.

උපදෙස් පත්‍රිකාව

විදේශ රැකියාවක් සඳහා කාර්යාංශ ලියාපදිංචිය ලබා ගැනීමට ඔබ මූලික සුදුසුකම් සපුරා ඇත්දැයි පරීක්ෂා කර අයදුම් කරන්න ලියාපදිංචිය සඳහා ව්‍යාජ දත්ත ඉදිරිපත් කිරීම, ඔබගේ අයදුම්පත ප්‍රතික්ෂේප වීමට සහ නීතියානුකූලව ක්‍රියාමාර්ග ගැනීමට හේතු විය හැකි කරුණකි.

පරීක්ෂා කර අයදුම් කරන්න

ඔබ දැනටමත් අයදුම් පතක් යොමු කර ඇත්නම් සහ එහි ලේඛන යාවත්කාලින කල යුතු බව හෝ අමතර ලේඛන අවශ්‍ය බවට දන්වා ඇත්නම් ලේඛන නැවත උඩුගත කරන්න .

ලේඛන නැවත උඩුගත කරන්න

Figure 05

From this web page (Figure 05),

- Read Instruction Paper

VERIFICATION

ඔබ මීට පෙර රැකියාවක් සඳහා විදේශ ගත වී තිබේද ?

Select

ඔබ විදේශ ගත වන්නේ කුමන රැකියා කාණ්ඩයක් සඳහාද ?

තෝරන්න

ඔබ කාර්යාංශ ලියා පදිංචිය ලබා ගැනීමට බලපොරොත්තු වන්නේ ?

තෝරන්න

ඔබගේ ගමන් බලපත්‍රය 2022/12/03 දිනට වලංගු භාවිවයේ තිබේද ?

තෝරන්න

වලංගු ගමන් බලපත්‍ර අංකය

හැඳුනුම්පත් අංකය

විදේශ ගත වන රට

SELECT Country

ඔබට වයස අවුරුදු 5 ට අඩු කුඩා දරුවන් සිටීද ?

තෝරන්න

සුදුසුකම් පරීක්ෂා කරන්න

- Checking Qualification
- Re-Upload Documents

Will be provided.

It is mandatory for the user to read the instruction paper before applying. According to the instructions, applicant can check whether she/he is suitable for the foreign employment by clicking "Check and apply" button.

The applicant will be directed to the next steps related to the registration according to the selection of the short questions mentioned in Figure 06.

For Verification,

- For the Question, Have you ever been abroad for a job? Answer should Yes or No
- For the Question, for what job category are you going abroad? Answer should select Domestic or Non-domestic from dropdown

- For the Question, Is your passport valid till 04/12/2022 (6 months from application date) should select Yes or No from dropdown
- For the Question, Valid Passport Number should enter the passport number
- For the Question, Country of Employment should select the country from dropdown
- For the Question, Do you have children under the age of 5 years? Answer should Yes or No

Based on the answers provided, the program will primarily determine whether the applicant is eligible to go abroad for employment or not.

If the applicant is qualified for foreign employment, then will direct to the interface shown in Figure 07 and if not qualified direct to the interface mentioned in Figure 08. If not, the reason will be notified to the applicant..
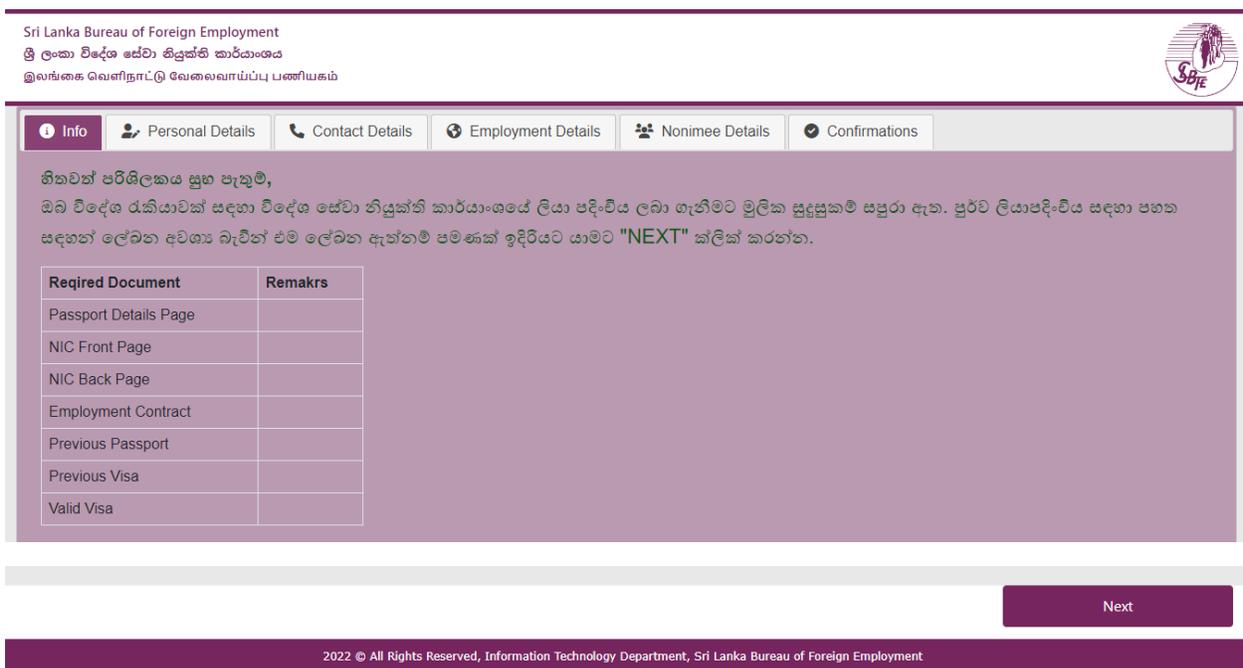


Figure 07
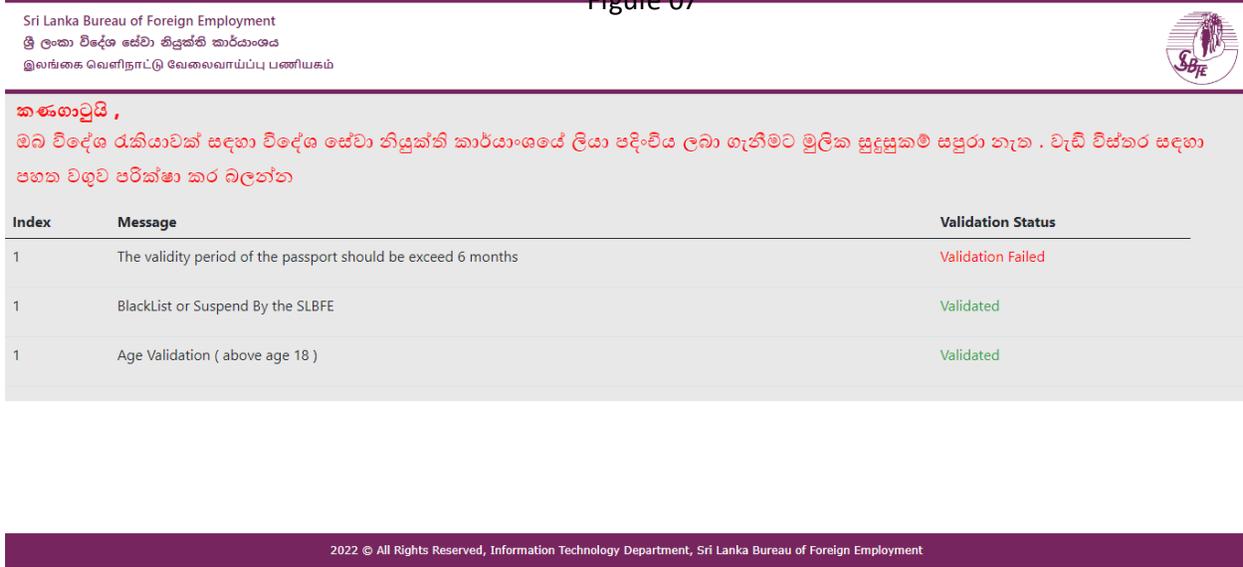


Figure 08

If the applicant not eligible he/she can apply again after fulfilling the basic qualifications.

Eg. If the validity period of the passport is not more than 6 months he / she can re-apply with a new valid passport.

If the applicant is eligible for pre-registration, the program will continue. The basic documents required for registration will mentioned on the above page (Figure 07).

To proceed the application, Should Click "Next" button.



Figure 09

Name, Passport Number, Identity Card Number, Gender and Date of Birth will be automatically filled using the pre-entered data and the applicant needs to enter the Marital status.

After entering all the information, you have to click the Next button. The applicant will be directed to an interface as shown in Figure 10.



Figure 10

The Address, Telephone Number and Email address will be automatically filled using the pre-entered data and the applicant needs to enter the District and Divisional Secretariat office.

After entering all the information, you have to click the Next button. The applicant will be directed to an interface as shown in Figure 11



Figure 11

The country of departure will be automatically filled using the pre-entered data and the applicant needs to enter the job (Ex: Care Giver), employer name, employer address, employer phone number and employer email address (if any) and click the Next button .

The applicant is then directed to the information form of a named relative (Figure 12). After entering the Relationship to nominee, name, address and telephone number of the nominated relative, click on the Next button.



Figure 12

Under the next step, the applicant is directed to the Information Certification Form (Figure 13). The applicant should select the nearest SLBFE Head Office / Branch Office / Embassy in the relevant menu where he/she can submit the documents for Bureau registration.

Also, since the verification code has already been issued to the applicant by SMS to the previously entered mobile number, enter the code here and click on the "Save and Continue" button if it is subjected to the conditions set out there.



Figure 13

As the final step the applicant should upload the required documents for registration (Figure 14). Additional documents can be uploaded by clicking the "Add Extra Document" button. After uploading all the documents, you can successfully submit the application by clicking on the "Save & Submit" button.

A reference number will be issued to a successful applicant and will also be sent in the form of an SMS to the telephone number submitted for the application (Figure 15)