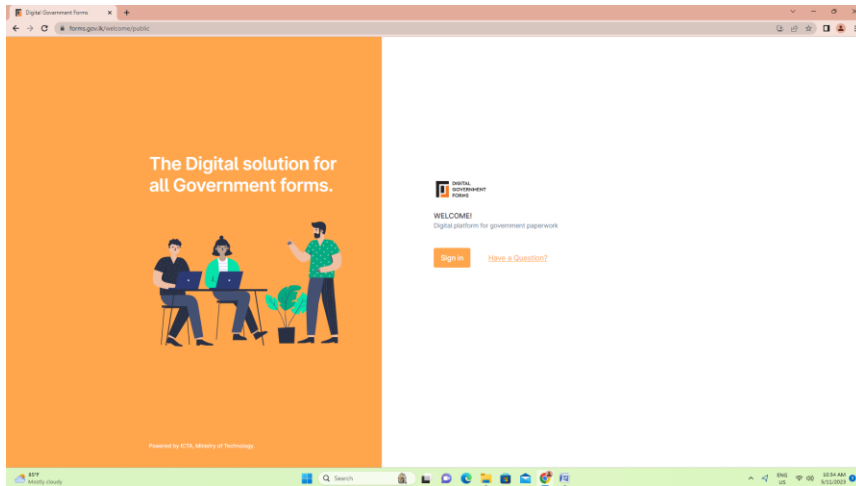
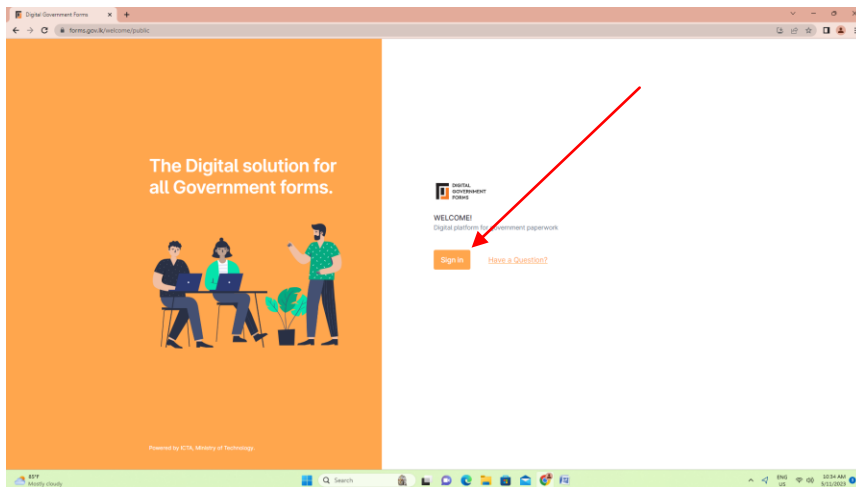


1. Go to www.forms.gov.lk



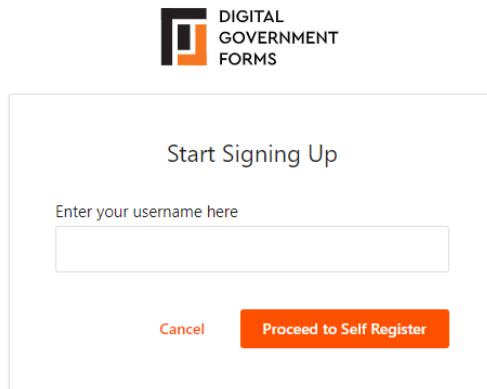
2. Click **Sign In**



3. Click **Sign Up** or **Sign in with Google**

A screenshot of the "Sign in" form on the Digital Government Forms website. It features a "Username" field, a "Password" field, and a "Remember me on this computer" checkbox. Below the fields are links for "Forgot Username or Password?", "Sign Up", and "Continue". There are also buttons for "Sign In With Google" and "Sign In With Facebook". A red arrow points to the "Sign Up" button.A screenshot of the "Sign in with Google" form. It has a title "Sign in" and a subtitle "to continue to forms.gov.lk". There is an "Email or phone" input field and a "Forgot email?" link. Below the input field are links for "Create account" and "Next".

4. If you click **Sign Up** then Enter a **Username** (Don't Keep Space Between Words or Use a Single Name as Username (Please check the availability)
Eg : **(Ruwan Perera) X** – **(Ruwan-Perera / Ruwan.Perera) ✓**



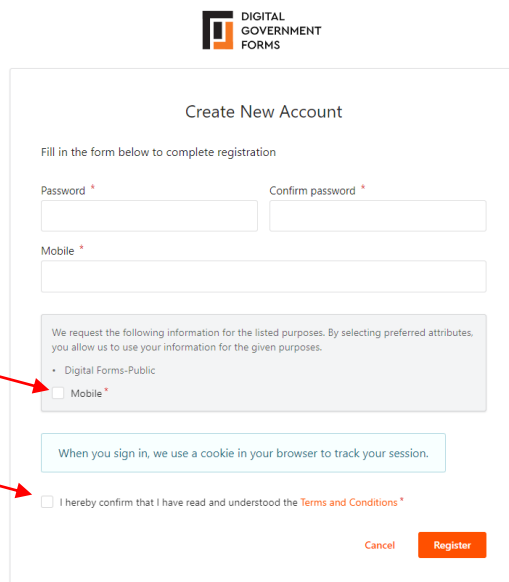
DIGITAL GOVERNMENT FORMS

Start Signing Up

Enter your username here

Cancel Proceed to Self Register

5. Click **Proceed to Self Registration**



DIGITAL GOVERNMENT FORMS

Create New Account

Fill in the form below to complete registration

Password * Confirm password *

Mobile *

We request the following information for the listed purposes. By selecting preferred attributes you allow us to use your information for the given purposes.

- Digital Forms-Public
- Mobile *

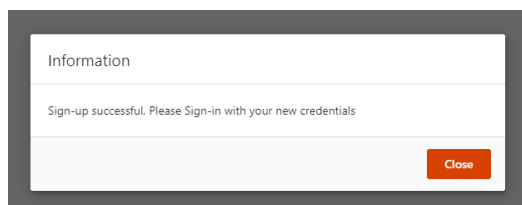
When you sign in, we use a cookie in your browser to track your session.

I hereby confirm that I have read and understood the [Terms and Conditions](#) *

Cancel Register

- Enter **Password, Confirm Password** (same password) and **Mobile Number**.
Password should contain a digit[0-9], a lower case letter[a-z], an upper case letter[A-Z], one of !@#\$\$%&*' characters'
- Put a tick to **Mobile and Terms and Conditions** and **Click Register**

6. If All Correct it Shows **Sign-Up Successful** Message.



Information

Sign-up successful. Please Sign-in with your new credentials

Close

7. Close the message. Then you redirect to Sign In window again. Enter your **Username & Password** and **Continue**.

DIGITAL GOVERNMENT FORMS

Sign In

Username

Password

Forgot Username or Password ?

Remember me on this computer

We use browser cookies to track your session to give better experience.

By signing in, you agree to our [Terms and Conditions](#) and acknowledge the [Privacy Policy](#)

Sign Up

Continue

OR

Sign In With Google

Sign In With Facebook

[Have A Question ?](#)

Digital Government Forms © 2023

8. Now you are in **Tell us yourself page**

Welcome to Digital Government Forms

Tell us about yourself

Personal Details

Title:*
Select an option x First Name* Last Name* Profile Picture

Name with Initials:*
Name with Initials

Gender:*
Select an option x Preferred Language:
English x

Identification Type:*
NIC x Identification Number:*
Identification Number

Contact Details

Phone Number:*
e.g. 0701234567 Generate OTP Enter OTP
e.g. 123456 Verify

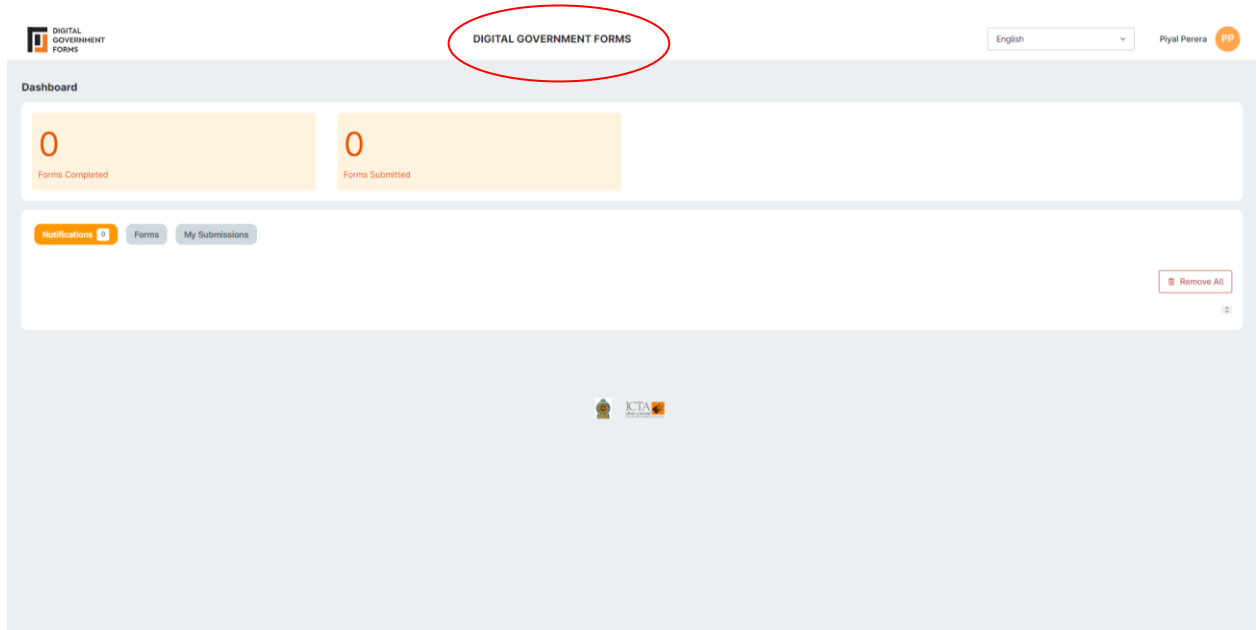
Email Address:
e.g. sample@gmail.com Generate OTP Enter OTP
e.g. 123456 Verify

I Read & Agree to [Terms & Conditions](#)

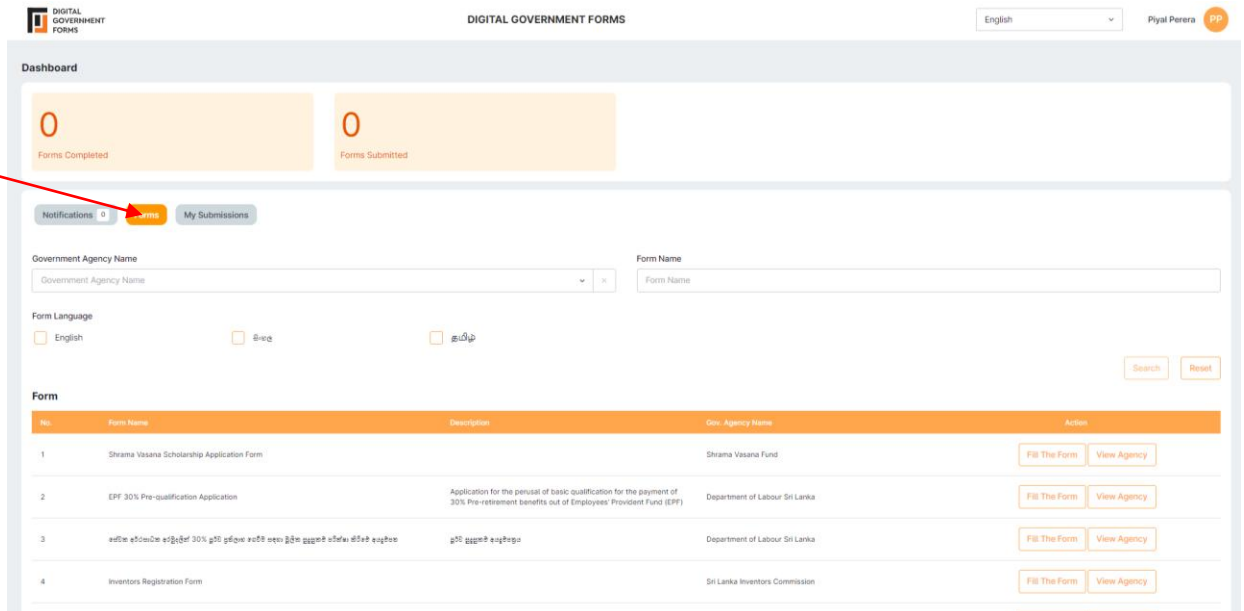
[Have A Question?](#)

- Fill the all Personal Details Correctly (* Mandatory Fields)
- Under Contact Details # Enter **Phone Number** Click **Generate OTP** – You will Receive a Text Message with OTP
- Enter the **OTP** to **Enter OTP** box and **Click Verify**. It will shows Verification Status in Green Colour
- After Phone Verification Tick **Terms and Condition** and **Click Continue**.

9. Now you are in the **Digital Government Forms** Dashboard.



10. To submit a form click **Forms** tab



11. Type "**Department of Christian Religious Affairs**" in Government Agency Name and **Click Search**
Then you can show the forms Published by the department under Forms

The screenshot shows the 'DIGITAL GOVERNMENT FORMS' dashboard. At the top, there are two orange boxes for 'Forms Completed' and 'Forms Submitted', both showing '0'. Below these are tabs for 'Notifications', 'Forms', and 'My Submissions'. The search section includes a dropdown for 'Government Agency Name' (set to 'Department of Christian Religious Affairs'), a text input for 'Form Name', and radio buttons for 'Form Language' (English, Sinhala, Tamil). 'Search' and 'Reset' buttons are on the right. A red arrow points to the 'Search' button. Below the search section is a table with columns: No., Form Name, Description, Gov. Agency Name, and Action. Two rows are visible, both from the 'Department of Christian Religious Affairs'. The first row is 'Reservation of the Pilgrim Centre of St. Anne's Church at Thawalila'. The second row is 'Recommendation for Passport / NIC for Clergy' with a detailed description: 'Request for a recommendation letter to Obtain a new Passport or Renew a Passport / Renew, Obtain or Cancel a Clergy NIC'. Each row has 'Fill The Form' and 'View Agency' buttons. Below the table is a 'Drafts' section with a similar table structure.

No.	Form Name	Description	Gov. Agency Name	Action
1	Reservation of the Pilgrim Centre of St. Anne's Church at Thawalila		Department of Christian Religious Affairs	Fill The Form View Agency
2	Recommendation for Passport / NIC for Clergy	Request for a recommendation letter to Obtain a new Passport or Renew a Passport / Renew, Obtain or Cancel a Clergy NIC	Department of Christian Religious Affairs	Fill The Form View Agency

12. Find the form and Click "**Fill The Form**" Button

- To upload the documents you can scan or get a photo.
- Put your **full name** as the **signature** of the form.
- After fill the form you can **Submit**.
- You can view **status** of your request any time by login to the dashboard using your **Username** and **Password**