

EMBASSY OF THE PEOPLE'S REPUBLIC OF BANGLADESH

3510, International Drive, NW

Washington, DC 20008

Tel: (202) 244-0183 Fax: (202) 244-5366/2771

Application Form for Renewal/Addition/Alteration on Passport: Form – B.

_____ (Please print or write in BLOCK letters only)

1. Name in full _____
2. Passport No _____ Date of issue _____
Place of issue _____
3. Date of birth (M/D/Y) _____ Place of birth _____
4. Present address: _____

Telephone _____ (Home) _____ (work)

5. Services required (Please tick)

- Renewal of Passport
 Endorsement of child
 Change/correction of :

Name Father's name Mother's name Husbands name Address
 Date of birth Place of birth Occupation Other (Specify) _____

6. Please provide changed/corrected information below

Name _____
Father's name _____
Mother's name _____
Husband's name _____
Address _____

Date of birth _____ Place of birth _____
Occupation _____
Other _____

Signature of Applicant

Please see page 2 for requirements/instructions. For further questions please call (202) 244-0183 between 10:00 am and 1:00 pm. Pick up from 03:00-5:00 p.m.
Monday through Friday (except holidays)

Application Instructions: Renewal of Passport

1. Fill out one copy of this form along with your passport for renewal upto 31 March 2011.
2. No photograph is required.
3. Renewal fees:
Ordinary: US\$ 09.00 per year (delivery after 3 working days).
Urgent: \$17.00 per year (delivery next day).
A maximum of one years renewal upto 31 March 2011 is allowed,
4. Fees are to be paid by money orders/bank drafts or cashiers checks only.
5. Please send only Certified/Express/FedEx/UPS self-addressed envelope with appropriate postage for return delivery of your passport. In case of FedEx include check made out to FedEx or use FedEx account number.
6. Passport may be renewed 6 (six) months before the date of expiry of its validity.

Note: Employees of Government, corporation, semi -autonomous and autonomous organizations etc. must show letter of discharge/termination/removal or retirement or relevant official letter and cases may be referred to appropriate authority in Bangladesh for clearance.

EndorAlteration/Addition on passport:

1. Provide corresponding document as specified below:

<u>Type of endorsement</u>	<u>Documents to be submitted (please see note)</u>
Correction of name/date /place of birth	Court declaration, birth certificate, SSC certificate.
Change of Address	Proof of address e.g. driver's license/ recent tel/electricity bill e.t.c.
Addition of children	Proper birth certificate of the child showing Bangladeshi nationality of parents and three copies of stamp size photograph of the child.
Change of father's/husband's name	Marriage/divorce certificate as applicable.
Change of profession/occupation	Copy of relevant academic certificate or employment verification letter stating the profession (from employer).

(Documents may have to go through verification process, which will be intimated after application has been made)

2. Fees: Must be in the form of money orders/bank drafts/cashiers checks payable to the Embassy of Bangladesh.
Ordinary (delivery after three working days): US\$ 09.00
Urgent (delivery on the next day): US\$ 17.00

Note: **Any document generated in Bangladesh must be attested by the Ministry of Foreign Affairs (Consular Section) before it can be presented as a supporting document.**