

## **Important information on Re-issue / Renew of an existing MRP (Machine Readable Passport)**

1. **If you do not wish to change your photograph / signature: you may not need to visit the Embassy physically.** Please fill in an MRP application form (in PDF format, without barcode) and send it to the Embassy by postal mail along with the following (**requirements**):
  - (a) One copy of recent photograph (size 55x45mm);
  - (b) Photocopy of the current passport with original;
  - (c) Photo copy of 17-digit Birth Certificate or National ID Card (which mentioned in your previous MRP);
  - (d) A money order/bank draft of US\$ 110 (for Ordinary Delivery) / US\$ 220 (for Express Delivery) addressed to the 'Embassy of Bangladesh';
  - (e) Proof of Occupation (if applicant is Engineer, Physician, Researcher, Teacher, Student, Driver or any special occupation). For Private Service, no proof of occupation is required;
  - (f) Copy of Marriage Certificate (if applicant is married);
  - (g) Proof of non-US citizen or any foreign national (Photocopy of Green Card/Permanent Resident Card or Work Permit or I-20 etc). If applicant is US citizen or any foreign national, please provide a photocopy of Dual National Certificate.
2. If you want to change your photograph/signature in your re-issued passport, please contact the Embassy over phone to set an appointment; and follow the procedure as you would do during obtaining a new MRP. You may also visit one of our mobile MRP enrolment camp when it comes to your area. Please see the above-mentioned schedule, if any. For more information, please call us or keep an eye on our website.
3. If a machine readable passport was issued when the holder was a minor due to which biometric information was not recorded, and now the holder has attained 15 years of age, the holder needs to visit the Embassy or a mobile enrolment facility. In this case, please follow the procedure of obtaining of a new MRP as mentioned in 2. above.

### **Mailing service:**

A self-addressed prepaid envelope for return mail service preferably USPS Certified with tracking number /Express Mail Flat Rate (from US Post Office) / UPS or FedEx Prepaid label by the applicant. Your passport will be sent to you once it is received from Dhaka. The return envelope is not required if the applicant wishes to collect the MRP (Passport) from the Embassy physically.

### **Processing time for MRP:**

Application and requirements are received at the counter between 10:00 a.m.–1:00 p.m., Monday to Friday, except holidays. Delivery time is from 3:30–5:00 p.m.

**Please note that** the Bangladesh Embassy needs at least 45 to 60 days (60-days for Ordinary Delivery / 45-days for Express Delivery) to process the MRP application.

- i. Please check the spelling and accuracy of the data that you have provided while filling in your application form since these will be reflected in your passport and fulfill all requirements to avoid any delay in processing;
- ii. Any misrepresentation of facts may lead to cancellation of MRP at any time.