

**EMBASSY OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**3510, International Drive, NW**  
**Washington, DC 20008**  
**Tel: (202) 244-0183 Ext: 115/100 Fax: (202) 244-7248**  
**APPLICATION FOR NON-MACHINE READBLE PASSPORT (NON-MRP)**



(PLEASE READ INSTRUCTIONS ON  
THE THIRD PAGE AND FILL OUT  
FIRST TWO PAGES)

I, the undersigned, hereby apply for an International/Special passport and provide the required information below.

1. Full name (in BLOCK LETTERS) with all/previous names (if any): \_\_\_\_\_  
\_\_\_\_\_

2. Name (the way applicant wishes it to be copied in the passport): \_\_\_\_\_  
\_\_\_\_\_

3. Father's/Husband's name: \_\_\_\_\_

4. Mother's name: \_\_\_\_\_

5. Profession: \_\_\_\_\_

6. Place of birth (dist.): \_\_\_\_\_ Date of Birth:(M/D/Y) \_\_\_\_\_

7. Color of eyes: \_\_\_\_\_ Color of hair: \_\_\_\_\_

8. Height: \_\_\_\_\_ Visible distinguishing mark: \_\_\_\_\_  
\_\_\_\_\_

9. Marital status: Single (    ) Married (    ) Divorced (    )

10. Bangladesh national by:  
(Birth) \_\_\_\_\_ (Reg. nationalization) \_\_\_\_\_ (Descent) \_\_\_\_\_ (Migration) \_\_\_\_\_

11. Countries for which passport is required: \_\_\_\_\_

12. Purpose of visit: \_\_\_\_\_

13. Present address (BLOCK LETTERS) with Tel no:  
\_\_\_\_\_  
\_\_\_\_\_

14. Permanent address in Bangladesh (BLOCK LETTERS): \_\_\_\_\_  
\_\_\_\_\_

15. Children/Ward to be included in parent's/legal guardian's passport:

Sl. no.	Full name	Date of birth (M/D/Y)	Sex: Male/Female
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I declare on solemn affirmation as under:

- a. To the best of my knowledge and belief the information given in this application is correct. **I am fully aware that making a statement which is not correct, I will render myself liable to prosecution under the law.**
- b. I am a citizen of Bangladesh and I have not previously held or applied for a Passport of any designation or been refused passport facilities.
- c. All previous passports granted to me have been surrendered other than the passport or travel document noted below which is now attached, and I have no other application for a passport since the attached passport or travel document was issued to me.

(1) Number of attached passport(s) \_\_\_\_\_ Date of Issue \_\_\_\_\_

Please put specimen signature of applicant inside both boxes below.

Signature: \_\_\_\_\_

Name in BLOCK LETTERS: (Indelible ink)

Date: \_\_\_\_\_

Note: If an applicant had a passport, which has been lost, he/she should furnish particulars in the item (16), in addition (17) and (18) with attestation by a citizen of Bangladesh.

16. The passport as per details given below has been lost. In the event of it's coming again into my possession I undertake to return it to the Regional Passport Officer.

- a. Passport No: \_\_\_\_\_ b. Date of issue: \_\_\_\_\_
- c. Place of issue: \_\_\_\_\_ d. Include copy of Police Report or Affidavit in front of Notary Public. e. Circumstances in which passport was lost or destroyed and measures taken to recover it: \_\_\_\_\_

**ATTESTATION:** Two attesters required for a passport against a lost passport.

**CAUTION:** Attention of the attester is drawn to the fact that **by attesting any statement contained in this application, which is not true; he/she will render himself/herself liable to prosecution under the law.**

17. I the undersigned hereby declare that:

- a. The applicant Mr./Mrs./Ms/Miss/Master \_\_\_\_\_ is personally known to me for \_\_\_\_\_ and he/she is a person of good character.
- b. He/she has signed/affixed thumb impression on this form in my presence and the photograph attached on this form bears his/her likeness.

18. I, the undersigned, hereby declare that I am a citizen of Bangladesh (attach photocopy of first six pages of your valid Bangladesh passport) and to the best of my knowledge and belief the information given in this application form is correct.

Name of attester: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For official use only:** passport # \_\_\_\_\_ Date: \_\_\_\_\_

## **PASSPORT APPLICATION INSTRUCTIONS / REQUIREMENTS**

(This form should be used only when your present passport has completed 10 years from the date of first issue. If the passport has not completed 10 years you have to renew the passport up to 10 years and follow instructions for Renewal Form B, then apply for a new passport)

### **New Passport: Against an expired / exhausted / damaged passport (only for Bangladesh nationals)**

Please submit:

1. Expired / exhausted / damaged passport.
2. 3 (three) copies of passport size (2"X2") photograph.
3. 2 (two) copies of filled out Form A.
4. Money order / cashier's check of US\$ 110.00 payable to the Embassy of Bangladesh for Regular Service (delivery after 15 working days) and US\$165.00 for Urgent service (delivery after 3 working days).
5. If you are including your children please add notarized copies of their birth certificates and three stamp size photograph for each of them. Children generally are endorsed in the mother's passport. To endorse them in the father's passport we need a signed, notarized letter from the mother stating that she has no objection if the children are endorsed in the father's passport. Children processing US passport need to have the Dual Citizenship Certificate issued from Ministry of Home Affairs, Government of Bangladesh. Therefore, one has to acquire the Dual Citizenship Certificate first. Application for Dual Citizenship Certificate is available at our website (form - H)
6. If you are a US citizen and process US passport, then you need to acquire a Dual Citizenship Certificate issued from the Ministry of Home Affairs, Government of Bangladesh for obtaining Bangladesh passport. Application for Dual Citizenship Certificate is available at our website (form - H)
7. **A self-addressed prepaid envelope for return mail services.**
  - *In case of services within USA, the self addressed envelope must be a prepaid, USPS, Flat rate, Express mail.*
  - *In case of service from/to outside USA, the self addressed envelope should preferably be Prepaid DHL OR Prepaid FedEx.*
  - *For both instances, return envelope must be prepaid. No 'Account Number' OR 'Credit Card Number' shall be accepted. Documents shall not be processed in case above instructions are NOT followed.*

- . **Note:** Employees of Government, corporation, semi-autonomous and autonomous organizations etc. must show letter of discharge/termination/removal/no objection or retirement or relevant official letter and cases may be referred to appropriate authority in Bangladesh for clearance.

## **New Passport: Against a lost / stolen passport**

Please submit:

1. Original Birth Certificate duly attested by the Ministry of Foreign Affairs, Dhaka.
2. Notarized copy of Police report / affidavit in front of a Notary Public stating the Incident (1 original and 3 photocopies). Specimen affidavit is available at page 4.
3. 6 (six) copies of passport size (2"X2") photograph.
4. If you are including your children please add notarized copies (4 copies) of their birth certificates and six-stamp size photograph for each of them. If you are including your children please add notarized copies of their birth certificates and three stamp size photograph for each of them. Children generally are endorsed in the mother's passport. To endorse them in the father's passport we need a signed, notarized letter from the mother stating that she has no objection if the children are endorsed in the father's passport. Children processing US passport need to have the Dual Citizenship Certificate issued from Ministry of Home Affairs, Government of Bangladesh. Therefore, one has to acquire the Dual Citizenship Certificate first. Application for Dual Citizenship Certificate is available at our website (form - H)
5. If you are a US citizen and process US passport, then you need to acquire a Dual Citizenship Certificate issued from the Ministry of Home Affairs, Government of Bangladesh for obtaining Bangladesh passport. Application for Dual Citizenship Certificate is available at our website (form - H)
6. 4 (four) copies of filled out form A.
7. Money order / cashiers check of US\$ 110.00 payable to the Embassy of Bangladesh for Regular Service and US\$165.00 for Urgent service. It may be mentioned that lost passport processing time is treated as ordinary and mode of payment should be same.
8. **A self-addressed prepaid envelope for return mail services.**
  - *In case of services within USA, the self addressed envelope must be a prepaid, USPS, Flat rate, Express mail.*
  - *In case of service from/to outside USA, the self addressed envelope should preferably be Prepaid DHL OR Prepaid FedEx.*
  - *For both instances, return envelope must be prepaid. No 'Account Number' OR 'Credit Card Number' shall be accepted. Documents shall not be processed in case above instructions are NOT followed.*
9. All 4 (four) copies of Form A should be attested by two different (two forms each) valid Bangladesh passport holders and four sets of first six pages of their passports should be enclosed. (See paragraphs 16, 17 and 18 at page 2 of form A)
10. 4 (four) Photocopies of lost / stolen passport (if available).

- Note:**
1. 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.
  2. A personal interview is required for all applications against a lost passport.

**AFFIDAVIT**

STATE OF .....

COUNTY OF .....

BEFORE ME, the undersigned authority, .....(name), on this ..... day of ....., 20....., personally appeared ....., known to me to be a credible person and of lawful age, who being by me first duly sworn, on this oath, deposes and says his Bangladesh Passport, has been lost .....

.....  
.....  
He/She further affirms that, in the event of it's coming into his/her possession, he/she will undertake to return it to the regional passport office/Embassy/Consulate.

Signature: .....

Name: .....

Address: .....

.....

Subscribed and sworn to before, this ..... day of .....20 .....

Signature of Officer: .....

[SEAL]

Name: .....

Title: NOTARY PUBLIC

My Commission Expires: .....