

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

Attach a passport size
(2"X2") recent photo
here

Application Form for Renewal/Addition/Alteration on Passport:

Form-B.

(Please print or write in BLOCK letters only)

- *Hand written passport shall NOT be renewed for any duration after/beyond January 2015.*
- *Applicants are requested to send/submit money order for a renewal period not exceeding January 2015. Amount sent for renewal of passport for the period beyond January 2015 shall not be refunded.*

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)
 - a. Renewal of Passport a(1): Number of years _____
a (2): Type of service: Urgent Ordinary
 - b. Endorsement of child
 - c. Change/correction of: Name Father's name Mother's name Husband's 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 the Applicant

For further questions please call (202)244-0183 between 10:00 am and 1:00 pm. Pick up from 03:00:00 p.m. Monday through Friday (except holidays)

Application Instructions: Renewal of Passport (only for Bangladesh Nationals)

1. Fill out one copy of form B along with your passport (if the passport has completed 10 years from the date of issue you have to apply for a new Machine Readable Passport (MRP). Please follow the instructions for applying for an MRP.
2. One copy of recent 2"X2" photograph is required.
3. Renewal fees:
Ordinary: US\$ 22.00 per year (delivery after 3 working days). US\$ 110 for five years renewal.
Urgent: \$33.00 per year (delivery next day). US\$ 165 for five years renewal.
4. Fees are to be paid by money orders/bank drafts or cashier's checks only.
5. **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.*
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/no objection or retirement or relevant official letter and cases may be referred to appropriate authority in Bangladesh for clearance.

Endorse Alteration /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 telephone/electricity bill
Addition of children	Proper birth certificate of the child showing Bangladeshi nationality of parents and three copies of stamp size photographs of the child. 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

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 initiated after application has been made)

2. **Fees:** Must be in the form of money orders/bank drafts/cashier's checks payable to the Embassy of Bangladesh

Ordinary: (delivery after three working days): US\$ 44.00

Urgent: (delivery on the next day): US\$82.50

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