

EMBASSY OF THE PEOPLE'S REPUBLIC OF BANGLADESH

3510, International Drive, NW

Washington, DC. 20008

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

Endorsement/attestation Form: Form C

1. Name: _____
(IN BLOCK LETTERS)

2. Address: _____

Telephone (Work) _____ (Home) _____

Document to be endorsed: (please tick)

- Power of Attorney
- Academic Certificate
- Marriage/Divorce Certificate
- Statement of date of birth / Birth Certificate
- Alive Certificate
- Bangladesh Driving License
- Renewal of driving license
- Other(Specify) _____

Signature of Applicant

Please read the requirements carefully and the checklist before submitting the Application.

IMPORTANT INFORMATION AND GUIDELINES:

1. Bangladesh Mission may endorse a document notarized by Department of US Department of State (see page – 3 for details).
2. Documents originating in Bangladesh have to be first attested by the Consular Section of the Ministry of Foreign Affairs, Dhaka, Bangladesh, before it can be attested/endorsed by the Mission.

3. Fee: (in the form of money order/cashiers check)

Ordinary: \$ 44.00 each endorsement –next working day .

Urgent: \$ 82.50 each endorsement - same day service.

Time

Application received from 09:30 a.m. – 01:00 p.m. and delivery from 03:00 -05:00 p.m. except holidays and weekends.

Please see --page 2

Please note.:

Consular endorsement with signature of the Consular Officer shall be affixed at the last page of the document against the signature of the US Notary. However, Mission's round seal shall be affixed on each page of the document provided they bear the emboss or endorsement of the US Notary.

A. Endorsement/Attestation of Educational Certificates.

1. Academic certificate submitted for Mission's endorsement without the Consular attestation of the Ministry of Foreign Affairs, Dhaka, will be referred to the issuing authority in Bangladesh for verification.
2. The Mission will not endorse unofficial English translation of academic certificates unless the Consular Section of the Ministry of Foreign Affairs, Dhaka, duly attests it. English rendering of SSC, HSC and Graduation and Post -Graduation Certificates are made available by the issuing authority in Bangladesh.

B. Endorsement /Attestation of Translated Document.

Translated copies of Marriage Certificate (Nikah Nama), Court Order, and Affidavit etc. must be duly attested by the Consular Section of the Ministry of Foreign Affairs, Dhaka, if they are to be endorsed by the Mission.

C. Alive Certificate.

Alive Certificate required by Pensioners is issued free of charge. The pensioners are to produce a notarized affidavit to the effect that he /she is alive. May call the Embassy for specimen copy.

D. Birth Certificate:

The Mission may endorse Birth Certificate issued by Municipal Corporation/Union Parishad in Bangladesh provided the Consular Section of the Ministry of Foreign Affairs, Dhaka, duly attested it. Otherwise, we will issue a statement of date of birth on the basis of Bangladesh passport. Please enclose notarized copy of first seven pages of your Bangladesh Passport.

E. Renewal of Driver's License:

Bangladesh driving license submitted for renewal will be referred to the issuing authority in Bangladesh before it can be renewed. A consular fee @ \$ 44.00 for each year of renewal will be charged for this service.

Procedures for obtaining attestation of documents from Bangladesh Embassy,

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Washington, DC.

1. The document first has to be notarized. Usually the document has to be signed in front of notary public for notarization.
2. The notarized document has to be attested by the Authentication/Record Office of the respective State Government. This office is under the Secretary of State of the particular State. To know the procedure of getting attestation from Individual State's Office, the applicant may contact respective State Government.
3. After completion of formalities (1) and (2), the applicant has to mail the documents to the US Department of State in Washington, DC. for their attestation. For detailed information the applicant may contact US Department of State, Washington, DC the weekdays at (202) 647-5002 and ask for Authentication Office.
4. When the documents are mailed to the US Department of State, the applicant is required to also send the papers needed by the Embassy of Bangladesh (duly filled in forms, money order and return postage) and provide an envelope addressed to Bangladesh Embassy. The applicant may write a note so that once the US Department of State completes its attestation; they can mail the document to Embassy.
5. When the documents are received after completion of (1), (2), (3) and (4), Bangladesh Embassy will attest the documents and mail them back to the applicant using the return postage provided by the applicant.

Note: The only other way to get a signature (like in 'power of attorney') authenticated/ attested is to come in person to the Embassy with Bangladesh passport and other photo ID cards (if available). Please bring applicable fee and the document itself.

Please check the following before submitting the application for attestation:

1. Fees \$82.50(urgent)/ \$44.00 (normal Processing) in the form of money order/cashier check payable to Embassy of Bangladesh. No cash or personal check is accepted.
2. one duly filled application Form. Incomplete application will not be processed.
3. photocopy of the document to be attested in addition to the original document.
4. photocopy of the Bangladesh Passport (1 -7 pages) and other photo ID.
5. **Prepaid** self addressed envelop for return delivery.