

**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. (If the passport has completed ten years please apply for a new passport in form A).
2. No photograph is required.
3. Passport may be renewed 6(six) months before the date of expire of its validity.
4. Renewal fees:  
Ordinary: \$ 22.00 per year (delivered: next working day). Urgent: \$ 33.00 per year (delivered: same day) A maximum of five years renewal is allowed, if applicable. Fees are to be paid by money orders/bank drafts or certified checks only.
5. Please send Certified/Express/FedEx self-addressed envelope with appropriate postage for return delivery of your passport. In case of FedEx include check made out to

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.

**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 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/certified checks payable to the Embassy of Bangladesh.  
Ordinary (next working day service): \$ 44.00  
Urgent (same day service): \$ 82.50

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**