

Guideline to fill in the MRP application form

1	<p>You need to turn off Pop-up blocker before you fill in the MRP form.</p> <hr style="border-top: 1px dashed black;"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p>For Chrome:</p> <ol style="list-style-type: none"> 1. Click the ‘Customise and Control Google Chrome’ icon at the top-right corner of the browser 2. Click ‘Settings’ 3. At the settings page, click ‘Show Advanced Settings’ 4. Go to the ‘Privacy’ then click ‘Content Settings’ 5. Go to ‘Pop-ups’ then click ‘Allow all sites to show popups’ 6. Click ‘Finished’ and restart the browser. </td> <td style="width: 50%; border: none; vertical-align: top;"> <p>For Opera:</p> <ol style="list-style-type: none"> 1. Click the Menu at the top left side of this browser 2. Click ‘Settings’ 3. Click on ‘Websites’ 4. Scroll down to ‘Pop-ups’ and select ‘Allow all sites to show pop-ups’ 5. Then restart the browser. </td> </tr> </table>		<p>For Chrome:</p> <ol style="list-style-type: none"> 1. Click the ‘Customise and Control Google Chrome’ icon at the top-right corner of the browser 2. Click ‘Settings’ 3. At the settings page, click ‘Show Advanced Settings’ 4. Go to the ‘Privacy’ then click ‘Content Settings’ 5. Go to ‘Pop-ups’ then click ‘Allow all sites to show popups’ 6. Click ‘Finished’ and restart the browser. 	<p>For Opera:</p> <ol style="list-style-type: none"> 1. Click the Menu at the top left side of this browser 2. Click ‘Settings’ 3. Click on ‘Websites’ 4. Scroll down to ‘Pop-ups’ and select ‘Allow all sites to show pop-ups’ 5. Then restart the browser.
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2	<p>Please visit website www.passport.gov.bd Please put a tick on the box “I have read the above information and the relevant guidance notes“ and then click “Continue to online Enrolment”</p>			
3	<p><u>Passport Application Stage - 1</u> # Please put “Applying in” as ‘United Kingdom’ # “Passport type” as ‘Ordinary’ (or as appropriate) # “Delivery type” as ‘Regular’ # Then fill up rest of the page with your personal information (You may follow the additional guideline given below from 1-21) # Go to the bottom right click “Save & Next”</p>			
4	<p><u>Passport Application Stage - 2</u> # Please fill up all your personal information (You may follow the additional guideline given below from 22-24) # Go to the bottom right click “Save & Next”</p>			
5	<p><u>Passport Application Stage - 3</u> Payment Information: # Please put “Payment type” as ‘Non-online’ # Tick on the ‘skip payment’ box. # Go to the bottom right and click “Save & Next” # If you find Pop-up blocker message then click ‘Ok’.</p>			
6	<p><u>Passport application - Review Enrolment Summary:</u> # Please check all of your information. If not correct go to ‘Previous Page’. If found correct click “Save” # If you find Pop-up blocker message then click ‘Ok’. # You may find an information ‘Please visit in United Kingdom on any working day within next 15 days for biometric capture except government holiday’. Please ignore this message. You need to have a prior appointment for biometric enrolment. # Please click “Submit” # If you find Pop-up blocker message then click ‘Ok’. # If you find a message that ‘No modifications will be allowed after this’, click ‘Ok’. If you again find Pop-up blocker message then, click ‘Ok’. # You will find the filled in MRP form on your screen and you should take a print of the application.</p>			
7	<p>When you have taken a print out of your application form, then go to “Online Appointment” page (www.bhclondon.org.uk/online_appointment.php) to book an appointment for MRP enrolment. # Although MRP website guideline indicates that a filled up form will be removed from the system after 15 days but it is possible for us to retrieve the data during your MRP enrolment. As such, you are requested book online appointment which may appear even after 15 days.</p>			

Additional Guidelines

1	Name of Applicant	Applicant's full name like <u>Mohammad Abdul Kadir</u>
2	First Part (Given Name)	First parts of full name (i.e. <u>Mohammad Abdul</u>)
3	Second Part (Surname)	Last or surname (i.e. <u>Kadir</u>)
4	Father's Name	Father's full name
	Father's Profession	As appropriate
	Father's Nationality	As appropriate
5	Mother's Name	Mother's full name
	Mother's Profession	As appropriate
	Mother's Nationality	As appropriate
6	Spouse	As appropriate
7	Guardian	As appropriate
8	Marital Statue	As appropriate
9	Applicant's Profession	As appropriate
10	Country of Birth and Birth Place / Birth District	If born in Bangladesh, select the name of the district. If someone is born in UK, write the name of the town of Birth (like London).
11	Date of Birth	As appropriate
12	Gender	As appropriate
13	Birth ID No	Write the 17-digit Birth Registration Number. If you do not have digital birth registration number put the year of birth and other 13 digit as zero. (example 19670000000000000)
	National ID No	As appropriate
14	Tax ID No	Please keep this blank if you do not have Tax ID No
15	Height	Please write either in CM or Inch
16	Religion	As appropriate
17	Organisation	As appropriate. If not known please select 'UNKNOWN'
18	Email	As appropriate
19	Citizenship Information	(Nationality) As 'Bangladeshi'. It shouldn't be any other nationality. (Citizenship Status) As 'Birth' or as appropriate. (Dual Citizenship) As appropriate.
20	Overseas Address	Please write the UK / Ireland address.
21	Permanent Address	It must be Permanent Address in Bangladesh.
22	Applicant Contact Information – Mobile No	This should be the mobile number used in UK / Ireland.
23	Emergency Contact Person's Details	As appropriate. This details will be printed on the passport.
24	Old Passport Information	As appropriate
25	Declaration	After you print the application form please put your signature with date