



## Announcement

**Bangladesh High Commission, London will render consular services in Luton and other surrounding areas at CYCD, 94-106 Leagrave Road, Luton, LU4 8HZ on 03 February 2024, Saturday (From 10.00 AM to 4.00 PM).**

### **Following Consular Services will be provided on the day:**

- 1) **E-Passport Application** from Previous HandWritten Passport/MRP/Newborn (Application to be received on the day and Delivery will be done by return post): The Applicant must have a NID or a 17 Digit Digital Birth Certificate. Detail process is given in this link: <https://bhclondon.org.uk/e-passport-application>
  - Note: The applicant must apply online and print the Submitted complete application with Barcode in the first page. The submitted complete application must be printed after opening with **Adobe Reader**. Printing the submitted application other than Adobe reader will fail in capturing data with the E-Passport Mobile Enrolment unit. So, it is mandatory to print the submitted application after opening with the Adobe Reader.
  - Document requirement and process of E-Passport application is given in this link: <https://bhclondon.org.uk/e-passport-application>
  - Proof of address will be mandatory.
- 2) **Machine Readable Passport (MRP Re-issue) Application:** (Application to be received on the day and Delivery will be done by return post). The applicants will need to bring a self-addressed special delivery return envelope.
- 3) **'No Visa Required (NVR)':** (Application will be received on the day, but the NVR will be delivered by post after 21 working days). The applicants will need to bring an envelope with return address.
- 4) **Attestation of Power of Attorney:** (Receiving and delivery on the same day). Having a Valid Bangladeshi Passport is a mandatory requirement for those who will give POA.
- 5) **Birth Registration:** (Application will be received and delivery will be done over post). The applicant must bring the printed copy of the



submitted online application form. The applicants will need to bring an envelope with a return address.

6) **Other attestation Service.**

**সেবা প্রার্থীদের জন্য পরামর্শঃ**

১। সকল সেবার জন্য প্রয়োজনীয় তথ্য <https://bhclondon.org.uk/#consular-services> এই ওয়েবসাইট থেকে সংগ্রহ করার জন্য অনুরোধ করা হল।

২। ই-পাসপোর্ট আবেদনের জন্য <https://bhclondon.org.uk/e-passport-application> লিঙ্ক এ বর্ণিত পদ্ধতি অনুসরণ করতে হবে এবং প্রয়োজনীয় ডকুমেন্ট নিয়ে আসতে হবে।

৩। মেশিন রিডেবল পাসপোর্ট রিইস্যুর জন্য:

([https://bhclondon.org.uk/assets/theme/file/MRP\\_reissue.pdf](https://bhclondon.org.uk/assets/theme/file/MRP_reissue.pdf)) লিঙ্কে বর্ণিত ফরমটি পূরণ করতে হবে। আবেদনের সাথে অবশ্যই পূর্বের এমআরপি'র ফটোকপি সংযুক্ত করতে হবে এবং পূর্বের এমআরপি সঙ্গে নিয়ে আসতে হবে।

৪। নতুন পাসপোর্ট আবেদনের জন্য <http://www.passport.gov.bd/> এই ওয়েবসাইট থেকে অনলাইন ফরম পূরণ করে প্রিন্ট করে নিয়ে আসতে হবে। নতুন পাসপোর্টের আবেদনের করতে হলে অবশ্যই পূর্বের হাতে লেখা পাসপোর্ট, ডিজিটাল বার্থ সার্টিফিকেট অথবা NID থাকতে হবে।

৫। NVR এর জন্য অবশ্যই <https://www.visa.gov.bd/> ওয়েবসাইটে অনলাইন ফরম পূরণ করে নিয়ে আসতে হবে। এবং গাইডলাইনে বর্ণিত কাগজপত্র সংযুক্ত করতে হবে।

৬। পাওয়ার অফ এটর্নির জন্য সকল আবেদনকারীকে ব্যক্তিগত ভাবে উপস্থিত হতে হবে। পাওয়ার অফ এটর্নির নির্ধারিত ফরম্যাট বাংলাদেশ হাইকমিশন, লন্ডনের ওয়েবসাইট দ্রষ্টব্য। Power of Attorney (POA) করার জন্য মেয়াদসহ বাংলাদেশি পাসপোর্ট থাকা প্রয়োজন হবে।

৭। জন্ম নিবন্ধনের আবেদনের জন্য অবশ্যই অনলাইন এপ্লিকেশন পূরণ করে নিয়ে আসতে হবে। এই ওয়েবসাইট হতে ফরম পূরণ করতে হবে, <https://bdris.gov.bd/br/application>

৮। নো ভিসা রিকোয়ার্ড (NVR), মেশিন রিডেবল পাসপোর্ট রিইস্যু, নতুন পাসপোর্ট এবং বার্থ সার্টিফিকেট আবেদনকারীগণকে আবেদনের সময় অবশ্যই Self Addressed Prepaid রিটার্ন ইনভেলপ নিয়ে আসতে হবে।

৯। সকল সেবার খরচ কার্ডের মাধ্যমে নেয়া হবে।

**নো-ভিসা রিকোয়ার্ড(এনভিআর) এর সফলভাবে অনলাইন আবেদন করার জন্য অনুসরণীয় বিষয়সমূহ**

আবেদনকারীদের ওয়েবসাইট [www.visa.gov.bd](http://www.visa.gov.bd)

থেকে যথাযথভাবে অনলাইন ফরম পূরণ করে পূরনকৃত ফরমটি প্রিন্ট করে এক কপি ছবিসহ প্রয়োজনীয় কাগজপত্র নিয়ে আসতে হবে। এনভিআর ফরম পূরণের সময় নিম্নলিখিত বিষয়ে সচেতন থাকলে ফরমটি অনলাইনে সম্পন্ন করা সহজ হবে।

- Please do not use iphone or mac.
- Please do not upload any photo.
- Please do not put any (, . ' : ) while filling in the address field.
- Please skip the payment option.
- Please select 'Others' in the Organization and write 'none' if you are not from any organization.
- Select FM in the part 6 and select Bangladesh High Commission, London.



## **Documents Required for the Services those will be provided.**

**Please read the instructions carefully and prepare the documents before arriving for service.**

### **For E-Passport Application:**

**Please follow <https://bhclondon.org.uk/e-passport-application> this link for E-Passport application preparation and Documents requirement.**

### **Important instructions regarding E-Passport:**

1. The application may not be success if the sufficient documents are not produced during the enrolment. Hence, it is mandatory to bring all the required documents specified on the above link.
2. For New E Passport application, Conversion of MRP to E-Passport and New E-Passport from Previous Handwritten passport, for all the cases the NID/BRC must have the exact same data as per the application. As such, while applying, it is mandatory to check all data matches together. For BRC check please check from this link whether the BRC is online verifiable or not. The online verifiable data must have English BRC data. Please check from this link: <https://everify.bdris.gov.bd/>
3. The applicant must apply online and print the Submitted complete application with Barcode in the first page. The submitted complete application must be printed after opening with [Adobe Reader](#). Printing the submitted application other than [Adobe reader](#) will fail in capturing data with the E-Passport Mobile Enrolment unit. So, it is mandatory to print the submitted application after opening with the [Adobe Reader](#).
4. Proof of address will be mandatory.
5. The applicants must bring a clear photocopy of the supporting documents. The list of supporting documents are available in this link: <https://bhclondon.org.uk/e-passport-application>

### **For Machine Readable Passport (MRP) Reissue:**

1. Filled in 'MRP' Reissue: form([https://bhclondon.org.uk/assets/theme/file/MRP\\_reissue.pdf](https://bhclondon.org.uk/assets/theme/file/MRP_reissue.pdf)).
2. Copy of previous MRP. You also need to bring previous MRP.
3. Full Time Students must bring their original student ID (course start and end date must be specified) or CAS letter in order to claim student discount. A photocopy is also required. Discounts will not be applicable for part time students.
4. We will not be able to accept any photo change request from old MRP to New MRP.
5. We will not be able to receive any reissue application for the age range of 7-15 years old as these MRP reissue will require biometric change mandatorily. Such photo or biometric change must be done at the High Commission.



**For No Visa Required (NVR) for the First time:**

1. Filled in and printed 'No Visa Required' form(<https://www.visa.gov.bd/>) and signed.
2. One photograph.
3. Photocopy of UK Passport (name page).
4. Bangladeshi passport with photocopy (page 1-3)/ Bangladeshi Birth Certificate/Bangladeshi National ID Card.

**For No Visa Required (NVR) who has previous NVR:**

1. Filled in and printed 'No Visa Required' form(<https://www.visa.gov.bd/>) and signed.
2. One photograph.
3. Photocopy of the old UK Passport (name and biometric page) and NVR page.
4. The applicant must bring the Old UK passport with the old NVR while submitting the application.

**For First NVR for Child:**

1. Filled in and printed 'No Visa Required' form (<https://www.visa.gov.bd/>) and signed by parent.
2. One photograph.
3. Child's Birth Certificate with parents' name appearing on the certificate along with photocopy.
4. Parents' Bangladeshi passport Or, Bangladeshi Birth Certificate/NID.

**For Spouse of Bangladeshi National:**

1. Filled in and printed 'No Visa Required' form (<https://www.visa.gov.bd/>) and signed.
2. One photograph.
3. Marriage certificate.
4. Bangladeshi Passport Or, Bangladeshi Birth Certificate/NID of the Spouse.
5. Spouse must attend for an interview

**For Power of Attorney:**

1. Properly formatted POA document. See this <https://bhclondon.org.uk/power-of-attorney>
2. Valid Bangladeshi passport of each POA executants.
3. One photograph of each person (those who are giving and those who are receiving the power).
4. Physically presence of all persons (those who are giving power-of-attorney) for signing in front of the High Commission officials.
5. All the land related documents including Khatian and Dalils. Wasrish/Succession Certificate in case of the property belongs to the Ancestors.

**For Attestation:**

1. Documents originated in Bangladesh must be attested by the Ministry of Foreign Affairs, Dhaka.



2. For the attestation of a photocopy of an original the document, the applicant should submit the photocopy along with the original document.
3. For attestation of signature, the applicant must come in person with a valid passport and a passport size photograph. The applicant needs to sign in a prescribed form in front of the consular officer.

**Birth Certificate:**

1. Online Application must be submitted from this link <https://bdris.gov.bd/br/application>. After submission you will have to print the submitted application.
2. A copy of previous passport will be required.
3. If the Birth Certificate is for UK born child, then child's UK Birth Certificate and parents' Bangladeshi Passport will be required.

**Fee**

The fee will be taken by POS machine from the applicants Bank Card. **No payment will be taken by cash.**

**Fee:**

Epassport fee for 5 years	96 Pounds, 30 Pounds for Students.
Epassport fee for 10 years	118 Pounds, 50 pounds for student.
MRP-General	£92
MRP-Student	£30
NVR	£46
Power of Attorney	£40 (For two copy)
Attestation	£7
Birth-Registration	£4
Travel Permit	£25

Note: All the payment will be accepted by card only. No cash will be taken.

For any further query please send an email to [fspv.bhcl@gmail.com](mailto:fspv.bhcl@gmail.com)

**Note:** For E-Passport, MRP Reissue, NVR and Birth Certificate, all service seekers are requested to bring a prepaid self addressed special delivery return envelope. No cash will be taken for return envelope.