



## **Announcement**

Bangladesh High Commission, London will render consular services for the Bangladeshi Diaspora of Cork, Ireland and its surrounding area at SEDA College - Cork Campus, Clarkes Bridge House, Hanover St, Clarke's Bridge, Cork, Ireland as per the following schedule.

**Date** : 21 June 2025- Saturday (From 10.00 AM to 5.00 PM)  
22 June 2025- Sunday (From 10.00 AM to 4.00 PM)  
**Venue** : SEDA College - Cork Campus, Clarkes Bridge House, Hanover St,  
Clarke's Bridge, Cork, Ireland

### **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>

- **100 e-Passport applications will be received on the day on a first come first serve basis.**
- **Note:** The applicant must apply online and print the Submitted and completed application with Barcode in the first page. The submitted and completed 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.**
- The Applicants must book an online appointment to successfully submit the e-Passport application. At this moment appointments for **June-2025 and July-2025** are available in the e-Passport system. Applicants need to book those appointments. Although the appointments will be in **June 2025 or July 2025**, we will be able to receive the applications during our consular service in Cork. **While applying please make sure you selected 'London' as your passport office and your Permanent address is in 'Bangladesh' and Present address is in the 'UK'.**
- The applicants need to bring **all the original documents and a set of photocopies of the original documents**. We will check the original and return it to you and will retain the photocopies of the original for further processing.



- 2) **'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 a return envelope after writing a return address on it. For details of the application process please see this link: <https://bhclondon.org.uk/no-visa-required>
- 3) **Attestation of Power of Attorney:**  
(Receive and delivery on the same day).  
<https://bhclondon.org.uk/power-of-attorney>
- 4) **Birth Registration:** (Application will be received and delivery will be done over post). The applicant must bring a printed copy of the submitted online application form and the supporting documents. The applicants will need to bring a return envelope after writing a return address on it.  
<https://bhclondon.org.uk/birth-registration>
- 5) **Other attestation Service.**
- 6) **Note: As per the instructions of the Ministry of Home Affairs, the High Commission will not receive any MRP reissue applications.**

### 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 মূল ডকুমেন্ট ও একসেট ফটোকপি সাথে নিয়ে আসতে হবে।

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

৪। পাওয়ার অফ এটর্নির জন্য সকল আবেদনকারীকে ব্যক্তিগত ভাবে উপস্থিত হতে হবে। পাওয়ার অফ এটর্নির নির্ধারিত ফরম্যাট বাংলাদেশ হাইকমিশন, লন্ডনের ওয়েবসাইট দৃষ্টব্য।

৫। 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>

৬। ই-পাসপোর্ট, নো ভিসা রিকোর্ড (NVR) এবং বার্থ সার্টিফিকেট আবেদনকারীগণকে আবেদনের সময় অবশ্যই ফেরত খাম সাথে নিয়ে আসতে হবে।

৭। সকল সেবার খরচ কার্ডের মাধ্যমে গ্রহণ করা হবে। শুধুমাত্র ফিরতি পোস্টের খরচ ক্যাশে গ্রহণ করা হবে। সর্বোচ্চ ২ টি পাসপোর্টের ফিরতি পোস্ট এর জন্য ১৫ ইউরো ক্যাশ নেয়া হবে। ২ এর অধিক পাসপোর্টের ফিরতি পোস্ট এর জন্য ২০ ইউরো ক্যাশ নেয়া হবে।

৮। পোস্টে ফেরত পাঠানোর জন্য একটি অথরাইজেশন ফরম সাথে নিয়ে আসতে হবে। অথরাইজেশন ফরমটি এই লিংক এ পাওয়া যাবে:

<https://bhclondon.org.uk/uploads/file/2025/05/25fe4c10139829908a8f07b62608ca17.pdf>



## **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.**

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

1. The application may not be successful 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. The applicants need to bring the original documents and a set of photocopies of the original documents. We will check the original and keep the photocopies of the original for further processing.
2. **For New E-Passport application, Conversion of MRP to E-Passport and New E-Passport from Previous Handwritten passport, for all cases the NID/BRC must have the exact same data as per the application/previous passport.** 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 verifieable or not. **The online verifiable data must have English BRC data. Please check from this link: <https://verify.bdris.gov.bd/>**
3. The Applicants **must book an online appointment** to successfully submit the e-Passport application. At this moment appointments of June-2025 and July-2025 are available in e-Passport system. Applicants need to book those appointments. Although the appoinmennts will be on June-2025 or July-2025, we will be able to receive the applications during our consular service in Cork, Ireland. **While applying please make sure you selected 'London' as your passport office and your Permanent address is in 'Bangladesh' and Present address is in the 'UK.'**
4. The applicant must apply online and print the Submitted complete application with Barcode in the first page. **The submitted and completed 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.
5. **Proof of address will be mandatory.**
6. **All the applicants need to bring an authorization form to send the prepared passport over Royal mail post. The authorization form can be found here: <https://bhclondon.org.uk/uploads/file/2025/05/25fe4c10139829908a8f07b62608ca17.pdf>**
7. **The applicants must bring the original documents and a clear photocopy of the supporting documents. The list of supporting documents is available in this link: <https://bhclondon.org.uk/e-passport-application>**
8. **3R: 89 × 127 mm (3.5 in × 5 in) size lab printed white background photo will be required for the applicant up to 6 years of age.** [The photo should not be older than 3 months] (2 copies). The child should wear a colourful dress. The background of the photo must be white, and the background should cover at least 40% of the area of the whole photo.



**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 Irish 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 Irish Passport (name and biometric page) and NVR page.
4. The applicant must bring the Old Irish 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. One photograph of each person (those who are giving and those who are receiving the power).
3. Physically presence of all persons (those who are giving power-of-attorney) for signing in front of the High Commission officials.
4. Documents to prove Bangladeshi Identity.
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://bhclondon.org.uk/birth-registration>
2. After submission you will have to print the submitted application.
3. A copy of previous passport will be required.
4. If the Birth Certificate is for Irish born child, then child's Irish Birth Certificate and parents' Bangladeshi Passport will be required.

**Fee**

**No cash will be taken other than postal charge.**

**The fee will be taken by POS machine from the applicants Bank Card.**

**Fee:** For Fee details please check this link: <https://bhclondon.org.uk/fees-for-different-services>

|                           |   |
|---------------------------|---|
| <b>Epassport fee</b>      | <a href="https://bhclondon.org.uk/e-passport-application#epassport7">https://bhclondon.org.uk/e-passport-application#epassport7</a><br>Please see next page for e-PP fee details. |
| <b>NVR</b>                | <b>£70</b>  |
| <b>Power of Attorney</b>  | <b>£40 (For two copy)</b>   |
| <b>Attestation</b>        | <b>£7</b>   |
| <b>Birth-Registration</b> | <b>£4</b>   |
| <b>Travel Permit</b>      | <b>£25</b>  |

For any queries, please send emails to [fspv.bhcl@gmail.com](mailto:fspv.bhcl@gmail.com)

**Note: For upto two passports a 15 Euro Cash will be taken for sending passports from UK to Ireland. If your passports are more than two 20 pounds cash will be taken.**



## E-Passport Fee

| Type of Applicant  | Passport Pages | Passport Duration | Regular   | Express   |
|--------------------|----------------|-------------------|-----------|-----------|
| General Applicants | 48 Page        | 5 Years           | 96 Pound  | 145 Pound |
|                    |                | 10 Years          | 118 Pound | 170 Pound |
|                    | 64 Page        | 5 Years           | 145 Pound | 195 Pound |
|                    |                | 10 Years          | 167 Pound | 220 Pound |
| Students           | 48 Page        | 5 Years           | 30 Pound  | 45 Pound  |
|                    |                | 10 Years          | 50 Pound  | 75 Pound  |
|                    | 64 Page        | 5 Years           | 145 Pound | 195 Pound |
|                    |                | 10 Years          | 167 Pound | 220 Pound |

### 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.



### **Very Important Links:**

| Sl | Name of the service   | Links   |
|----|---|---|
| 1  | For E-Passport Application                                  | <a href="https://epassport.gov.bd/onboarding">https://epassport.gov.bd/onboarding</a>   |
| 2  | For E-Passport Application process and Document Requirement | <a href="https://bhclondon.org.uk/e-passport-application">https://bhclondon.org.uk/e-passport-application</a>   |
| 3  | For E-Passport Postal Authorisation form                    | <a href="https://bhclondon.org.uk/uploads/file/2025/05/25fe4c10139829908a8f07b62608ca17.pdf">https://bhclondon.org.uk/uploads/file/2025/05/25fe4c10139829908a8f07b62608ca17.pdf</a> |
| 4  | For NVR   | <a href="https://bhclondon.org.uk/no-visa-required">https://bhclondon.org.uk/no-visa-required</a>   |
| 5  | For Power of Attorney (POA)                                 | <a href="https://bhclondon.org.uk/power-of-attorney">https://bhclondon.org.uk/power-of-attorney</a>   |
| 6  | For Birth Registration Certificate                          | <a href="https://bhclondon.org.uk/birth-registration">https://bhclondon.org.uk/birth-registration</a>   |
| 7  | For Document Attestation                                    | <a href="https://bhclondon.org.uk/attestation-of-documents">https://bhclondon.org.uk/attestation-of-documents</a>   |
| 8  | For Visa  | <a href="https://bhclondon.org.uk/visa">https://bhclondon.org.uk/visa</a>   |
| 9  | Fees for Different Services                                 | <a href="https://bhclondon.org.uk/fees-for-different-services">https://bhclondon.org.uk/fees-for-different-services</a>   |