

Checklist for e-Passport Application

Please ensure you have the following documents before approaching the e-Passport enrolment counter.

Application Documents:

- ☐ Application Summary Sheet with Appointment – Printed
- ☐ Full Application Form with Barcode – Printed

Identity Documents:

- ☐ Bangladeshi Online 17-Digit Birth Registration Certificate (BRC) – Original signed version only, no photocopy required.
 - A verified copy may be required if your Birth Certificate is Old to check whether English data is available or not.

OR

- ☐ Bangladeshi National ID (NID) Card. NID is mandatory if your previous passport was made from an NID as your Personal Number.
 - If original is available – No photocopy required
 - If original is not available – Printed copy required
- If the applicant is UK/any other country born and applying for first Bangladeshi passport, in that case UK/Other country birth Certificate will be required.

Passport Documents:

- ☐ Your Main Bangladeshi Passport – Original only, no photocopy required.
- ☐ Parents Bangladeshi Passport/NID will be required if the applicant is applying for the First Bangladeshi passport including child.
- ☐ Your British/Other Country Passport (if any) – Original only, no photocopy required.

Other Documents based on your application:

- ☐ Marriage certificate/Divorce certificate if your marital status changes your previous passport.

Proof of Address:

- ☐ Valid Proof of Address.

For Students (if applicable):

- ☐ Valid Studentship Proof – Printed copy required to claim student discount

Payment:

- ☐ Sufficient balance on your Bank Card based on your application category
 - Cash payments are not accepted

Photo Requirement:

- ☐ No photo is required for anyone above 6 Years old.
- ☐ A 3R size photo will be required for any children below 6 years of age.

Payment Instructions:

- No Cash payments are accepted
- Sufficient balance on your Bank Card based on your application category

 To save time and to serve you efficiently, please double-check this checklist before approaching the counter.