



Announcement

Bangladesh High Commission, London will render consular services for the Bangladeshi Diaspora of South End on Sea and its surrounding area as per the below schedule:

Date : 10 August 2025, Sunday
Time : From 10.00 AM to 4.00 PM
Venue : The Essex Jamme Masjid, 48 Chelmsford Avenue, Southend on Sea, Essex. SS2 6JG

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 on 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. Applicants need to book any available appointment date that is available in the system. **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.
- The applicants will need to bring a Royal mail prepaid return envelope after writing a return address on it.



- 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 Royal mail prepaid 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 online application form and the supporting documents. The applicants will need to bring a Royal mail prepaid 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 দ্রষ্টব্য।

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 রিকোয়ার্ড (NVR) এবং বার্থ সার্টিফিকেট আবেদনকারীগণকে আবেদনের সময় অবশ্যই ফেরত খাম সাথে নিয়ে আসতে হবে।

৭। সকল সেবার খরচ কার্ডের মাধ্যমে গ্রহণ করা হবে। আবেদনকারীকে অবশ্যই প্রি-পেইড রিটার্ন এনভেলপ নিয়ে আসতে হবে।

Note: The applicant needs to bring the Royal mail prepaid return postal envelope. We will not receive any cash for return post.

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 enrolement. 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. Applicants need to book any avaiable appointment date that is available in the system.. **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 Enrolement 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 British 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 British Passport (name and biometric page) and NVR page.
4. The applicant must bring the Old British 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 British born child, then child's British Birth Certificate and parents' Bangladeshi Passport will be required.

Fee

For Post: No cash will be taken. Applicants need to bring Royal mail prepaid return envelope.

Service fee: No cash will be taken. All the fees will be taken by POS machine from the applicants' Bank Card. Applicants are requested to keep sufficient balance on their bank account.

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

Epaspport fee	https://bhclondon.org.uk/e-passport-application#epaspport7 Please see next page for e-PP fee details.
NVR	£70
Power of Attorney	• Regular Fee: Up to 5 pages £41. Per page from 6th onward is £4. The signed POA will be delivered after 03 working days. • Express Fee: Up to 5 pages £64. Per page from 6th onward is £4. The signed POA will be delivered on the same day.
Attestation	• Regular Fee: Up to 5 pages £15. Per page from 6th onward is £1.50; The signed documents will be delivered after 03 working days. • Express Fee: Up to 5 pages £22. Per page from 6th onward is £1.50; The signed documents will be delivered on the same day.
Birth-Registration	£4
Travel Permit	£25

For any queries, please send emails to fspv.bhcl@gmail.com



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

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