



# Passport Making Process



## Passport

To legally travel abroad, a citizen of Bangladesh should have a valid passport. A passport is a document certifying the identity and citizenship of a Bangladeshi citizen both inside and outside Bangladesh. A passport is issued to all citizens of Bangladesh by the Ministry of Home Affairs, the Department of Immigration and Passports. The owner of the passport is responsible for keeping it safe and using it for the purpose it is intended.

## Where to Go for Passport?

For e-Passport (Electronic Passport) please go this website: <https://www.epassport.gov.bd/landing>

Alternatively, you can go to your respective Divisional Passport and Visa Offices or Regional Passport Offices for passport issuance.

## Steps to Make e-Passport (Electronic Passport)

### Visit the link below to start the e-Passport application

<https://www.epassport.gov.bd/instructions/five-step-to-your-epassport>

### There are 5 steps available for e-Passport-

#### Step 1

Check if the e-Passport is already available in your area from the link below

<https://www.epassport.gov.bd/landing/articles/33>

#### Step 2

Fill in your e-Passport online from the below link

<https://www.epassport.gov.bd/onboarding>

#### Step 3

### Pay passport fee

Bank payment: e-passport fees can be paid at the ONE Bank, Premier Bank, Sonali Bank, Trust Bank, Bank Asia, and Dhaka Bank.

The following fees are applicable for different types of passport (including 15% VAT)

### e-Passport with 48 pages and 5 years validity

- Regular: within 15 working days / 21 days - TK 4,025
- Express: within 7 working days / 10 days - TK 6,325
- Super Express: within 2 working days - TK 8,625

### e-Passport with 48 pages and 10 years validity

- Regular: within 15 working days / 21 days - TK 5,750
- Express: within 7 working days / 10 days - TK 8,050
- Super Express: within 2 working days - TK 10,350

### e-Passport with 64 pages and 5 years validity

- Regular: within 15 working days / 21 days - TK 6,325
- Express: within 7 working days / 10 days - TK 8,625
- Super Express: within 2 working days - TK 12,075

### e-Passport with 64 pages and 10 years validity

- Regular: within 15 working days / 21 days - TK 8,050
- Express: within 7 working days / 10 days - TK 10,350
- Super Express: within 2 working days - TK 13,800

*NB : All fees are Including 15% VAT and those who have NOC/Retired doc (Govt employees) will get Express facility with submitting regular fee.*

#### Step 4

### Visit your passport office for biometric enrolment

Required documents:

1. Printed application summary incl. appointment
2. Identification documents (NID card or Birth certificate)
3. Payment Slip
4. Previous Passport (if available)
5. Further documents depend on application nature
6. Printed application form (optional)

#### Step 5

### Collect your e-Passport at the passport office

- Delivery slip you received during passport enrolment
- Authorized representatives can collect the applicant's new passport.

# MRP Passport Making Process

## Stage-1

Apply online in this link: <http://passport.gov.bd>. Birth Registration Number or National Identity Card (NID) number of the applicant is required for online application. If any passport applicant does not have Birth Registration Certificate or National Identity Card, s/he may arrange to get it from respective City Corporations/ Municipalities/ Union Parishads/ local Election Commission offices in Bangladesh. Click on the 'Save Now & Continue in the Future' to complete the Stage 1 of the passport application process (<http://passport.gov.bd/Application-1.aspx>). Your application ID and password will be provided to your email address that you have given at the time of online application. Collect the application ID and password from your given e-mail and login by typing the application ID and password in the Application ID text box. (<http://www.passport.gov.bd/OnlineStatus.aspx>)

## Stage-2

Provide necessary information including your mobile number, emergency contact person's information and complete stage 2 by clicking 'Save and Next' bottom.

## Stage-3

Mention the type of payment you want to make for issuing passport. For regular passport, you need to pay BDT. 3,450 and you will get the passport within 21 working days, for emergency/express passport, you need to pay BDT. 6,900. And you will get the passport within 7 – 15 working days. Mention the name of the bank and branch name (Trust Bank, One Bank, Bank Asia, Premier Bank, Sonali Bank, Dhaka Bank) where you paid fees with date of payment and receipt number. Click 'Save and Next' bottom.

## Stage-4

Check the information you have provided in earlier and submit your online application. You need to download the online application and make two (2) print copies of it. Paste your attested passport size photos in both copies of the printed filled up online application form by gum. Have the printed online passport application form be attested from either City Corporation Councilor, government gazetted officer, teacher from public university, Upazila Parishad Chairman, Vice-Chairman, Union Parishad Chairman, Mayor of City Corporation and Pourashava, Councilor, teacher of private university, college, high school headmaster, editor of national daily newspaper, Notary Public, etc.

## Stage-5

To submit the signed printed version of online application form, you need to go to your respective Divisional Passport and Visa Offices or Regional Passport Offices with all relevant supporting documents (Birth Registration Number or National Identity Card, educational/technical certificates, work experience documents, marriage certificate, copy of previous passport, etc.) and provide biometric information (taking picture, finger impression) within 15 working days from the date of the online submission. If you do not provide your biometric information in this time frame, your information will be removed from the database. The passport authority will inform you about the date of issuing your passport after you finally submit the accomplished printed online application form with supporting documents.

## Passport-related tips and guide



1. Keep your passport always safe. Do not surrender this to anyone without valid reasons, such as if used as a guaranty for loan or safekeeping by recruitment agency to keep you working.
2. Make at least 3 copies of your passport, particularly the page that has all your information. Keep 2 of these copies yourself while the other copy will be kept by your trusted family member or friend. You can also keep copies electronically.
3. Your passport is your identity card once abroad. Make sure to use this properly.
4. In case of loss of passport, you may apply for another passport by following these procedures. In this purpose you need to file a GD (general diary) in your local police station and copy of that GD is mandatory to file application for new passport.
5. In case of renewal, you may apply for a new passport by following these procedures.

For more information on the passport making process, please visit MRC offices in Dhaka and Cumilla from Sunday to Thursday, 9 a.m. to 5 p.m. All services are free of cost.

### MIGRANT RESOURCE CENTRE

Dhaka: DEMO Dhaka, Ground Floor  
Probashi Kallyan Bhaban  
71-72 Old Elephant Road  
Eskaton Garden  
Dhaka-1000, Bangladesh  
Mobile: +880173066936

Cumilla: DEMO Cumilla  
25, Chandala House  
Bagichagaon  
Cumilla-3500  
Bangladesh  
Mobile: +8801713086330

✉ info@mrc-bangladesh.org  
🌐 www.mrc-bangladesh.org  
📘 Migrant Resource Centre Bangladesh  
📷 mrc\_bangladesh  
🐦 mrc\_bangladesh

Supported by



European Union

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra  
Swiss Confederation  
Federal Department of Justice and Police FDJP  
State Secretariat for Migration SEM

Implemented by



International Centre for  
Migration Policy Development