

## **Applying for a Machine Readable Passport (MRP)**

The following sections provide guidelines on how to apply for a Machine Readable Passport (MRP). **Please note that the guidelines provided in this page are indicative. The High Commission reserves the right to request for any additional documents at any stage for scrutiny by the Consular Officer before rendering any service.**

### **Requirement for MRP:**

To obtain an MRP, applicants must possess:

1. Bangladesh National ID (NID) card

**Or**

2. Birth Registration Certificate containing 17-digit Birth Registration Number (BRN).

Those who are not in possession of Birth Registration Certificate containing 17-digit birth registration number may procure it by sending a copy of their valid Bangladesh passport to their respective City Corporation, Municipality, Union Parishad or by applying online at <http://bris.lgd.gov.bd/pub>.

Alternatively, they can apply to this High Commission for **Interim Birth Registration Number (IBRN)**. Detailed procedure for obtaining Interim Birth Registration Number (IBRN) is outlined below.

It may be noted that High Commission doesn't issue Bangladesh National ID card.

### **Procedure for obtaining Interim Birth Registration Number (IBRN) from the High Commission:**

Bangladesh High Commission in Canberra has initiated issuance of Interim Birth Registration Number (IBRN), which will be required if the applicant doesn't possess National ID Card or Birth Registration Number (BRN).

Applicants who already have the Bangladesh National ID card or Birth Registration Number (BRN) can submit copy of the ID card or BRN with their MRP application form and they do not have to apply for IBRN. Applicants who

already got their IBRN are advised to obtain the BRN later at their available opportunity from Bangladesh because the BRN may be needed in future for purposes other than MRP application. While applying for BRN applicants are advised to submit a copy of the IBRN to the authorities concerned in Bangladesh. The applicants may get the BRN from the authorities concerned in Bangladesh, that is, the respective City Corporation /Municipality/Union Parishad.

The applicant has to submit the following documents for getting IBRN from this High Commission:

- (1) Duly filled-in application Form (*Application Form*) in English (capital letters);
- (2) Original Bangladesh Passport along with the copy of first seven pages;
- (3) Copy of Birth Certificate/Nationality Certificate issued by the local City Corporation /Municipality/Union Parishad (if any);
- (4) In case of application for a new born baby, the original Bangladesh passport of the mother/father and the original birth certificate as well as a photocopy of the birth certificate of the baby must be sent;
- (5) In case of application for already included child on mother's/father's passport, the original Bangladesh passport of the mother/father of the baby must be sent;
- (6) Payment of **applicable fees** in the form of postal money order or bank cheque in favour of '**Bangladesh High Commission, Canberra**';
- (7) Self addressed registered return envelope.

**Applicants are strongly advised to apply for IBRN to this High Commission before they come to this High Commission for submitting MRP application in person if they don't possess National ID or Birth Registration Certificate. By choosing to do so you can significantly reduce your waiting time for MRP enrolment.**

**Applicable Fees:**

- If anyone applies for IBRN within 45 days of birth it will be free of charge.
- For any applicant who has exceeded this period the fees will be A\$6.00.

- In case of loss of certificate the charge will be A\$12.00.

It may be noted that fee must be in the form of postal money order/bank cheque payable to Bangladesh High Commission, Canberra as we don't accept cash/credit card/EFTPOS/personal cheque.

### **Procedure for Obtaining Machine Readable Passport (MRP)**

The Bangladesh High Commission in Canberra has started issuing Machine Readable Passport (MRP). An MRP contains 48 pages and shall remain valid for 5 (five) years. Bangladeshi passport holders are encouraged to replace their existing hand-written passports with Machine Readable Passport (MRP) keeping in mind that hand-written passports will be gradually phased out and will not be acceptable to many countries in the world including Australia and New Zealand from November 2015.

To apply for Machine Readable Passport (MRP), applicant must follow the following steps:

#### **Step-1: To Collect and filling in MRP Application form**

To apply for an MRP, applicant must fill out the downloaded MRP application form (*MRP Application Form*). Application forms could also be downloaded from [www.dip.gov.bd](http://www.dip.gov.bd).

Prior to coming to the High Commission applicants are strongly encouraged to fill-out the application form following the instructions set on **page 4** of the application form.

Applicant can also apply online (<http://passport.gov.bd/>) for Bangladesh Machine Readable Passport. After submission of application online, applicant must contact Bangladesh High Commission for making an appointment within 15 days of submission, failing to do so will cause automatic removal of your record from the system after 15 days. Applicant has to report to the High Commission on the date of appointment for providing biometric data along with a printed version of the Online Application form and other necessary documents as mentioned below.

#### **Step-2: Making Appointment**

As the applicant has to submit the filled-in MRP application in person, the applicant must make a prior appointment with the High Commission's Consular

Section over phone by calling (02 61620434) or sending an e-mail ([mrp.canberra@gmail.com](mailto:mrp.canberra@gmail.com)) to obtain a **date and time** from the High Commission. **Without prior appointment, no application will be accepted.**

### **Step-3: Submission of MRP application form**

The applicant shall come to the High Commission in person on the date and time confirmed with the High Commission for submission of MRP application.

The applicant must submit the following to get MRP:

- Duly filled-in 04(four) pages Machine Readable Passport (MRP) Application Form in English (capital letters);
- One copy of recent photograph (55 mmx45 mm);
- A photo copy of his/her National ID card or Birth Registration Certificate containing 17-digit Birth Registration Number (BRN) or Interim Birth Registration Certificate containing 17-digit IBRN issued by the High Commission;
- Copies of pages 1 through 7 of applicant's existing Bangladesh Passport (valid or expired) along with the original passport itself;
- Payment of applicable fees in the form of Postal Money Order or Bank Cheque payable to Bangladesh High Commission, Canberra;
- Self addressed Platinum Express return envelope

A **passport-size photo** (55mmx45mm) of the applicant must be affixed with the MRP application form. If the applicant is a child under the age of 15, parents' photos are required to be appended on the application form. In certain cases, either of the parent's photos will be accepted.

Appended Photo on the application form needs to be attested by a Councillor/JP/Teacher or Solicitor. Half of the signature and seal should be on the photo and the other half on the application form. Address and seal of the attester must be provided at page-4 of the form.

### **N.B:**

**Certification/Attestation at page-4 of the MRP application form:** MRP rules require all applicants to get certification/attestation from Councillor/JP/Teacher or Solicitor about their identity. In case of difficulty in obtaining certification in Bangla, applicants may translate this part of the application form into English in a separate sheet of paper and obtain signature

from the certifier and then submit it to the High Commission along with the application form.

#### **Step-4: Biometric Enrolment Process at the MRP enrolment booth**

Applicant's Finger Prints, Signature in Electronic Pad and Photograph will be taken at the bio-enrolment booth.

Then the existing Bangladesh Passport of the applicant will be returned along with the delivery slip/money receipt.

After the Bio-enrolment, all data and scanned application form will be sent electronically to the Department of Immigration & Passport in Dhaka where, after due police verification, Machine Readable Passport (MRP) will be issued and printed. It will then be sent to the High Commission for delivery to the applicant.

#### **Step-5: Delivery of passport**

After completion of the enrolment process, the applicant will be given a tentative date of delivery of Machine Readable Passport. Average Processing time at the Department of Immigration & Passport in Dhaka for express delivery and regular delivery of passports is 15 days and 30 days respectively. **Therefore, it may take 21-28 days for express delivery and 40-45 days for regular delivery of MRP by this High Commission.**

There might be a change in the tentative date of delivery as all the information will be sent to the Department of Immigration & Passport in Dhaka and the passport will be printed there. All concerned are requested to **follow the Notifications** posted on the website of the High Commission.

**Applicants need to contact the High Commission preferably by e-mail (mrp.canberra@gmail.com) or over telephone for confirmation of arrival of passports from Dhaka.** Upon confirmation from the High Commission the applicant shall choose either of the following options:

- 1) Come to the High Commission **in person** along with his or her old Bangladesh Passport and delivery slip, and present the delivery slip and the old passport to the counter. New MRP will be handed over along with the old passport (with observation or cancellation seal) after taking signature on the acknowledgement of receipt.

Or

- 2) Send his/her old Bangladesh Passport and delivery slip/money receipt by registered mail to this High Commission. After receiving that new MRP along with the old passport (with observation or cancellation seal) will be

posted by the Platinum Express envelope, which was deposited at the time of submission of application by the applicant.

### **Processing Time & Fees**

The processing time & fees for issuance of a Machine Readable passport (MRP) are as follows:

<b>Delivery Type</b>	<b>Processing Fees (in Australian Dollar)</b>	<b>Processing Time</b>
MRP - Regular	120.00	40-45 working days
MRP - Express	240.00	21-28 working days

Following rates will be applicable for **Bangladeshi students studying in Australia, New Zealand and Fiji.**

<b>Delivery Type</b>	<b>Processing Fees (in Australian Dollar)</b>	<b>Processing Time</b>
MRP-Regular	40.00 *	40-45 working days
MRP-Express	120.00 *	21-28 working days

\* This rate is only for Bangladeshi students studying in Australia, New Zealand and Fiji.

Fees must be in the form of **postal money order or bank cheque** payable to **Bangladesh High Commission, Canberra. All fees as mentioned above are non-refundable.**

### **N.B:**

**Student Concession:** Students are entitled to get MRP at a concession rate. To avail this opportunity, students must present a valid student's ID and submit a copy of it along with the application. It is mandatory to provide Student ID number for claiming concession; otherwise a student applicant will have to pay regular fees.

### **MRP for New Born Baby**

Bangladeshi parents, who want to get Machine Readable Passport (MRP) for their new born baby, have to follow the following procedures:

1. Apply for Birth Registration and get the Interim Birth Registration Number (IBRN) from this High Commission as this is mandatory to get MRP. Please

- follow the procedures for obtaining Interim Birth Registration Number (IBRN) from the High Commission as mentioned above to get IBRN;
2. After getting IBRN please **follow the steps for Machine Readable Passport**. It may be noted that **Child's presence is necessary for MRP**.
  3. Instead of copies of pages 1 through 7 of applicant's existing Bangladesh Passport along with the original passport (mentioned in step-3), copies of the first seven pages of parent's Bangladesh passport along with the original passport and Australian/New Zealand Birth certificate (original as well as a photocopy) of the child has to be brought while submitting the MRP application form.

### **Issuance of New Passport against Lost Passport:**

Applicants, who wish to apply for new Bangladesh Passport against their lost Bangladesh passport, are requested to send the following documents first before making an appointment for MRP:

1. 4 (four) copies of filled-in application form for Bangladesh Passport (Application Form);
2. 4 (four) copies of completed BF-13 forms (Form BF-13). Notarisation of BF-13 forms is not required;
3. Total 12 (twelve) recent photographs (size: 55 mm high x 45 mm wide).
4. Complete police report;
5. 4 (four) sets of photocopy of lost passport;
6. Photocopy of National ID card or 17-digit Birth Registration certificate or Interim Birth Registration certificate. If the applicant doesn't possess any of them he/she must apply for Interim Birth Registration Certificate first following the procedures as mentioned above. It may be noted that it is mandatory to have National ID/17-digit Birth Registration or Interim Birth Registration certificate to get MRP;
7. Fee: **A\$ 120.00**. Payment must be made in the form of Postal Money Order/Bank Cheque payable to "Bangladesh High Commission, Canberra". Personal Cheque/Company Cheque/Cash/EFTPOS/Credit card/Debit Card are not acceptable;

**Please start following the steps for Machine Readable Passport (MRP)** three (03) weeks later after sending the above mentioned documents. The applicant is not required to bring filled-in MRP application form again while coming to the High Commission for bio-metric enrolment.