



## Embassy of Nepal, Dhaka

### URGENT NOTICE

The Passport Department of the Government of Nepal has advised all holders of handwritten passports to apply for Machine Readable Passports (MRP) before 31 May 2015. Therefore, all Nepali citizens living in Bangladesh are encouraged to contact the Embassy of Nepal in Dhaka to apply for MRP as soon as possible.

The process of application is as follows:

1. Please log on to [www.nepembassy-dhaka.org](http://www.nepembassy-dhaka.org), and go to *Services* on the top right. Click on *Passport Information*.
2. You will be directed to the website of Passport Department, Ministry of Foreign Affairs. Please download the Passport Application Form, and type on the required fields. Before printing the filled-in form, please make sure that:
  - a. Paper size is A4
  - b. On page scaling, the option is 'none'.
3. The required documents are as follows:
  - a. Duly filled-in Passport Application Form
  - b. Nepali Citizenship Certificate (Original)
  - c. Current Passport (Original)
  - d. Valid Bangladesh Visa (Original)
  - e. Other relevant documents:
    - i. For students: ID Card or Letter of Introduction issued by the University
    - ii. For professionals: ID Card issued by the employee
  - f. Two passport size photographs, with specifications as per the ICAO guidelines: <http://dopmofa.gov.np/pdf/ICAO-Template.pdf>
  - g. Please make photocopies of (b), (c), (d) and (e) and include them in your application package.
  - h. Fees:
    - i. For ordinary passports: Tk 6,500.00
    - ii. For lost or damaged passports: Tk 13,000.00
4. Please make sure your application form is in order by comparing it with specimen @ <http://dopmofa.gov.np/pdf/Rightly%20filled%20in%20MRP%20form.pdf>.
5. For any other information or assistance, please send an email at [eondhaka@dhaka.net](mailto:eondhaka@dhaka.net).
6. Please call at Tel. No. 02-9892568 during office hours (9:00 AM – 4:00 PM, Sunday-Thursday) if you have any specific questions. If you want to request for an appointment, please call at Tel No. 02-9892490 during office hours.