

# GUIDE FOR BANGLADESHI NATIONALS IN ITALY

How to rectify **Bangladeshi passport information** and  
apply for a **national identity card** through the  
Bangladeshi Embassy in Rome or the Consulate in Milan



**Aim of the Guide:** many Bangladeshi citizens residing in Italy encounter difficulties in correcting mistakes in their passports. Therefore, we gathered information to facilitate the data rectification process.

**Disclaimer:** every effort has been made to gather accurate information. However, we cannot guarantee the absence of errors. We kindly ask anyone who identifies alternative procedures or additional laws and circulars to notify us at [passaporti@asgi.it](mailto:passaporti@asgi.it) to amend and improve this Guide.

We would like to thank the Law Office of Dr. Kamal Hossain & Associates for the consulting provided in the drafting of this Guide.

# PART A:

## HOW TO RECTIFY PASSPORT INFORMATION

### 1. WHAT LAWS APPLY FOR RECTIFICATION OF PASSPORTS?

The laws relating to passports and their rectification are contained in the Passport Act 1920, in the Bangladesh Passport Order 1973, in the Bangladesh Passport Rules 1974, in Circular No. 58.00.0000.043.32.007.17(part).158 dated 13 December 2022 (“the Circular”) issued by the Security Services Division, Ministry of Home Affairs, Government of Bangladesh, and in the Notice dated 23 November 2022 (“the Notice”) issued by the Bangladesh Embassy in Rome, in each case as amended or replaced from time to time.

This Guide is based on the aforementioned laws and regulations, as well as the information gathered from the Embassy of Bangladesh in Rome (Italy), the Consulate of Bangladesh in Milan (Italy), the Department of Immigration and Passports (“DIP”) in Dhaka (Bangladesh), and the Security Services Division of the Ministry of Home Affairs in Bangladesh, with particular consideration for the procedures of the Embassy and Consulate of Bangladesh in Italy.

### 2. WHO MAY ISSUE PASSPORTS WITH RECTIFIED INFORMATION?

In Italy, the Ambassador of Bangladesh in Rome, or the Consul in Milan, or any officer duly authorized by the Ambassador or the Consul, may issue a passport to any citizen of Bangladesh including with rectified information.

### 3. WHAT TYPES OF PASSPORTS CAN BE RECTIFIED?

- MRP (Machine Readable Passport)
- E-passport (Electronic Passport)

### 4. WHO CAN APPLY FOR RECTIFICATION OF PASSPORT INFORMATION?

- Child (even if adult according to the information contained in the passport)
- Adult with Bangladesh National Identity Card (“NID”)
- Adult without NID (Although the law provides for this possibility, it actually appears to be impossible from Italy)

### 5. LIMITATIONS ON THE RECTIFICATION OF PASSPORT INFORMATION

The passport may be corrected:

- **only once**
- only if the age difference between the date indicated on the birth certificate and the date indicated in the passport to be corrected **is less than 5 years**

### 6. HOW CAN YOU APPLY FOR RECTIFICATION OF INFORMATION IN A PASSPORT?

#### 6.1. Gather Relevant Documents

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##### A. For All Applicants

a) **Current passport** and **photocopies of pages 2-3** of the passport

**NB:** If your passport is lost, you must submit the original police report filed in the city where you reside in Italy, noting the passport number and/or attaching, if available, a photocopy of the passport. If you do not have these details, you may ask someone to contact the passport office in Bangladesh on your behalf, where the passport was issued. They will then be able to trace the details of the birth certificate, NID, or telephone

number, or the name of the district, along with your name. No authorization is required.

Please note that you may try to request the Embassy of Bangladesh in Rome or the Consulate in Milan to retrieve the passport details by providing your name, surname, date of birth, and the names of your parents

- b) **Italian Permesso di Soggiorno**/Residency card, original copy and photocopy
- c) **Sworn affidavit, executed by the applicant (directly or through parent/ legal guardian if a minor)** in support of correction of the Applicant's name and/or date of birth and/or parents' names (Annex A- [Sample Affidavit](#))
- d) **Copy of NID of both parents** (if applicable), i.e., in case of correction of the parents' names
- e) **A Declaration Seeking Rectification of the Passport ([ongikarnama](#))**, form to be completed and signed by the applicant / or guardian (if the applicant is a child) with a declaration of the information to be corrected on the passport to ensure consistency with the NID/birth certificate and that they would be responsible for any future legal complications which may arise due to their providing false information for the corrections. (Annex B - [Form for ongikarnama](#))
- f) Although the Circular does not require it, in some cases the Embassy of Bangladesh in Rome and the Consulate in Milan may also request the online Bangladesh birth certificate verified at <https://everify.bdris.gov.bd>

## **B. Child Applicants must also submit**

- a) Online Bangladesh Birth Certificate, verified at <https://everify.bdris.gov.bd>
- b) Copies of NID cards of each parent
- c) Passport size photos of each parent

**NB** In certain instances, the Embassy/Consulate may ask for any of the following educational certificates for further verification: JDC / JSC / SSC / Dakhil / Karigari (Vocational) / University / equivalent

**C. Adult Applicants with NIDs must also submit**

- a) NID and online verified copy of NID (Annex C - [the Bangladesh Embassy's Notice dated 23 November 2022](#); Annex D - [FAQ issued by Bangladesh Consulate in Milan](#)).

**D. In case of Adult Applicants without NIDs**

- a) Apply for NID (please see Part B below)
- b) Contact the Embassy of Bangladesh in Rome or the Consulate in Milan to inquire about the possibility to rectify the passport information without NID in cases where it's not possible to obtain the NID from Italy due to errors in the passport, emphasizing that there is no legal prohibition on correcting passport information if the adult Bangladeshi citizen residing in Italy does not have an NID. Neither the circular dated December 13, 2022 (Annex E) imposes any obstacles.

**However, please note that the Embassy of Bangladesh in Rome and the Consulate in Milan require the mandatory submission of the NID card to rectify passport information.**

**It is always possible to ask the Bangladeshi Embassy in Rome or the Consulate in Milan for a pass to travel to Bangladesh in order to apply for the NID and the correction of passport information.**

**6.2. Fill in the application form for modification/rectification of the passport** (different forms depending on whether you are applying for an MRP/ E-passport)

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**A. For MRP: Download the form and manually fill it in.**

- c) If you are making your application to the Bangladesh Embassy, Rome, the form can be found [here](#)

- d) If you are making your application to the Bangladesh Consulate General, Milan, the form can be found [here](#)

**B. For E-Passport**

- e) You can apply online through the portal [www.epassport.gov.bd](http://www.epassport.gov.bd)
- f) Download the completed online form with the barcode, and save it as a pdf document

### **6.3. Make an Appointment for submission of application and biometric enrollment**

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- A. **If you are applying in Rome, get an appointment online** through the portal <https://mrpappointment.bdembassyrome.it/>
- B. **If you are applying in Milan, get an appointment online through** the portal
- a) <https://mrp.bcgmilan.it> for an MRP
- b) <https://e-passport.bcgmilan.it> for an E-Passport

### **6.4. Payment and Submission of Forms to the Bangladesh Embassy/ Consulate**

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**6.4.1. You will need to attend in person and pay fees at the counter in cash and take the payment slip, the amounts vary depending on the kind of passport you have applied for:**

- a) MRP: €100
- b) E-Passport: €130

**6.4.2. After making the payment, submit the following documents at the counter:**

**A. Completed application form**

- a) MRP: manually filled in and signed
- b) E-Passport: pdf of submitted online form and signed

**B. Payment slip**

### **C. All documents stated in 6.1 above**

a) Mandatory documents for all applicants:

- Current passport and photocopies of pages 2-3 of the passport
- Original Copy of the police report in case of lost passport
- Italian Permesso di Soggiorno/Residency card, original copy and photocopy
- Affidavit by the applicant (for adults) or either parent/ legal guardian of applicant (for child applicants) in support of the required correction on the passport
- Copy of NID of parents in case of correction of the parents' names
- An [ongikarnama](#) form, signed by the applicant / guardian (for child applicants)

b) Additional mandatory documents

#### **Child applicants:**

- Online Bangladesh Birth Certificate, verified at <https://everify.bdris.gov.bd>
- Copies of NID cards of each parent
- Passport size photos of each parent

#### **Adult applicants:**

- NID and online verified copy of NID

#### **Applicants rectifying parents' names:**

- Copy of NID of parents in case of correction of the parents' names

c) Discretionary documents for child applicants

- In certain instances of child applicants, any of the following educational certificates may be required for further verification: JDC / JSC / SSC / Dakhil / Karigari (Vocational) / Open University / equivalent

**D. You may be required to attend interview prior to your biometric enrollment if any anomalies are found in the supporting documents.**



**The Embassy/Consulate maintains the right to request any additional documents at any stage for necessary scrutiny**

**E. Biometric Enrollment:**

- a) You will provide your fingerprints, signature on an electronic pad and have your photograph taken at the bio-enrollment booth
- b) During enrollment you will be shown the passport information which will be registered. You should check this is correct, especially as the Embassy/Consulate states that it will not be responsible for any mistakes
- c) Your original passport (where applicable) will be verified at this point by the Embassy/ Consulate, and returned to you along with a delivery slip which will provide an expected date of delivery (usually within two months, but it may be lesser or more)
- d) You should retain the delivery slip until you are able to collect your rectified passport. If lost, you will need to make a police report to collect the MRP or the E-passport

## **6.5. Delivery of the passport**

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### **6.5.1. Delivery:**

- a) Once the Embassy or the Consulate receives the rectified/re-issued passport from the Department of Immigration and Passports Dhaka, you will receive a text message to collect the passport.
- b) After receiving the message, you should go to collect your passport in person from:
  - the Embassy in Rome: we recommend to verify the days and hours to collect the documents, as they change frequently
  - the Consulate in Milan: we recommend to verify the days and hours to collect the documents, as they change frequently

- c) You must take your **old passport, delivery slip, and any other documents** as specified by the enrollment official along with you.
- d) Pick-up of passport through representatives:
  - Embassy in Rome: in certain cases, the Embassy allows the passport to be picked up by another person who has a signed authorization letter from you
  - Consulate in Milan: only family members can collect your passport on your behalf, and no other person can collect your passport through authorisation.

### **6.5.2. In case the delivery is delayed:**

- a) You can track the update of your passport by using the 15-digit code (ITA100000XXXXXX) given in your delivery slip (found below the barcode on the right side).
  - If you apply for an MRP re-issue, you can track the application through: <http://www.passport.gov.bd/OnlineStatus.aspx>
  - If you apply for an E-Passport, you can track your application through: <https://www.epassport.gov.bd/authorization/application-status>
- b) Alternatively, any of your family members in Bangladesh (parents, siblings, children, and spouse) may visit the Foreign Wing in the Head Office of the Department of Immigration and Passport, Dhaka (Bangladesh). They should bring a copy of the delivery slip given to you during your biometric enrollment. The officers there will help track your application and determine the reason behind the delay. They will also provide guidance to the family member on the necessary steps to resolve the issue and ensure the proper processing of the application.

## **6.6. Passport Denial and Appeal**

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**6.6.1. Rejection:** In case of any suspicion or report from the Embassy about any illegality on acquiring your passport for travelling to Italy, your application for rectification may be rejected.

**6.6.2 Appeal:** If you are aggrieved with the decision (e.g., refusal of re-issuance of your passport or rejection of your application for rectification), you may prefer an appeal within two months. to the Secretary, Ministry of Home Affairs or if the decision is by the Secretary, to the Minister of Home Affairs. You will be given an opportunity of being heard before any decision is taken on the appeal.

# PART B

## HOW TO APPLY FOR NATIONAL IDENTITY NUMBER (NID)

The Bangladesh Embassy in Rome and the Consulate General in Milan allow Bangladesh nationals to apply for new NIDs ([NID application guidelines for Rome Embassy](#), [NID application guidelines for Milan consulate](#)). It is not possible to rectify information in existing NIDs. The laws governing NIDs are the Electoral Rolls Act 2009, the National Identity Registration Act 2010, and the National Identity Registration Rules 2014, in each case as amended or replaced from time to time.

### 1. WHO IS ELIGIBLE TO RECEIVE AN NID?

Any citizen of Bangladesh over the age of 18 can receive the NID.

Please note that a new law, the National Identity Registration Act 2023, has been approved but is not yet in effect. Once it comes into force, it will repeal the 2010 law. The new law states that all citizens of Bangladesh can receive the NID, not just those over 18 years of age.

NB: Individuals who have already been issued an NID or who have previously applied unsuccessfully cannot submit a new application.

### 2. DOCUMENTS REQUIRED FOR APPLICATION

#### 2.1. **Mandatory documents which must be submitted at the Embassy / Consulate during application submission:**

- a) Online form for application (Form ‘৯(ক)'), the form can be found [here](#)
- b) Copy of valid passport. In case of lost passport: Please see Part A, 6.1

- c) A copy of the online Birth Registration Certificate verified at <https://everify.bdris.gov.bd>
- d) Recent passport size colour photo

**Please note that to apply for the NID, there must be correspondence between the data on the passport and those on the birth certificate.**

2.2. **Additional documents:** The following documents may be submitted at the Embassy/Consulate or to the Investigation Officer, i.e., Registration Officer in Bangladesh through a representative after submission of the application form and the documents in 2.1 above:

- e) Educational certificates
- f) NID of both parents, or if any are deceased, their death certificates
- g) Marriage certificate, along with spouse's NID card (if applicable)
- h) Certificate of citizenship (issued by the concerned from Councillor, Chairman, Mayor, Cantonment Executive Officer in Bangladesh)
- i) Copy of utility bill (electricity, water, gas) and holding tax receipt of the voter area address in Bangladesh, and in case of rented property, rental agreement and No Objection Certificate from landlord.

### 3. WHAT IS THE FEE?

There is no fee to obtain an NID.

### 4. WHAT HAPPENS AFTER THE APPLICATION PROCESS?

- 4.1. After submission of your documents and biometric details, the information provided will be investigated at the concerned Regional Upazilla Office in Bangladesh
- 4.2. If the report is positive, the NID will be ready and you will receive a text in your mobile number in Italy confirming this
- 4.3. You can then download your NID from the NID portal and print it to use

4.4. Once the relevant smart card is printed in Dhaka (Bangladesh) and sent to the Embassy, there will be notifications on the website and the Facebook page and it can be collected at the Embassy.

## 5. CONTACT POINTS IN ITALY

### 5.1. Bangladesh Embassy, Rome

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Via Dell'Antartide 5-7, 00144, Rome, Italy

T: +39 06 8083595, +39 06 807954

- **First Secretary, Passport & Visa**

E: [fs.passportandvisa.rome@ssd.gov.bd](mailto:fs.passportandvisa.rome@ssd.gov.bd)

T: +39-06-807-6485

### 5.2. Bangladesh Consulate General, Milan

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Via Giambellino, 7, 20146 Milano MI Italia

- **Consul General**

E: [cg.milan@mofa.gov.bd](mailto:cg.milan@mofa.gov.bd)

T: +390287068581

- **General Passport Enquiries**

E: +39 02 87068580

**Facebook Messenger:** <https://www.facebook.com/bcgmilan?mibextid=LQQJ4d>