

Ministry of Foreign Affairs
Consular and MRP Wing
Standard Operating Procedure (SOP)

Cancellation of Diplomatic E-Passport/Machine-Readable Passport (MRP)

Standard procedure for the cancellation of Diplomatic E-Passports or Machine-Readable Passports (MRPs) issued to officials or individuals upon retirement, reassignment, or other valid grounds:

Required Documents:

Applicants must submit the following documents:

1. Application for Cancellation:
 - A forwarding letter from the applicant's concerned office
 - OR
 - A self-explanatory application from the applicant requesting cancellation of the diplomatic passport.
2. Government Order (GO) / Notification:
 - Official notification of retirement
 - Proof of Post-Retirement Leave (PRL) approval, if applicable
3. National Identification Document:
 - A copy of the applicant's valid NID
4. Passport Documentation:
 - A copy of the existing passport
 - The original Diplomatic Passport must be submitted along with the application (if applicable)

Submission Location:

Consular & MRP Section
Room #601, UNCLOS Building (Lift-5),
Ministry of Foreign Affairs, Dhaka