

**Ministry of Foreign Affairs  
Consular and MRP Wing**

**Standard Operating Procedure (SOP)  
Application for Diplomatic E-Passport**

The step-by-step procedure for applying for a Diplomatic E-Passport at the Ministry of Foreign Affairs (MoFA), Dhaka.

**A. Fill in the E-Passport Offline Application Form:**

(i) Download the PDF form from the official website:

<https://www.epassport.gov.bd/instructions/application-form>

(ii) Open and complete the form using Adobe Acrobat Reader to ensure all required functions are supported.

**B. Submit the Application with Supporting Documents:**

Submit the completed application form along with the following documents to the Consular & MRP Section located at Room # 601, UNCLOS Building (Lift-5):

- (i) Forwarding letter from the applicant's concerned office
- (ii) Government Order (GO) / Notification
- (iii) Copy of the National ID (NID)
- (iv) Copy of the existing passport
- (v) Copy of the Joining Endorsement

**C. Visit MoFA for Biometric Enrolment:**

The applicant must be physically present for biometric enrolment at Room # 601, UNCLOS Building (Lift-5), MoFA.

**D. Collect Diplomatic E-Passport from MoFA:**

- (i) Present the delivery slip received during passport enrolment
- (ii) An authorized representative may collect the new passport on behalf of the applicant upon presentation of their NID card

**Note:**

Prior permission or administrative approval from the Administrative Wing of MoFA is mandatory for applicants seeking a diplomatic passport for joining Bangladesh Missions abroad.