

**Bangladesh High Commission**  
**Ottawa**  
[www.ottawa.mofa.gov.bd](http://www.ottawa.mofa.gov.bd)

**Subject: Consular Service in Edmonton.**

Bangladesh High Commission in Ottawa will provide special consular services in Edmonton. Detailed consular services will be as follows:

**Date : 17-18 May 2024 , Time : 9.00 AM to 5.00 PM,**  
**Venue : Bangladesh Center, 211, 4271 95 St NW, Edmonton, AB T6E 5R6**

**List of services, fees and required are mentioned below:**

Service	Required documents(s)	Fees in CAD (iii)	Remarks
<b>E-Passport</b>	<p><b>Please read carefully all the instructions on this page before going to fill in and submit the online application form. Please check the list of required documents given below. While filling in the online application your present address must be an address in Canada. Please do not forget to bring all the following required documents:</b></p> <ul style="list-style-type: none"> <li>- Application Summary, i.e. confirmation page of the online submission having barcode (Please make sure it shows "Application Submitted" on the top left corner of the page). If the application is not submitted, it will not be available in the server of the High Commission for enrolment);</li> <li>- Print out a copy of the completed application that has been submitted online;</li> <li>- Provide your current Original Bangladesh passport. In case of lost passport, provide Original GD/Police report containing the number of the lost passport lodged in the local police station with the case number including the reporting date which is mandatory; A copy of the lost passport and a copy of the valid status in Canada must be attached.</li> <li>- Photocopy of Bangladeshi NID (both front and back page) or photocopy of the Bangladeshi <b>English version</b> online Birth Registration Certificate (BRC) as well as a copy of the webpage with BRC data verified at <a href="http://www.everify.bdris.gov.bd">www.everify.bdris.gov.bd</a> ;</li> <li>- If an applicant is born in Canada of Bangladeshi origin, Bangladeshi <b>English version</b> online birth certificate, copy of Canadian birth certificate and copy of parents' Bangladeshi Passport/NID or Dual citizenship certificate are compulsorily required.</li> <li>- Photocopy of legal status in Canada;</li> <li>- If someone needs to make any change in their Marital status, they need to provide copy of Nikahnama/Marriage or Talaknama/Divorce Certificate);</li> <li>- If an applicant is below 06 (six) years old please, bring a 4R (4x6 inches) size photograph with gray color background;</li> <li>- Return Envelope (From Canada Post) with the detailed address of the applicant</li> <li>- Any other documents that might be applicable to you as per the following link: <a href="https://www.epassport.gov.bd/instructions/instructions">https://www.epassport.gov.bd/instructions/instructions</a></li> </ul>	<p>Please visit this link <a href="https://ottawa.mofa.gov.bd/en/site/page/E-Passport">https://ottawa.mofa.gov.bd/en/site/page/E-Passport</a></p>	
<b>No Visa Required (NVR)</b>	<ul style="list-style-type: none"> <li>- Filled-in Application form available at: <a href="https://www.visa.gov.bd">https://www.visa.gov.bd</a></li> <li>- Submit a print copy of the duly filled-in Application Form</li> <li>- Applicant's Bangladesh passport (Handwritten/Expired or Valid)</li> <li>- One photograph</li> <li>- Bangladesh Passport of father/mother or both of the foreign-born child/children. (Hand Written/Expired or Valid)</li> <li>- Declaration letter of father/mother or both of the foreign-born child/children.</li> <li>- Applicants who are 15 years old or above and born to Bangladeshi descendants, require compulsory clearance from the concerned authorities in Bangladesh</li> <li>- Canada Post express return envelope with the detailed address and contact number of the applicant</li> <li>- Detailed guidelines are available at: <a href="https://ottawa.mofa.gov.bd/en/site/page/nvr">https://ottawa.mofa.gov.bd/en/site/page/nvr</a></li> </ul>	80.00	



<b>Attestation</b>	<ul style="list-style-type: none"> <li>- Download the application form available at the website: <a href="https://ottawa.mofa.gov.bd/">https://ottawa.mofa.gov.bd/</a></li> <li>- Submit a print copy of the duly filled-in Application Form</li> <li>- One Photograph</li> <li>- Photocopy of the document(s) to be attested</li> <li>- Any other documents mentioned on the High Commission's website <a href="https://ottawa.mofa.gov.bd/">https://ottawa.mofa.gov.bd/</a></li> </ul>	60.00	Up to 5 Pages
<b>Power of Attorney</b>	<ul style="list-style-type: none"> <li>- Download the application form available at the website: <a href="https://ottawa.mofa.gov.bd/">https://ottawa.mofa.gov.bd/</a></li> <li>- Submit a print copy of the duly filled-in Application Form</li> <li>- One photograph of each POA executor/giver (s)</li> <li>- One photograph of each POA receiver (s)</li> <li>- Copy of valid Bangladesh Passport (s)</li> <li>- Proof of citizenship/residency of executor/giver(s)</li> <li>- Property details of the nominee/nominees</li> <li>- Ownership documents</li> <li>- Return envelop (From Canada Post) with the detailed address of the Executor</li> <li>- Photocopy of the POA</li> <li>- In person visit of every POA giver before the consular team is mandatory.</li> <li>- No notarized document (by any Canadian Notary Public) will be accepted.</li> <li>- Any other documents mentioned on the High Commission's website: <a href="https://ottawa.mofa.gov.bd/">https://ottawa.mofa.gov.bd/</a></li> </ul>	60.00	Up to 5 pages
<b>Birth Registration Certificate</b>	<ul style="list-style-type: none"> <li>- Filled-in Application form available at: <a href="https://ottawa.mofa.gov.bd/">https://ottawa.mofa.gov.bd/</a></li> <li>- Submit a print copy of the duly filled-in Application Form</li> <li>- One photograph</li> <li>- Copy of Bangladesh passport</li> <li>- Copy of Bangladesh passport of parents for children born in Canada</li> <li>- Copy of Birth Certificate</li> <li>- Return Envelope (From Canada Post) with the detailed address of the applicant</li> <li>- Any other documents mentioned on the High Commission's website <a href="https://ottawa.mofa.gov.bd/">https://ottawa.mofa.gov.bd/</a></li> </ul>	10.00	

**Notes:**

- The consular team will receive applications, documents, biometrics as required for **E-Passport, No Visa Required, Power of Attorney** and **Birth Registration Certificate**. Those services will be delivered from the High Commission after verification and completion of due procedure.
- For Power of Attorney:
  - Document 1-5 pages - C\$ 60.00
  - Document 6-8 pages - C\$ 100.00
  - Document more than 8 pages- C\$ 5.00 for each additional page(s)
- **Consular fees may be paid using debit or credit or master card on the spot by this Mission's portable ATM or by Bank Draft / Postal Order with the exact amount in favour of Bangladesh High Commission, Ottawa.**
- The consular team will process applications that meet all prerequisites mentioned on this High Commissions website.
- Detailed guidelines on different consular services are available at the High Commission's website <https://ottawa.mofa.gov.bd/>
- Different Consular Forms are available on this High Commission's website.
- Service seekers are requested to fill out the forms online beforehand and submit accordingly along with other required documents to the consular team.

