



EMBASSY OF THE PEOPLE'S REPUBLIC OF BANGLADESH

QL 12 Conjunto 01 Casa 03
Lago Sul Brasília DF-71630-215

Tel: (61) 3522-8634

Endorsement/Attestation Form: Form-C

1. Name: _____
(IN BLOCK LETTERS)

2. Address: _____

Telephone: (Work) _____ (Home) _____

Document to be endorsed: (please tick)

- Power of Attorney
- Academic Certificate
- Marriage/divorce Certificate
- Statement of date of birth/certificate for transfer of dead body
- Alive Certificate
- Bangladesh Driving License
- Renewal of Driving License
- Transfer of Residency Certificate
- Other (please specify) _____

Signature of Applicant

Requirement:

1. **Please submit the following documents along with the application for attestation/ Power of Attorney (in person or by mail):**

- ❖ Filled in application form for attestation/Power of Attorney (Form-C), 1 (one) copy
- ❖ Fees for each document, R\$ 225 (\$ 44.00) (**REGULAR** – 2-5 days), R\$ 450 (\$ 88.00) (**URGENT** – one day), in the form of money order/cashier check payable to Embassy of Bangladesh. **Cash or personal check is not accepted.**
- ❖ Original Document and photocopy of the original document
- ❖ Proof of property ownership (Copy of mutation, succession/deed- RS, CS & BS)
- ❖ 2 (two) photographs of principals and 2 (two) photographs of the attorney are to be attached for verification by the Embassy. Photographs (both i.e. principal and attorney) must be passport size, colour with white background, taken recently within the last six months.
- ❖ Photocopies of the valid/expired Bangladesh Passport (1–7 pages),
- ❖ Any Foreign photo ID such as Drivers License or CPF.
- ❖ Copy of court order in case of name change.

Info on Endorsements and Attestations

Applicants for endorsements i.e. attestation of academic certificates, marriage or divorce certificate, statement of date of birth, certificate for transfer of dead body, alive certificate, driving license, renewal of driving license, transfer of residency certificate / power of attorney **PLEASE KEEP A PHOTOCOPY OF YOUR DOCUMENTS IN A SAFE PLACE** before submitting to the Consular Wing of the Bangladesh Embassy. **Please read the instruction thoroughly from top to bottom.**

Requirement:

- **Please submit the following documents along with the application for attestation / Power of Attorney (in person or by mail):**
 1. Filled in application form for attestation/Power of Attorney (**Form-C**), 1 (one) copy
 2. Fees for each document, R\$ 225 (\$ 44.00) (**REGULAR** – 2-5 days), R\$ 450 (\$ 88.00) (**URGENT** – one day), in the form of money order/cashier check payable to Embassy of Bangladesh. Cash or personal check is not accepted.
 3. Original Document and photocopy of the original document
 4. Proof of property ownership (Copy of mutation, succession/deed- RS, CS & BS)
 5. 2 (two) photographs of principals and 2 (two) photographs of the attorney are to be attached for verification by the Embassy. Photographs (both i.e. principal and attorney) must be passport size, colour with white background, taken recently within the last six months.
 6. Photocopies of the valid / expired hand-written Bangladesh Passport (1–7 pages) OR Machine Readable Passport (1-3 pages)
 7. Any US photo ID such as Drivers License.
 8. Copy of court order in case of name change.

Procedures for obtaining Attestation of Documents / Power of Attorney from Bangladesh Embassy, Brasilia, Brazil.

- **Appear in Person:** Power of Attorney or Attestation of any document such as a power of attorney (relating to sale/purchase of land in Bangladesh, transfer/purchase/sale of shares, withdrawal of money/ pension from bank, etc) executed (signed) by any expatriate Bangladeshi national (in favor of a relative or a friend residing in Bangladesh), the executants is required to **Appear In Person** before the Consular Officer at the Bangladesh Embassy in Washington DC to put signature in front of the officer. For multiple signatories of a document, the same rule applies for all, i.e. all signatories are required to appear in person at the Embassy to put signature.
- **Endorsement/Attestation of Educational Certificates:**

(a) Academic certificate submitted for Mission's endorsement without the Consular Attestation of the Ministry of Foreign affairs, Dhaka will be referred to the issuing authority in Bangladesh for verification.

(b) The Mission will not endorse unofficial English translation of academic certificates unless the consular Section of the Ministry of Foreign Affairs, Dhaka, duly attests it. English rendering of SSC, HSC and Graduation and Post-Graduation Certificates are made available by the issuing authority in Bangladesh.

- **Endorsement/Attestation of Translated Document:** Translated copies of Marriage Certificate (Nikah Nama), Court Order, Affidavit etc. must be duly attested by the Consular Section of the Ministry of Foreign Affairs, Dhaka if they are to be endorsed by the Mission.
- **Alive Certificate:** Alive Certificate required by Pensioners is issued free of charge. The pensioners are to produce a notarized affidavit to the effect that he/she is alive. May call the Embassy for Specimen copy.

- **Statement on Date of Birth:** The Mission may endorse birth Certificate issued by Municipal Corporation/ Union Parishad in Bangladesh provided the Consular Section of the Ministry of Foreign Affairs, Dhaka, duly attested it. Otherwise, we will issue a Statement on Date of Birth on the basis of Bangladesh Passport or school leaving certificate. Please enclose notarized copy of first seven pages of your Bangladesh Passport or copy of the school-leaving certificate duly attested by the Consular Section of the Ministry of Foreign Affairs in Dhaka.
- **Certificate for Transfer of Dead Body to Bangladesh:** Please submit the copies of following documents (scan images) for the said Certificate with e-mail address of Funeral home:
 1. Photocopies Bangladesh Machine Readable Passport's 1-3 pages OR old hand-written Passport (page 1-7)
 2. Death Certificate
 3. Certificate of Embalming
 4. Transit Permit
 5. Letter of non-communicable disease

Return mail services:

- In case of services within Brazil, the self addressed envelope must be a prepaid / Certified / Express mail / USPS Flat rate with tracking number.
- In case of service from/to outside Brazil, the self addressed envelope should preferably be Prepaid DHL OR Prepaid FedEx.
- For both instances, return envelope must be prepaid. **No 'Account Number' OR 'Credit Card Number'** shall be accepted. Documents shall not be processed in case above instructions are NOT followed.

Incomplete application will not be processed.