

CONSULATE GENERAL OF BANGLADESH
Miami

Requirements for Endorsement or Attestation of Documents & Power of Attorney

Applicants are required to submit following documents for endorsement or attestation of documents and Power of Attorney:

1. Original POA document and one photocopy of the original document;
2. **Proof of ownership** in case of POA related to property;
3. For endorsement of POA, **1 (one) photograph** of both power giver and receiver are to be affixed in the document. The photographs must be recent (taken within last six months) and colour with white background;
4. Photocopies of the **valid** Bangladesh Machine Readable Passport (MRP) OR E-passport OR copy of 17-digit Bangladesh Birth Certificate (verifiable online) OR copy of National ID card of Bangladesh of both power giver and power receiver;
5. Any valid US photo ID i.e., Driver's License or Passport;
6. Copy of court order in case of name change;
7. For each document, payment of an amount of \$44.00 (regular) or \$82.50 (urgent/same day delivery) by Credit Card (with 3% merchant fees) or Money Order/ Postal Order/ Bank Certified Cheque in favour of '**Consulate General of Bangladesh Miami**'. No Debit Card or Cash or Personal Cheque will be accepted.

N.B.

- The applicants have to prepare the documents by themselves as per requirement and attach the photos in proper place.
- For Power of Attorney or Attestation of any such document executed (signed) by any expatriate Bangladesh national, the executant(s) must appear in person in the Consulate General to sign and put thumb impressions on the document in front of the Consular Officer.
- If the executants(s)/signatory(ies) of a power of attorney is/are unable to appear in person due to **physical infirmity/extreme illness**, the following three steps need to be followed for submitting the document. A separate signed declaration (annex-A) by the executants(s)/signatory(ies) must also be affixed with the document which will be verified with the executants(s)/signatory(ies) as part of due diligence by the Consulate General.

First Step: Notarization by a Notary Public;

Second Step: Authentication of Commission of the Notary Public by the Office of the Secretary of State of the executants' local State;

Third Step: Authentication by the authentication department of US Department of State (for details on the procedure for authentication, please visit the website of the US Department of State).

All Power of Attorney/Attested documents must be submitted to the Ministry of Foreign Affairs, Bangladesh for verification/authentication within two (02) months and the entire process of submitting the document to its final destination has to be completed within four (04) months of endorsement by the Mission.