

Dear Sir/Madam,

For NVR application, please log on to the website: [www.visa.gov.bd](http://www.visa.gov.bd).

Fill out the application online and obtain the PDF Application Copy with the bar-code.

Now send to this Embassy the following documents by email ([hoc.warsaw@mofa.gov.bd](mailto:hoc.warsaw@mofa.gov.bd) & [mission.warsaw@mofa.gov.bd](mailto:mission.warsaw@mofa.gov.bd)):

1. PDF Application Copy with the bar-code.
2. Scanned copy of your Bangladesh Passport/Birth Registration Card/National ID Card/Nationality Certificate issued by Union Council or Municipality Chairman.
3. Your marriage certificate attested by your present country's Foreign Ministry. If the original certificate is not in English, then please get it translated into English and subsequently get it attested by your present country's Foreign Ministry.
4. For your children, their Birth Certificate attested and translated in the same manner.

We will take 2/3 days of time for completing the paperwork. After that we will contact you and ask you to pay the visa fee in the Embassy's designated Bank Account. You can send the money from your place of residence by Bank Transfer. After the payment, your visa will be ready for issuance. Then you can come personally or authorize somebody to come to the Embassy with the original documents, including the Passport, and collect the visa.

If you like, you can make arrangements with Courier Services for sending and picking up the Passport with the visa. In that case you have to make the arrangements by yourself and bear the postal charges. All the responsibilities and liabilities will rest solely on you.

However, we would advise you to come in person with the Passport and collect the visa once the paperwork is done.

Sincerely,  
Embassy of Bangladesh  
Warsaw, Poland