Date:

Secretary

Security Services Division

Ministry of Home Affairs

Bangladesh Secretariat, Dhaka

Attn: Additional secretary (Security & Immigration)

Subject : Seeking permission for sending aboard and receiving back of the Bangladeshi

Passport.

Dear Sir,

I would like to send my Bangladeshi Passport No. ………………. aboard and receive the same back after accomplishing the purpose of sending (Details are attached herewith).

Under the above circumstances, I would request you to permit me as well as the person/currier authority who/which will carry the aforementioned Passport.

Sincerely,

…………………..

(Name & Address)

Encl.: Details of the purpose

**Details of the purpose**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Details of the Passport which is going to be send and received back | | | | |
| 1. Name of the Passport holder: | | | | |
| 1. Passport No.: | | | | |
| 1. Date of issue and place: | | |  | |
| 1. Address of the receiver: | | | | |
| 1. Purpose of sending: | | | | |
| 1. Way of sending: | | | | |
| 1. Name and address of the courier   service which will carry: | | | | |
| 1. Name and Passport number of   the individual who will carry: | | | | |
| 1. Expanses and risk bearer: Self | | | | |
| 1. Declaration: I declare that all the information given above   and the documents, attached herewith are true  and authentic. For any falsehood I’ll be remain  liable for any legal proceeding against me. | | | | |
| 1. Signature with date: | | | | |
| 1. Attached Documents (Put ): | | | | |
| Photocopy of the Passport to be send |  | Photocopy of the Passport of the carrier | |  |
| Photocopy of the previous visas in the Passport which will be send |  | Photocopy of the NID of the carrier | |  |
| Papers relating to the purpose of sending |  | Government Order (If applicable) | |  |