

U.S. Embassy Dhaka **Passport Services**

The American Citizen Services (ACS) unit accepts applications to add additional pages, renew, and amend U.S. passports. A list of requirements is provided below for each type of application. The application forms are available at the Embassy and can also be downloaded from this web site. The services are provided on any workday (Sunday through Thursday), between 1:00pm and 4:00pm.

Important Notes

When making travel plans, please keep in mind that most of our passport services require approximately two weeks processing time.

You may be asked to bring additional documents/evidence other than what is listed below. We recommend you bring all the evidence that is available to you.

GENERAL INSTRUCTION FOR ALL PASSPORT SERVICES:

- Applications must be submitted in person.
- Applications must be signed in the presence of a consular officer.
- Documents that are not in English must be translated into English.
- All U.S. documents presented must be original or certified copies from the office of vital records. Copies made by you or anyone outside the office of vital records are not certified copies, even if they are notarized.
- Appropriate photographs must accompany all passport applications. Please refer to [Photo Requirements for U.S. Passports](#) for details. You might want to print the requirements and take them with you to the studio.
- Applications must be typed or printed neatly in blue or black ink.

1. Application for Additional Passport Pages

- Submit [Form DS-4085](#) along with your U.S. Passport.
- There is no fee for this service.
- Processing takes one business day.

2. Application for Passport Renewal for Adults

- Present your most recent U.S. Passport.
- Complete [Form DS-82](#).
- Submit two passport photos (see photo requirements listed above).
- Adult fee: \$75 (*Taka also accepted*).

3. Application for Lost, Stolen and Mutilated Passports

- Complete [Form DS-11](#).
- Complete [Form-DS-64](#).
- Provide proof of U.S. Citizenship (e.g. U.S. Birth or Naturalization Certificates).
- Applications for a lost or stolen passport require a police report in English.
- Applications for a mutilated passport require a signed statement explaining how the passport was mutilated.
- **Parents must accompany minors under age 16.**
- Submit two passport photos (see photo requirements listed above).
- Adult fee: \$100; Minor fee: \$85 (*Taka also accepted*)

4. Application for Passport Renewal for children over age 16

- Present your most recent U.S. Passport.
- Complete [Form DS-11](#).
- Provide proof of U.S. Citizenship (e.g. U.S. Birth or Naturalization Certificates).
- Submit two passport photos (see photo requirements listed above).
- Adult fee: \$100; (*Taka also accepted*).

5. Application for First Time Adult Passports

- Present your most recent U.S. Passport (if you were previously issued one)
- Complete [Form DS-11](#).
- Provide proof of U.S. Citizenship (e.g. U.S. Birth or Naturalization Certificates).
- Provide valid identification (e.g. previous passport, U.S. issued driver's license).
- Submit two passport photos (see photo requirements listed above)
- Adult fee: \$100; (*Taka also accepted*).

6. Application for Passport Renewal for minors under age 16

- **Parental consent from both parents is required. (Information regarding parental consent is listed below.)**
- **Submit proof of the child/parent relationship: e.g. original registered birth certificate, Certification of Birth Abroad (Form DS-1350), Adoption Decree or Court Order establishing custody or guardianship. If a parent/guardian's name is other than the name shown on the documents, evidence of legal their name change is required.**
- **Submit valid photo identification for both parents** (e.g. U.S. driver's license, military ID, Passport, original naturalization certificate).
- Provide proof of the child's U.S. Citizenship (e.g. U.S. Birth or Naturalization Certificates).
- Present the child's most recent U.S. Passport.
- Complete [Form DS-11](#).
- Submit two passport photos (see photo requirements listed above).
- Minor fee: \$85 (*Taka also accepted*)

Parental Consent Must Be Established By One Of The Methods Listed Below:

1. Both parents appear in person together.
2. One parent appears in person and submits a U.S. notarized Form DS-3053 (Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor under Age 16) from the other parent.
3. One parent appears in person and submits evidence of sole custody.
4. One parent appears in person and submits the child's original registered birth certificate which lists the parent as the sole parent. (Applicants with a foreign birth certificate must also submit a certified translation of the certificate.
5. One parent appears in person and submits a Consular Report of birth Aboard (Form FS-240) or Certification of Birth Abroad (Form DS- 1350) listing only applying parent.
6. One parent appears in person and submits a Court order granting sole custody to the applying parent (unless child's travel is restricted by that order).
7. Adoption decree which only names the applying parent.
8. Court order specifically permitting the applying parent's or guardian's travel with the child.
9. Judicial declaration of incompetence of non-applying parent.
10. Death certificate of non-applying parent.

If none of the above documentation is available, the applying parent/guardian should submit a signed statement explaining why the non-applying parent/guardian's consent cannot be obtained.

NOTE: A third-party in loco parentis applying on behalf of a minor under the age of 16 must submit a notarized written statement or affidavit from both parents or both legal guardians authorizing a third-party to apply for a passport. When the statement or affidavit is from only one parent/guardian, the third party must present evidence of sole custody of the authorizing parent/guardian.

7. Changes, Corrections, or Replacement of a limited validity Passport

Customers requesting name changes, correction of a printing error or replacement of limited validity passport must apply for replacement passports.

If the change is *within one year after issuance*:

1. Submit form [DS-5504](#).
2. Submit your U.S. passport.
3. Submit documentation supporting the change.
4. Submit two passport photos (see photo requirements listed above).
5. No fee required for routine processing.

If the change is *more than one year after issuance*:

1. Submit form [DS-82](#).
2. Submit your U.S. passport.
3. Submit documentation supporting the change.
4. Submit two passport photos (see photo requirements listed above).
5. If the requested data change is due to a printing error by Passport Services, there will be no charge. Otherwise the adult and/or child passport fee is charged.

Contact us: Call us at 880-2-882-3805 or E-mail at DhakaACS@state.gov or visit the Embassy from **1pm to 4pm on any work day, Sunday through Thursday**.