

Citizen charter

Name of Service	Required documents	Normal Delivery Time	Fees	Comments
MRP enrollment (new)	<ol style="list-style-type: none"> 1. MRP application form, filled in online. 2. Bangladeshi Birth registration certificate. 3. Copies of the Passport of the parents. 4. Two copies of passport size photograph. 	5-6 weeks	Euro 100.00	Only for the babies who has born here. Children under 6 do not need to come for the finger print.
MRP enrollment (new in lost cases)	<ol style="list-style-type: none"> 1. MRP application form, filled in online. 2. Birth registration certificate. 3. Copy of the old Passport. 4. Passport size photograph. 5. Lost report from the local police or self-declaration. 	5-6 weeks	Euro 100.00	(Students with valid ID, Euro 30.00)
MRP Reissue	<ol style="list-style-type: none"> 1. Filled in MRP Reissue application form. 2. Copy of the old Passport. 3. Passport size photograph. 	4-5 weeks	Euro 100.00	(Students with valid ID, Euro 30.00)
MRP Reissue (in lost cases)	<ol style="list-style-type: none"> 1. Filled in MRP Reissue application form. 2. Copy of the old Passport. 3. Passport size photograph. 5. Lost report from the local police. 	6-7 weeks	Euro 100.00	(Students with valid ID, Euro 30.00)
Birth Registration Certificate	<ol style="list-style-type: none"> 1. Application form filled in online. 2. Birth certificate issued from local hospital/Commune. 3. Copies of the passport of the parents. 	1 week	Euro 5.00	
Correction of Birth Certificate	<ol style="list-style-type: none"> 1. Original Copy of Birth certificate issued by this mission 	Same day Afternoon	Euro 17.00	
Birth Certificate in Italian language	<ol style="list-style-type: none"> 1. Bangladeshi Birth Registration Certificate 2. Passport copy 	Same day Afternoon	Euro 28.00	
VISA	<ol style="list-style-type: none"> 1. Application form filled in online 2. Invitation letter from concerned Bangladesh company/agency/ department/person 3. Hotel booking slip 	1 week	Euro 60.00	

	4. Flight booking slip 5. Two copies of photograph 6. Copy of Passport			
NO VISA	1. No Visa application form filled in online 2. Copy of Bangladesh Passport 3. Two copies of photograph	1 week	Euro 50.00	
Different Kind of Certificates				
Family Certificate	1. Family Certificate issued by Local Government office like Union Parishad, Pourashova or City Corporation. It must be attested by Ministry of Law and Ministry of Foreign Affairs. OR 2. Passport or Birth Certificates of all the members of the family 3. Marriage Certificate and Nikahnama in case of Married people. 4. Copy of Bangladesh Passport of the applicant.	Same day afternoon	Euro 28.00	should submit both Bangla and English copy
Dependent Certificate	1. Dependent certificate issued by Local Government office like Union Parishad, Pourashova or City Corporation. It must be attested by the Ministry of Law and Ministry of Foreign Affairs 2. Passport or Birth Certificates of all the members of the family 3. Marriage Certificate and Nikahnama in case of Married people.	Same day afternoon	Euro 28.00	should submit both Bangla and English copy
Marriage Certificate	1. Marriage Certificate and Nikahnama in case of Married people 2. It must be attested by Ministry of Law and Ministry of Foreign Affairs 3. Copy of Bangladesh Passport	Same day afternoon	Euro 28.00	should submit both Bangla and English copy
Telephonic Marriage Certificate	1. Passport copy both husband and wife 2. Marriage Certificate and Nikahnama issued by Kazi 3. Passport and ID card of the witnesses.	Same day afternoon	Euro 28.00	

	4.Mobile Phone numbers used for telephonic marriage 5.Itailan residence address used during marriage			
Unmarried certificate	1. Unmarried Certificate issued by the DC office 2. It must be attested by the Ministry of Law and Ministry of Foreign Affairs 3. Copy of Bangladesh Passport	Same day afternoon	Euro 28.00	should submit both Bangla and English copy
Divorce Certificate	1. Divorce Registration certificate and extract of the registration volume issued by the office of the Kazi. 2. Passport copy of both husband and wife	Same day afternoon	Euro 28.00	should submit both Bangla and English copy
Nationality Certificate	1. Issued only on the basis of Passport	Same day afternoon	Euro 28.00	
Death Certificate	1. Death Registration Certificate from Bangladesh 2. Passport copy	Same day afternoon	Euro 28.00	
No Objection Certificate for sending the Dead Body to Bangladesh	1. Death Certificate from Hospital 2. Death registration certificate from local Commune 3. Non contamination certificate from Hospital 4. Original Passport of the deceased.	Same day afternoon	Gratis	
Vaccination certificate	1. Original Vaccination booklet from Bangladesh 2. Copy of Passport	Same day afternoon	Euro 28.00	
No Income Certificate	1. No income certificate issued by the Local Government office like Union Parishad, Pourashova or City Corporation. It must be attested by Ministry of Law and Ministry of Foreign Affairs. 2. Copy of Bangladesh Passport	Same day afternoon	Euro 28.00	
Italian Income Certificate	1. Original income certificate from competent Italian authority and its copy. 2. Original Pay slip 3 Copy of Bangladesh Passport	Same day afternoon	Euro 28.00	
Educational Qualification Certificate	1. Verified copy of all educational certificates. It should be verified by Ministry of Education and Ministry of Foreign affairs. 2. Copy of Bangladesh Passport	Same day afternoon	Euro 28.00	

Lost Reference Certificates of the Passport	<ol style="list-style-type: none"> 1. All original passport 2. Police report mentioning the lost passport number. 	Same day afternoon	Euro 28.00	
Same Person/same place Certificate	<ol style="list-style-type: none"> 1. All original Passport 2. Copy of Sojourno 3. 	Same day afternoon	Euro 28.00	
Power of Attorney	<ol style="list-style-type: none"> 1. Power of attorney paper prepared in Non Judicial stamp 2. Copy of Bangladesh Passport 3. Photographs of all 	Same day afternoon	Euro 28.00	All the executors need to appear at the Consulate in person.
Wage Earners Welfare Board Membership certificate	<ol style="list-style-type: none"> 1. Application form filled in online 2. Copy passport 3. Copy of sojourno or any valid Italian ID 4. Photo 	Same day afternoon	Euro 40.00	