



## AUSTRALIAN PASSPORTS: APPLYING FOR AN EMERGENCY PASSPORT

**It normally takes up to three working days to issue an emergency passport.**

Emergency passports can be issued under the following circumstances:

- if you need to travel urgently due to a compassionate or compelling reason, such as the death or serious illness of an immediate family member or an unexpected need for urgent business travel; and
- your existing passport has been lost, stolen or damaged.

Please note cancelled passports cannot be reinstated. Forgetting to renew your passport before its expiry or forgetting to check if you have six months validity for travel to some countries **are not** valid reasons for us to issue an emergency passport. Only in rare circumstances will we approve an emergency passport if your current passport has expired.

### What do I need to do?

- Completed passport [application form](#) online and print the entire form.
- Complete and bring the following with you to your appointment:
  - A [General Declaration](#) clearly stating the circumstances for requesting an emergency passport
  - A police report clearly stating the circumstances of how the Australian passport was lost or stolen
  - [Guarantor](#) must endorse section 11 of the passport application form and one of your two [photographs](#) (the photographs must have been taken in the last six months)
  - Birth Certificate (an extract, commemorative birth certificate or birth card) are not acceptable. Foreign language birth certificates must be translated into English by a Notary Public)
  - Citizenship certificate
  - Proof of your current residential address
- If you do not have any of the above document, alternative options are available here: [List of additional documents](#)
- Once you have completed the above, make an [appointment](#) to lodge your passport application with us.

### Fees:

Fees are payable in Bangladesh Taka.

Cash transactions, American Express and Dutch Bangla Bank cards are not acceptable.

You can pay using a Visa or Master credit/debit card.

### Photographs:

As of 01 July 2018, we will not accept photos with glasses. Photograph should be on light grey background that contrasts with the face and on gloss paper.

Photographs can be taken from 'VIP Studios' Road 95, Gulshan Palladium, Gulshan 2, Dhaka 1212.