

**United States Embassy, Dhaka, Bangladesh
Message for U.S. citizens**

**U.S. Passports and Consular Reports of Birth Abroad Pass Back in Chittagong and
Sylhet
and
U.S. Citizen Service hours in Chittagong**

Oct 23, 2014

Effective Nov 1, 2014, rather than collecting your U.S. Passport or Consular Report of Birth Abroad (CRBA) from Dhaka only, the service will also be available at outlets of Saimon Overseas Ltd. in Chittagong and Sylhet. Customers can take advantage of Saimon's expanded hours for picking up their passport or CRBA documents (Sunday through Thursday between 9am-3pm and Saturday between 9am and 1pm). The service/courier fee for collecting documents at the Dhaka branch will remain the same (300 taka plus 15% VAT). Saimon Overseas Ltd. will charge a fee of 500 taka plus 15% VAT for collection at either the Chittagong or Sylhet branches.

The Saimon Overseas Ltd. office is located in Chittagong at the following address:

**Ayub Trade Center (5th Floor)
1269/B Shekh Mujib Road
Agrabad, Chittagong
Phone: +88 0312523258
Mobile: +88 01777754454**

The Saimon Overseas Ltd. office is located in Sylhet at the following address:

**1/A Ananda Tower (Ground Floor)
Jail Road, Sylhet-3100
Mobile: +88 01777754453**

For customers who are interested in collecting their new passports or CRBAs from either of these locations, please inform us at the time of your interview. When your documents are ready, we will send you an email informing you that they can be collected. Following receipt of the email, in Dhaka, the documents will be available at Saimon Overseas Ltd. after one business day, at the Chittagong and Sylhet offices, three business days. Important Note: due to the logistics of transferring the documents from the Embassy, once you inform us the location where your documents should be sent, there is no way to change it. It will be sent to the location you specified at the interview.

As always, a parent may pick up passports or CRBAs for their child without additional authorization – the minor child does not need to come in person. Parents should plan to bring their photo identification (such as a passport, driver's license, or national ID) as well as the signed receipt you receive at the interview to Saimon Overseas Ltd. However, to allow another adult, even a spouse, to pick up a passport or CRBA on your behalf, you will need to fill out the authorization form (available at [Saimon Overseas Ltd.](#) and on the [Embassy website](#)) to authorize that person. That person should bring the form, their identification, and the signed Passport or CRBA receipt with them to Saimon Overseas Ltd.

ACS trip to Chittagong

We are planning a trip to Chittagong to provide various consular services. Please see below for detailed schedule.

We will have U.S. citizen hours where we will be accepting applications for passport renewals and additional pages as well as for Consular Reports of Birth Abroad (CRBAs). We will also be providing notary services. Please note that we can only accept the passport and CRBA cases, not approve them. Since there will be no access to our consular database the Consular Officer will review the documents and do the proper systems or requirement checks upon returning to our office in Dhaka. We will notify subjects later of the review decision or if any additional documentation is required. If you plan to submit information for a pending (previously submitted) case please send us an email by November 4th with the name and date of birth of the case subject.

Event: **U.S. Citizen Services Hours in Chittagong**

Date and Time: **Wednesday, November 5, 2014, between 1:00p.m. and 5:00p.m.**

Place: **The Peninsula Hotel, Chittagong**

Since we will have limited cashiering resources, we will only be taking fees in Bangladeshi taka. The following are the fees for various services we can provide:

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|--|------------------------------|
| Minor passport renewal | 8,295 taka |
| Adult passport renewal | 8,690 taka |
| Adding extra pages | 6,478 taka |
| Consular Report of Birth Abroad and Minor Passport | 16,195 taka |
| Notarial Fee | 3,950 taka per notarial seal |

Note: Exact change will be appreciated

Please bring all required documents to submit your application. You should also bring photo copies of each original document that is required for your application. We will match the copies with the originals, return the originals and keep the copies for the file. Incomplete applications will not be accepted. For detailed information on documents and other requirements, please visit our website at <http://dhaka.usembassy.gov/service.html>. *Please bring your U.S. passport for admission.*

During our time in Chittagong, we also plan to conduct outreach to perspective Bangladeshi student visa applicants to discuss the application process, requirements, and how to best prepare for the interview.

Event: **Student Visa outreach in Chittagong**

Date and Time: Thursday, November 6, 2014, between 12:30p.m. and 1:30p.m.

Place: [The American Corner, Chittagong](#)

Emergency services for U.S. citizens are available at all times [U.S. Embassy Dhaka](#) is located at Madani Avenue, Baridhara, Dhaka, Bangladesh 1212, and by telephone at (88) (02) 5566-2000 during regular hours. If you are a U.S. citizen in need of urgent assistance, the emergency number for the U.S. Embassy is (88) (02) 5566-2000; for after-hours emergency services, please press "0" and ask for the duty officer. You may be asked to explain your emergency; this is to better direct your call.

American Citizens Services
U.S. Embassy
Dhaka, Bangladesh