

NOTICE

Mail-in/ Postal Service Registration

With COVID-19 pandemic continues to interrupt the conventional lifestyle of people, postal/courier services have become the new normal of consular service delivery of the Consulate. To cope with such changed circumstances, **the Consulate has introduced online “Mail-in Service Registration”** to bring in more certainty in the postal services.

In this newly introduced system, **an applicant requires to complete a “mail-in service registration” from the online appointment booking system of the Consulate (services.cgbdsydney.gov.bd)**. After completion of the registration, the applicant receives a confirmation email with barcode which s/he needs to print and attach to the application package that s/he sends by post. S/he can use this barcode to track her/his application and remain updated about its status.

Steps to follow:

To apply for consular services by post, applicants require to complete the following steps:

1. Visit <http://services.cgbdsydney.gov.bd/services/>
2. Select **Mail-in Service Registration** option from the dashboard
3. Enter the information requested about the service and, from the drop-down list, select the type of service (such as Passport, NVR, DLV, PCC etc.)

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4. Complete the form and click the **SUBMIT** button.
5. Review all the information provided and make any necessary corrections.
6. Click the **CONFIRM** button.
7. The postal service appointment of the applicant will be confirmed, and a **Barcode** will be generated.
8. Attach a printed copy of the confirmation with barcode to your application.
9. When the Consulate receives the application by post and scans the barcode, the applicant will instantly receive a confirmation text message saying that her/his application has been received.
10. Use the **barcode/confirmation code** to check your application status.