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Election Commission  
Bangladesh  
Notification  
Date, 5 Shrawan, 1421 Bengali/July 20, 2014 AD

S.R.O No. 196-Law/2014.—Reading with sections 22, sections 3, 5, 7 and 9 of the National Identity Registration Act, 2010 (Act No. 3 of 2010), the Election Commission, with the prior approval of the Government, formulated the following rules, such as: -

1. Short title and commencement.—(1) These Rules shall be called the National Identity Registration Rules, 2014.

(2) Of this rule-

(A) Rules other than Rule 4 shall come into effect immediately; And

(B) Rule 4 shall come into effect on the date of which the Election Commission determines, by notification in the Official Gazette.

**2. Definition.**—If there is nothing contrary to the subject or context, in this rule-

(1) "**law**" means the National Identity Registration Act, 2010 (Act 3 of 2010);

(2) "**commission**" means the Election Commission established under Article 118 of the Constitution;

(3) "**national identity card**" means the national identity card as defined in clause (2) of section 2 of the Act;

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- (4) **"information and data"** means the information and data set forth in clause (4) of section 2 of the Act;
- (5) **"designated officer"** means any officer empowered by the Commission from time to time for the purposes of this Regulation;
- (6) **"citizen"** means a citizen as defined in clause (5) of section 2 of the Act;
- (7) **"form"** means the form of this rule;
- (8) **"fees"** means the fees referred to in Rule 8;
- (9) **"biometric feature"** means the biometric feature as defined in clause (8) of section 2;
- (10) **"voter list act"** means the Voter List Act, 2009 (Act No. 6 of 2009);
- (11) **"citizen not eligible for the status of a voter"** means a citizen who has not qualified to be a voter under the Voter List Act;
- (12) **"local office"** means any locality where a citizen is or wishes to be listed as a voter, shall include the district, upazila or thana Election Office, and any temporary office as may be determined by the Commission from time to time.

**3. Registration and providing National Identity Card to the eligible citizens to become a voter.**-(1) The Registration Form as filled out and signed by any citizen enlisted as a voter as per the Voter List Act and regulations formulated thereunder at the time of preparing, amending or updating of the voter list shall be considered as the registration application and the Commission shall provide him with the National Identity Card according to Form-2.

(2) If a citizen eligible to be listed as a voter is not listed as a voter, he or she must apply directly to the Commission or local office for registration of identity, or online through the website of the Commission.

(3) The following steps should be taken upon receipt of the application made directly and online under sub-rule (2) and including attached documents, namely: -

- (A) In the case of a direct application, the designated officer shall return the Part-A of Form-1 after signing it to the applicant or in case of online application shall sent Part-A to the concerned applicant's mobile number or e-mail address:

Provided that if any defect or incompleteness is found in the application form by the Designated Officer, he shall return the application to the applicant for taking necessary steps to remove the defect or incompleteness mentioning the same in Part-A and the applicant will take necessary steps to remove the error or incompleteness to re-submit the application as soon as possible and, if the officer is satisfied s/he will provide Part-A after fixing the date of delivering the applicant's biometric features:

Provided further, that the Designated Officer shall, if deemed necessary, provide it to the applicant as specified in Part A for proof of the accuracy of the information contained in the application and it will be provided to the applicant before the due date for providing biometric features;

- (B) On the date specified in Part-A, the concerned applicant shall complete all necessary steps, including providing biometric features by attending at the Commission or, where necessary, appearing at the local office;
- (C) The Designated Officer shall perform all the steps necessary to obtain the Biometric Feature of the applicant and shall provide Part-B of Form-1 after signing it.

(4) After completion of the activities under sub-rule (3), a National Identity Card shall be prepared by the Commission as per Form-2 and necessary steps will be taken to provide it to the applicant on the date specified in Part-B.

**4. Registration and providing National Identity Card to the citizens not eligible to become a voter.-** (1) For registration of identity of any citizen who is not eligible to become a voter they, or, where necessary, their legal guardian should apply for registration as per Form-3 directly at the Commission or the local office or online through the Commission's website .

(2) The following steps should be taken upon receipt of the application with all attached documents as filed directly or online under sub-rule (1), namely: -

- (A) In the case of a direct application, the designated officer shall return the Part-A of Form-3 after signing it to the applicant or, where necessary, to his legal guardian, or in the case of online application, the concerned applicant or, where necessary, through the mobile number or e-mail address of his legal guardian:

Provided that if any defect or incompleteness is found in the application form by the Designated Officer, he shall return the application to the applicant, or where necessary, to his legal guardian for taking necessary steps to remove the defect or incompleteness mentioning the same in Part-A and the applicant, or where necessary, his legal guardian will take necessary steps to remove the error or incompleteness to re-submit the application as soon as possible and, if the officer is satisfied s/he will provide Part-A after fixing the date of delivering the applicant's biometric features:

Provided further, that the Designated Officer shall, if deemed necessary, provide it to the applicant, or where necessary his legal guardian, as specified in Part A for proof of the accuracy of the information contained in the application, or where necessary, his legal guardian and it will be provided to the applicant before the due date for providing biometric features;

- (B) On the date specified in Part-A, the concerned applicant shall complete all necessary steps, including providing biometric features by attending at the Commission or, where necessary, appearing at the local office;
- (C) The Designated Officer shall perform all the steps necessary to obtain the Biometric Feature of the applicant and shall provide Part-B of Form-3 after signing it to the applicant or where necessary, his legal guardian.

(3) After completion of the activities under sub-rule (2), a National Identity Card shall be prepared by the Commission as per Form-4 and necessary steps will be taken to provide it to the applicant, or where necessary to his legal guardian, on the date specified in Part-B.

(4) Notwithstanding anything contained in sub-rules (1), (2) and (3), the Commission may adopt a nationwide program for registration and national identification of all citizens who are not eligible to vote.

5. Renewal of National Identity.- (1) For the purpose of sub-section (2) of section 7 of the Act, every citizen or his legal guardian, for renewal of National Identity Card, must apply directly in accordance with Form-5 or online through the Commission's website.

(2) In the case of a direct application under sub-rule (1), the copy of the fee-paid receipt pursuant to sub-rule (2) of rule 8 should be attached to the application as "urgent" or "ordinary" the scanned copy of fee paid receipt, on submission or online application must be submitted as "urgent" or "ordinary" in electronic mode.

(3) The "urgent" application must be submitted to the Commission and the "ordinary" application at the local office, and upon receipt of the application, the designated officer shall return the applicant or, where necessary, his legal guardian, by signing the Part-A of the application form, in the case of online application, the applicant or, where necessary to his legal guardian, send Part-A to the mobile number or email address of the legal guardian:

Provided that if any defect or incompleteness is found in the application form by the Designated Officer, he shall return the application to the applicant, or where necessary, to his legal guardian for taking necessary steps to remove the defect or incompleteness mentioning the same in Part-A and the applicant, or where necessary, his legal guardian will take necessary steps to remove the error or incompleteness to re-submit the application as soon as possible and, if the officer is satisfied s/he will provide Part-A after fixing the date of delivering the applicant's biometric features.

(4) On the date specified in Part-A, the concerned applicant shall complete all necessary steps, including providing biometric features by attending at the Commission or, where necessary, appearing at the local office.

(5) The Designated Officer shall perform all the steps necessary to obtain the Biometric Feature of the applicant and shall provide Part-B of the application form after signing it to the applicant or where necessary, his legal guardian.

(6) Upon completion of the activities under sub-rules (3), (4) and (5), on the date mentioned in Part-B, the commission on receiving back the old national identity card shall manage to provide new National Identity Card with same number after renewal to the applicant or where necessary to its legal guardian as per Form-2 or, where necessary, Form 4.

(7) From the date of the application, in the case of "urgent" application, new national identity card will be provided after renewal within 7 (seven) business days and 30 (thirty) business days in the case of "ordinary" application.

**6. Issuance of new National Identity Card due to being lost or destroyed.**- (1) In case the national identity card of any citizen is lost or otherwise destroyed, such citizen or, where necessary, its legal guardian shall promptly lodge a general diary at the nearest police station specifying the voter number or, where necessary, national identification number (if any).

(2) For the purpose of sub-section (1) of section 9 of the Act, the citizen or, where necessary, his legal guardian, must apply directly or online through the Commission's website in accordance with Form-6, with a copy of the general diary mentioned in sub-rule (1).

(3) In case of a direct application under sub-rule (2), a copy of the fee paid in accordance with sub-rule (2) of rule 8 must be attached as an "urgent" or "ordinary" attachment with the application or, in case of an online application scanned copies of the paid-up receipts must be submitted electronically as "urgent" or "ordinary".

(4) Upon receipt of an application under sub-rules (2) and (3), the steps described in sub-rule (5) from sub-rule (3) of rule 5 must be followed.

(5) Upon the completion of the activities under sub-rule (4), the Commission shall manage to provide the applicant or, where necessary, his legal guardian with a new national identity card with same number and term on the date mentioned in Part-B, Form-2 or, as-is, Form-4.

(6) From the date of application, new national identity card shall be provided within 7 (seven) business days for "urgent" application and 30 (thirty) business days for "ordinary" application.

**7. Deletion of Documents.**-The Commission may take action to terminate expired or unnecessary National Identity Cards and Documents in accordance with the provisions of Destruction of Records Act, 1917 (Act No. V of 1917).

8. Fees, etc.- (1) In case of renewal, loss or destruction of national identity card, the fee mentioned in the table below shall be paid for the application of new national identity card, namely: -

Table

Serial No	Operations	Fees to be Paid (Taka)	
		Ordinary	Urgent
1.	Renewal of National Identity Card	100 (One Hundred)	150 (One Hundred Fifty)
2.	Obtaining new National Identity Card due to losing or destroyed		
	Applying for first time	200 (Two Hundred)	300 (Three Hundred)
	Applying for second time	300 (Three Hundred)	500 (Five Hundred)
	Applying for any next time	500 (Five Hundred)	1000 (One Thousand)

(Fees are determined as per the opinion/approval obtained through Memorandum No-07.143.045.00.00.004.2007-117, dated: 12-06-2014, of the Finance Department of the Ministry of Finance)

(2) The fee mentioned in sub-rule (1) shall be paid in favor of "Secretary, Election Commission" by pay order or bank draft or by mobile banking or online banking at the number specified by the Commission.





**Instructions for the applicant:**

- (1) The applicant must personally attend at the Commission's local office with a view to providing biometric features that means: taking photograph, finger print and putting signature at the time of submission of the applicant's application or on the date mentioned in Part-A.
- (2) At the time of submitting the application, the responsible officer may, if necessary, direct the applicant for personal hearing and provide the necessary documents.
- (3) The applicant must submit the attested copy of his/her birth registration certificate /PSC/JSC/SSC or equivalent certificate along with the application form. The following persons may attest: (a) Member of Parliament, (b) Elected Public Representative of Local Government, (c) Gazetted Government Officer and (d) Head of Secondary and Higher Secondary Education Institutions.
- (4) Acquiring more than one national identity card by a citizen is a punishable offense.
- (5) The application shall be treated as null, if any error (if any) with the application is not removed by the due date.

Part-B (Form-1)  
(Acknowledgement Receipt of delivering National Identity Card)  
[See Rule-3(3) and (4)]

Form Number:

- 1. Place and Date of delivering National Identity Card: .....
- 2. Signature of Data Entry Operator/ Designated Officer and Date: .....

(Preserve Part- B)

.....

Part-A (Form-1)  
(Acknowledgement Receipt)  
[See Rule-3(3) and (4)]

Form Number:

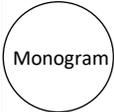
Voter area Number

- 1. Name of applicant: .....
- 2. Registration Center: .....
- 3. The application has the following errors, which must be removed, namely:
  - (A) .....
  - (B) .....
- 4. Place, date and time of attendance for providing biometric features: .....
- 5. Signature of the Designated Officer and Date: .....

(Preserve Part- A)

Election Commission Bangladesh  
Form-2

Sample of the National Identity Card of a citizen eligible to be a voter  
[See Rule 3(1), Rule 3(4), 5(6) and Rule 6(5) of the National Identity Registration Rules, 2014]

Front Page	Back Page
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <p>Monogram</p> </div> <div style="text-align: center;"> <p>Government of the People's Republic of Bangladesh</p> <p>National ID Card</p> <p>Name: (Bengali).....</p> <p style="padding-left: 40px;">(English).....</p> <p>Father's Name: .....</p> <p>Mother's Name: .....</p> <p>Spouse Name: .....</p> <p>Date of Birth: (English).....</p> <p>NID No. ....</p> </div> </div> <div style="margin-top: 10px; border: 1px solid black; padding: 2px;"> <p style="text-align: center; margin: 0;">Photo</p> <p style="text-align: center; margin: 0;">Signature / Finger print</p> </div>	<p>It is punishable offence to keep/bear other's ID Card except the owner without due reasons. Please submit the ID Card to the nearest District/Upazila/Thana Election Office if found anywhere.</p> <p>Blood group: ..... (if known)</p> <p>Address: .....</p> <p style="text-align: center;">.....</p> <p>(Digital data chips, watermarks, microtext and other security features)</p> <p style="text-align: center;">.....</p> <p>(Signature of the Providing Authority)</p> <p>Date of Issue .....</p> <p style="text-align: center; margin-top: 20px;">Barcode</p>







**Instructions for the applicant:**

- (1) The applicant must personally attend at the Commission's local office (a citizen who is not eligible to be listed as a voter, should attend to that area's district, upazila or thana election commission office; also may be included from time to time the temporary centers designated by the Commission) with a view to providing biometric features that means: taking photograph, finger print and putting signature at the time of submission of the applicant's application or on the date mentioned in Part-A.
- (2) At the time of submitting the application, the responsible officer may, if necessary, direct the applicant for personal hearing and provide the necessary documents.
- (3) The applicant must submit the attested copy of his/her birth registration certificate /PSC/JSC/SSC or equivalent certificate along with the application form.

The following persons may attest: (a) Member of Parliament, (b) Elected Public Representative of Local Government, (c) Gazetted Government Officer and (d) Head of Secondary and Higher Secondary Education Institutions.

- (4) In case of National Identity Card holder under the age of eighteen/ declared to be abnormal by the court, the parents/legal guardian shall sign the application form. A copy of the National Identity Card of such parent/legal guardian must be submitted along with the application form.
- (5) Acquiring more than one national identity card by a citizen is a punishable offense.
- (6) The application shall be treated as null, if any error (if any) with the application is not removed by the due date.

Part-B (Form-3)  
[Note Rule-4(2)]  
(Receipt of Delivering National ID Card)

Form Number: .....

- 1. Place and Date of delivering National Identity Card: .....
- 2. Signature of Data Entry Operator/ Designated Officer and Date: .....

(Preserve Part- B)

.....

Part-A (Form-3)  
[Note Rule-4(2)]  
(Acknowledgement of Receiving Application)

Form Number: .....

- 1. Name of applicant: .....
- 2. Name of Parents/Legal Guardian (where necessary): .....
- 3. The application has the following errors, which must be removed, namely:
  - (A) .....
  - (B) .....
- 4. Place, date and time of attendance for providing biometric features: .....

-----  
Signature of the Designated Officer

(Stamp)

(Preserve Part- A)

Election Commission Bangladesh  
Form-4

Sample of the National Identity Card of a citizen not eligible to be a voter  
[See Rule 4(3), Rule 5(6) and Rule 6(5) of the National Identity Registration Rules, 2014]

Front Page	Back Page
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin-bottom: 10px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">Monogram</span> </div> <div style="border: 1px solid black; width: 60px; height: 60px; margin-bottom: 10px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">Photo</span> </div> <div style="border: 1px solid black; width: 60px; height: 60px; margin-bottom: 10px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">Signature / Finger print</span> </div> </div> <p style="text-align: center;">Government of the People's Republic of Bangladesh</p> <p style="text-align: center;">National ID Card</p> <p>Name: (Bengali).....</p> <p style="padding-left: 100px;">(English).....</p> <p>Father's Name: .....</p> <p>Mother's Name: .....</p> <p>Spouse Name: .....</p> <p>Date of Birth: (English).....</p> <p>NID No. ....</p>	<p>It is punishable offence to keep/bear other's ID Card except the owner without due reasons. Please submit the ID Card to the nearest District/Upazila/Thana Election Office if found anywhere.</p> <p>Blood group: ..... (if known)</p> <p>Address: .....</p> <p style="padding-left: 100px;">.....</p> <p>ID Card holder of age below eighteen/abnormal</p> <hr style="border: 0; border-top: 1px dashed black; margin: 5px 0;"/> <p style="display: flex; justify-content: space-between;"> <span>Name of parents/legal guardian</span> <span>Signature</span> </p> <p>(Digital data chips, watermarks, microtext and other security features)</p> <p>.....</p> <p>(Signature of the Providing Authority)</p> <p>Date of Issue .....</p> <p style="text-align: center; margin-top: 20px;">Barcode</p>

Election Commission Bangladesh  
Form-5

Application for renewal of national identity card  
[Note Rule 5 (1) of the National Identity Registration Rules, 2014]  
Form Number ..... (to be filled by office)

Urgent	Ordinary
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1. Name: .....
2. National Identification Number: .....
3. Date of Issuing National ID Card: .....
4. Taka ..... was deposited as fee in favor of ..... through ..... along with the application form.

Date: .....  
.....  
Applicant's signature/finger print

5. Certification of Parent/Legal Guardian:  
 The information contained in this application is completely true to my knowledge and belief.

.....  
 Signature/finger print of the parent/legal guardian

Instructions for the applicant:

- (1) The signature of the applicant provided in the application form shall be similar to the signature of the applicant stored in the Commission's database. In case of National Identity Card holder under the age of eighteen/ declared to be abnormal by the court, the parents/legal guardian shall sign the application form. A copy of the National Identity Card of such parent/legal guardian must be submitted along with the application form.
- (2) The original copy or copy of the National Identity Card must be submitted with the application form.
- (3) Fees must be deposited under the Rule 8, along with the application form with mentioning whether urgent or ordinary.
- (4) Application, for any error in the application (if any) not removed by the due date, shall be deemed to be void.

.....

Part-B (Form-5)  
[Note Rule-5(5)]  
(Receipt of Delivering National ID Card)

Form Number: .....

- 1. Place and Date of delivering National Identity Card: .....
- 2. Signature of Data Entry Operator/ Designated Officer and Date: .....

(Preserve Part- B)

.....

Part-A (Form-5)  
[Note Rule-5(3) and (4)]  
(Acknowledgement of Receiving Application)

Form Number: .....

- 1. Name of applicant: .....
- 2. Name of Parents/Legal Guardian (where necessary): .....
- 3. The application has the following errors, which must be removed, namely:
  - (A) .....
  - (B) .....
- 4. Place, date and time of attendance for providing biometric features: .....

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Signature of the Designated Officer

(Stamp)

(Preserve Part- A)



**Instructions for the applicant:**

- (1) The signature of the applicant provided in the application form shall be similar to the signature of the applicant stored in the Commission's database. In case of National Identity Card holder under the age of eighteen/ declared to be abnormal by the court, the parents/legal guardian shall sign the application form. A copy of the National Identity Card of such parent/legal guardian must be submitted along with the application form.
- (2) A general diary submitted to the police station after the national identity card has been lost or destroyed. The Voter number/National ID number/Registration form number (if any) of the respective card holder should be mentioned in the General Diary (G.D.) as lodged in the police station in regard to the lost or damaged National ID Card. If voter number/registration form number is not known, those can be collected from the concerned District/Upazila/Thana office.
- (3) Copy of General Diary (G.D.) must be attached with the application form.
- (4) The copy of the lost or damaged National Identity Card (if available) must be attached the application form.
- (5) Fees must be deposited under the Rule 8, along with the application form with mentioning whether urgent or ordinary.
- (6) Obtaining multiple National ID Card by any citizen is a punishable offence.
- (7) Copy of Birth Registration must be submitted with the application form.
- (8) Application, for any error in the application (if any) not removed by the due date, shall be deemed to be void.

Part-B (Form-6)  
[Note Rule-6(4) and (5)]  
(Receipt of Delivering National ID Card)

Form Number: .....

- 1. Place and Date of delivering National Identity Card: .....
- 2. Name and Signature of Data Entry Operator/ Designated Officer and Date: .....

(Preserve Part- B)

.....

Part-A (Form-6)  
[Note Rule-6(4)]  
(Acknowledgement of Receiving Application)

Form Number: .....

- 1. Name of applicant: .....
- 2. Name of Parents/Legal Guardian (where necessary):  
.....
- 3. The application has the following errors, which must be removed, namely:  
(A) .....
- (B) .....
- 4. Place, date and time of attendance for providing biometric features: .....

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Signature of the Designated Officer

(Stamp)

(Preserve Part- A)

By order of the Election Commission  
**Md. Sirajul Islam**  
Acting Secretary