

Notice on passport and legalization document collection

This is to notify to all applicants that VFS Global, Italy Visa and Legalization Application Center will not keep any unclaimed passports/documents/file for more than the specified period below. The passports/documents/file will be handed over to Embassy of Italy, Bangladesh for eventual disposal after the specified period. Also, in applicable cases deposited fee will be encashed and may not refund to applicant even in demand.

Unclaimed passport after processing by Embassy: 3 months from receiving date from Embassy.

Unclaimed legalized documents: 3 months from the receiving date from Embassy.

Legalization file back for document adjustment: 6 months from the date of receiving from Embassy.

Legalization file back as refused: 6 months from the date of receiving from Embassy.

Applicant will/try to be notified about their application status over phone if phone is reachable. So, all applicants are being requested to check their submitted applications status through website's 'Track Your Application' option and through call center at (+88) 09606 777666, (+88) 09666 911384 (for mobile users), (Sunday to Thursday: 09:00 –17:00) or by emailing to: info.itbd@vfshelpline.com