

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/files exceeding the period specified below. The passports/documents/file will be handed over to Embassy of Italy, Bangladesh for eventual disposal post the specified period. Also, in applicable cases the deposited fee will be encashed and won't be refunded under any circumstances.

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.

Applicants will be notified about their application status over phone, subject to the same being reachable. Hence, all applicants are requested to check their submitted applications status through the website's 'Track Your Application' option and via call center at (+88) 09606 777666, (+88) 09666 911384 (for mobile users), (Sunday to Thursday: 0900 hrs –1700 hrs) or by emailing to: info.itbd@vfshelpline.com and collect the documents well in time.