

**Office of the Refugee Relief and Repatriation Commissioner  
Motel Road, Cox's Bazar.**

**How to apply for NGO, INGO and Other Organization Staff ID**

**For New Staff:**

1. Submit an application describing the needs.
2. Hard Copy of ID's. **See the Demo:** <https://bit.ly/2P7FPAW>
3. Staff list with "ID Card Requisition form [New Staff]". *See the form:* <https://bit.ly/2MkJFV3>
4. Submit a copy of **FD7/ FD6** and a copy working permission of your organization inside of the camp/s. *(During Covid-19 situation)*

**For Existing Staff/ Damaged ID's:**

1. Submit an application describing the changes.
2. Submit existing ID's and Hard Copy of New ID's. **See the Demo:** <https://bit.ly/2P7FPAW>
3. Staff list with "ID Card Requisition form [Existing Staff]".  
**See the form:** <https://bit.ly/2zPcaYz>

**If you lost your ID:**

1. Submit the GD copy you made for the card lost with an application.
2. Submit Hard Copy of New ID's. **See the Demo:** <https://bit.ly/2P7FPAW>
3. Staff list with "ID Card Requisition form [Existing Staff]".  
**See the form:** <https://bit.ly/2zPcaYz>