



Guideline for Processing New and Replacement of Citizenship Identity card for individuals residing abroad-2025

1. New CID card (first-time)

For individuals aged 15-17 years shall be required to submit the following documents:

- (a) The concerned individual's NDI Biometric data must have been enrolled.
- (b) Duly completed New CID/SR card application Form No. BCRS-CID/SRC-01, signed by the applicant and Head of Household (HoH) or either of the parents or guardian.
- (c) A letter authorizing someone in Bhutan to process the CID card on his/her behalf. The authorization letter must be in the prescribed format available on the Department's website
(https://dcrc.moha.gov.bt/wp-content/uploads/2025/09/Authorization_Letter_English-version.pdf) In addition, the authorized individual is required to complete the Undertaking Form — also available on the Department's website
(https://dcrc.moha.gov.bt/wp-content/uploads/2025/09/Undertaking_Letter_English-version.pdf) —at the time of visiting the designated service point.
- (d) A copy of a valid visa or other valid document confirming the individual's residence abroad.
- (e) One recent passport-size photograph (In national dress and white background), affixed on the form, and a soft copy of the same image to be used for the citizenship card.
- (f) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth service.

For individuals aged 18-24 years shall be required to submit the following documents:

- (a) The concerned individual's NDI Biometric data must have been enrolled.



- (b) Duly completed New CID/SR card application Form No. BCRS-CID/SRC-02, signed by the applicant and Gup/Thromde Representative/Thromde Tshogpa of the individual's permanent Gewog/Thromde.
- (c) One recent passport-sized photograph (In national dress and white background), affixed on the form, must be stamped with the seal of Gup/Thromde Representative/Thromde Tshogpa, and a soft copy of same image, to be used for the citizenship card.
- (d) The DCRCO/TCRCO and Dzongdag/Executive Secretary of either the individual's permanent Dzongkhag/Thromde OR their current residing Dzongkhag/Thromde (where the CID card is being processed) must verify the individual's information against BCRS and complete the signatory part, as outlined in the application form.
- (e) A letter authorizing someone in Bhutan to process the CID card on his/her behalf. The authorization letter must be in the prescribed format available on the Department's website. In addition, the authorized individual is required to complete the Undertaking Form—also available on the Department's website—at the time of visiting the designated service point.
- (f) A copy of a valid visa or other valid document confirming the individual's residence abroad.
- (g) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth service.

For individuals aged 25 years and above shall be required to submit the following documents:

- (a) The concerned individual's NDI Biometric data must have been enrolled.
- (b) A duly completed New CID/SR Card Application Form No. BCRS-CID/SRC-02 must be submitted. The applicant may authenticate the form with either a signature or a thumb impression placed across the affixed legal stamp. If a thumb impression is provided, it



- must be clearly marked as either 'Right Thumb Impression (RTI)' or 'Left Thumb Impression (LTI)' to ensure proper identification;
- (c) The application form must bear the official seal and signature of the Gup/Thromde Representative/Thromde Tshogpa of the applicant's permanent address, affixed in the designated space on the form;
 - (d) One recent passport size photograph (In national dress and white background), affixed on the form, must be stamped with the seal of Gup/Thromde Representative/Thromde Tshogpa of the individual's permanent address, and a soft copy of same image, to be used for the citizenship card.
 - (e) A duly signed Tshogpa statement, endorsed by the Gup of the individual's permanent address, detailing the reasons for not having processed CID/SR cards to date.
 - (f) The DCRCO/TCRCO and Dzongdag/Executive Secretary of the individual's permanent Dzongkhag/Thromde, must verify the individual's information against BCRS and complete the signatory part, as outlined in the application form.
 - (g) A letter authorizing someone in Bhutan to process the CID card on his/her behalf. The authorization letter must be in the prescribed format available on the Department's website. In addition, the authorized individual is required to complete the Undertaking Form—also available on the Department's website—at the time of visiting the designated service point.
 - (h) A copy of a valid visa or other valid document confirming the individual's residence abroad.
 - (h) If there is a change in name or date of birth, the applicant must first complete the Name Change and Correction of Date of Birth service.

2. For Replacement such as Renewal and Lost of Citizenship Identity/Special Residence card, the following requirements must be fulfilled:



དཔལ་ལྷན་འབྲུག་གཞུང་། བཤའ་མིང་ལྷན་ཁག་།
ཞི་བའི་ཐོ་བཀོད་དང་མི་རྒྱུས་ལས་ཁུངས་།
Royal Government of Bhutan
Ministry of Home Affairs
Department of Civil Registration & Census



- (a) Submit the duly completed CID/SR card replacement Form No. BCRS-CID/SRC-REP-01.
- (b) A letter authorizing someone in Bhutan to process the CID card on his/her behalf. The authorization letter must be in the prescribed format available on the Department's website. In addition, the authorized individual is required to complete the Undertaking Form—also available on the Department's website—at the time of visiting the designated service point.
- (c) A copy of a valid visa or other valid document confirming the individual's residence abroad.
- (d) A recent passport-size photograph (In national dress and white background) in both hard copy and soft copy (A soft copy of the image, to be used for the citizenship card).

3. Card fees

The detailed fee structure is as outlined below:

| Sl. No. | Service Type | Fees | Card Category | Remarks |
|--------------------|--------------------------------|---------|--|---|
| 1. | New | Nu. 100 | New Citizenship Identity/ Special Residence Card | First-time card issuance. |
| Replacement | | | | |
| 2. | Renewal | Nu. 100 | Validity of the Citizenship Identity/Special Residence Card has expired or is about to expire. | For cards with a validity period of 6 months or less and upon production of the old card. |
| 3. | Damaged | Nu. 300 | Cards that are damaged (broken, burnt, scratched, cut etc. and cannot be used) | For cards with a validity period of more than 6 months and upon production of the damaged card. |
| 4. | Image/ Occupation Change | Nu. 300 | Change of Image/Occupation | For cards with a validity period of more than 6 months and upon production of the old card. |
| 5. | Typographical Error | Nu. 300 | Error in Text (Name spelling, Gender, validity, that is displayed on the card) | For cards with a validity period of more than 6 months and upon production of the old card. |
| 6. | Lost | Nu. 400 | Lost Card/could not be traced | Failure to produce the old CID/SR card, regardless its validity. |



དཔལ་ལྷན་འབྲུག་གཞུང་། བཅའ་སྤྱོད་ལྷན་ཁག་།
ཞི་བའི་ཐོ་བཀོད་དང་མི་ཕྱིས་ལས་ཁུངས་།
Royal Government of Bhutan
Ministry of Home Affairs
Department of Civil Registration & Census



Note:

For Sl. No. 3, 4 & 5, if the original card is produced and its validity is less than or equal to 6 months, it shall be treated as Renewal and must be processed under the “Renewal” Service Type. The card fee shall be Nu.100.

For Sl. No. 2, 3, 4 & 5, if the original card is not produced, it shall be treated as lost, and must be processed under the “Lost” Service Type. The card fee shall be Nu. 400.