

## Checklist for submission of application for a fresh/Renewal passport

(1) Online Application to be filled through the PSP portal namely [Passport Seva at Indian Embassies and Consulates \(passportindia.gov.in\)](https://passportindia.gov.in) is recommended. After filling details online, the application needs to be printed, remaining fields filled and application submitted with fee and supporting documents.

(1.1) Pls Click and choose the Changes in personal particulars if there is change of address or to include spouse name or to any other changes to the current passport details which is being renewed.

(2) Four passport size photographs (size 5.0 cm x 5.0 cm with white background showing front view of face). One of the photos is to be pasted on the first page of the application form. The remaining photographs should be submitted intact (please DO NOT staple the photos or sign over them).

(3) Current passport is to be shown, in original, at the consular desk at the time of submission of application and taken back. The consular desk will not retain the original passport of the applicant. (4) Photocopy of the current passport including photocopy of endorsements, if any, done by Indian Passport Issuing Authorities.

(5) Photocopy of the Residence Permit in Luxembourg. Original Resident Permit to be shown at the counter.

(5.1) If adding spouse name: -Copy of Marriage certificate, ID proof of the Spouse (Passport copy and Residence card of Luxembourg- Originals to be shown at the counter).

(6) Joint declaration by the parents (when both are residing in Belgium / Luxembourg) - click here for the declaration. [Declaration by parents for issue of Passport to Minors .pdf \(indianembassybrussels.gov.in\)](https://indianembassybrussels.gov.in)

(6.1) For minor applicants (below 18 years), copy of birth certificate and copies of passports and Resident cards of parents are mandatory.

**6.2. - NEW (30.01.2025):** For Minor application, Parents should fill and sign the following Annexure "[Annexure D](#) - Specimen declaration by applicant's parent(s) or guardian for issue of passport to Minor" **or** the [Annexure C](#) - Specimen declaration by applicant's parent or guardian for issue of passport to Minor when one parent has not given consent".

(7) Photocopy of parents' Marriage certificate, original to be shown at the counter.

(8) Address proof of Luxembourg Ex: Telephone Bill, water Bill, Electricity Bill

(9) **Fee : € 60 for a normal booklet comprising 36 pages plus € 2 ICWF surcharge**

**€ 40 for a normal booklet for a minor up to 15 years plus € 2 ICWF surcharge**

**€ 40 for a Short Validity Passport plus € 2 ICWF surcharge**

**€ 75 for a jumbo booklet comprising 60 pages plus € 2 ICWF surcharge**

**Prescribed Fee Plus € 15 Courier charges apply**

(10) Once the new passport is ready the applicant will be informed to submit the old passport for cancellation. The consular desk will send the old passport to the Embassy who will cancel the old passport and send it back

along with the new passport. Valid visas on the old passport will not be invalidated and an endorsement to this

effect will be appended on the new passport. Processing time for issuance of a fresh passport

Normally a passport is issued in three to four weeks' time. Delay could be caused when clearance from a passport office is awaited or due to objections raised by the central processing office (e.g., quality of photos

submitted). Change of Name

A change of name may occur due to the following reasons,

(1) Change in "Given Name" / "Surname". (2) When a person has no Surname and wishes to split his "Given Name" as "Given Name" and "Surname"

(3) Addition of "Surname" where a person previously only had "Given Name". (4) For ladies, change of name from maiden name to married name. (5) For widow / divorcees, change of name on re-marriage.

Checklist for Change of Name (Sl. Nos. 1, 2 & 3 as above)

(1) All columns in the form to be completed and signed (or thumb impression to be affixed) within the box in the first page without touching the lines. Filling of application form online in the portal is mandatory. After completion of form online, the application needs to be printed and submitted with fee and supporting documents at the counter.