

GENERAL INFORMATION

All applicants are requested to kindly note the following which is mandatory.

1. Upload an ICAO-compliant photograph (mandatory), Guidelines for ICAO Compliant Photo AND tips to edit and upload photo see bottom)
2. Upload a scanned copy of the signature / thumb impression for minors, and
3. Upload all other relevant documents directly.
4. Damaged passport needs to be submitted along with the application.

Apply through the new Global Passport Seva 2.0 portal:

<https://mportal.passportindia.gov.in/gpsp/>

Step 1: Complete the Online Passport Application Form by using the portal (Do not forget to upload ICAO compliant photo (see bottom), signature and documents)

Step 2. All reasons for passport reissue should be specified (validity expired within 3 years/due to expire in next one year, change in existing personal particulars, damaged or stolen etc.)

Step 3. Take the printout of the completed online passport application, book an appointment and submit it at the Luxembourg consulate. Print out should be in a portrait mode. Signature/ thumb impression of applicant should be on first and last page.

PLEASE VISIT Indian Embassy Brussels Website, choose the relevant service, tick the boxes, take a printout sign and bring it along with application to the counter -

<https://indianembassybrussels.gov.in/checklist.php>

GENERAL GUIDANCE and Check list

1. All Luxembourg residents are requested to choose Belgium and Brussels as their mission.
2. If you have lived in another country and applied for or renewed your passport there, the system automatically selects the last country of residence. In such cases, please use a different email ID to apply and select Belgium – Brussels as the mission
3. Police Report about loss of passport and self-statement indicating circumstances of loss / damage of passport.
4. If available Self-attested Photocopy of first and last pages of the current passport including photocopy of endorsements, if any, done by Indian Passport Issuing Authorities.
5. Self-attested Photocopy of the Residence Permit (both sides) in Luxembourg. Original Resident Permit to be shown at the counter.

6. 2 ICAO compliant photos, 2x2 inch (51x51 mm) size to be submitted at the counter.
7. Copy of the Certificate the residence of Luxembourg.
8. If adding spouse name: -Copy of Apostilled Marriage certificate, ID proof of the Spouse (Passport copy and Residence card of Luxembourg- Originals to be shown at the counter).
9. In case of applying for minors also please include Joint declaration by the parents (when both are residing in Belgium / Luxembourg) - click here for the declaration.
[indianembassybrussels.gov.in/pdf/Declaration by parents for issue of Passport to Minors .pdf](http://indianembassybrussels.gov.in/pdf/Declaration%20by%20parents%20for%20issue%20of%20Passport%20to%20Minors_.pdf)
10. For minor applicants (below 18 years), the below certificates which are mandatory
 - a. copy of birth certificate
 - b. copies of parents passports
 - c. copies of parents' Resident cards
 - d. copies of parents marriage certificate. - original to be shown at the counter
11. NEW (30.01.2025): For Minor application, Parents should fill and sign the following Annexure
 - a. [Annex-D.pdf](#) - Specimen declaration by applicant's parent(s) or guardian for issue of passport to the Minor" or
 - b. [Annex-C.pdf](#) - Specimen declaration by applicant's parent or guardian for issue of passport to Minor when one parent has not given consent".
12. Address proof of Luxembourg Ex: Certificate the residence and recent Telephone or water or Electricity Bill

FEE:

Issue of duplicate passport containing 36 pages ,in lieu of old passport,which is reported lost/stolen/damaged € 214 + € 2(ICWF surcharge) Issue of duplicate passport containing 60 pages ,in lieu of old passport,which is reported lost/stolen/damaged € 257 + € 2(ICWF surcharge)

Issue of duplicate passport containing 36 pages ,in lieu of old passport,which is reported lost/stolen/damaged for minors below € 214 + € 2(ICWF surcharge)

Prescribed Fee Plus € 15 Courier charges apply

Once the new passport is ready the applicant will be informed by the Indian Embassy

Once the Luxembourg consulate receives the passport from the Embassy an email will be sent and the applicants can walk in and collect the same during the consular hours.

ICAO Compliant Photo AND tips to edit and upload photo

[Guidelines for ICAO Compliant Photographs for Passport Applications.docx](#)

Steps for Photo Edit:

1. Open the photo in the Photos application and click on Edit.
2. Crop the image so that the head/face occupies approximately 80–85% of the frame.

3. Open the same photo in the Paint application.
4. Select Resize and Skew.
5. Set the dimensions to 830 × 810 pixels.
6. Click the Maintain Aspect Ratio (blue lock) icon to apply the size correctly, then save the image.
7. Open the saved photo, click on the three dots, and select Resize image.
8. Save the photo ensuring the file size is less than 100 KB.