

GENERAL INFORMATION

All applicants are requested to kindly note the following:

The process of renunciation is a two-step process. Once the applicant receives the renunciation certificate via email then only the applicant can apply for Surrender Certificate.

STEP – 1 Declaration of Renunciation of Indian Citizenship

Application for Renunciation must be applied online in the Ministry of Home Affairs (Foreigners Division) website. <https://indiancitizenshiponline.nic.in>

The applicant must click on “Declaration of Renunciation of Citizenship under Section 8 of the Act Made by a Citizen of India who is also a Citizen or National of another country” The renouncer would fill all his/her details and upload relevant documents in above mentioned website, take a print-out and visit the Embassy of India Brussels/Consular Desk in Luxembourg for signing the declaration before the Consular Officer. Appointments may kindly be scheduled for submission of online application form and signing the declaration.

Note 1: Every Minor child (below 18 years) will be part of parent’s application process.

Note 2: Indian Passport needs to be handed over at the counter.

Note 3: Applicants Photo and signature with the relevant documents need to be uploaded.

Note 4: Renunciation fee to be paid online and paid copy confirmation to be attached with the application.

Note 5: A witness (Indian Passport Holder or OCI Card Holder) needs to vouch the correctness of the details of the applicant. It is mentioned in the form where the witness will vouch.

Note 6: Spouse will not be considered as a witness.

Once the application form is submitted online by the applicant, then no further modifications are allowed. Hence applicants are requested to carefully verify the details before submitting the online Application form. Instructions and details regarding the application can be seen in the website link given below. <https://indiancitizenshiponline.nic.in/Renounce>

MHA File Number would be generated automatically after the submission of online application and the same will be communicated to the applicant by e-mail. Applicant must keep note of it for tracking the status and refer this file number for any future correspondence. Applicant will be provided acknowledgement in Form XXIII after his signed application/declaration is successfully

uploaded by the Indian Mission/Post. This may be sent to applicant through e-mail. This declaration can be used to apply for entry Visa.

The decision of the competent authority on declaration of renunciation of Indian citizenship shall be conveyed to the applicant through e-mail by the Embassy. On acceptance of the declaration by the Competent Authority, a signed Renunciation Certificate (RC) will be issued.

CHECK LIST

The following documents are required to be enclosed with each application:

1. Proof of present citizenship
 - a. Self-attested Copy of current Luxembourg Passport
 - b. Self-attested Copy of Identity card of Luxembourg.
 - c. Self-attested Copy of Indian passport.
2. Fill the Miscellaneous form for foreign nationals - Please visit the website <https://www.indianembassybrussels.gov.in/pdf/Misc%20service%20%20Form%20for%20foreign%20nationals%20&%20companies.pdf> to download this form.
3. Two passport size photographs (size 5.0 cm x 5.0 cm with white background showing front view of face) should be pasted in the Misc. Form.
4. Nationality certificate – Certificat de nationalité (Heimatschein). The Certificate should mention the date from when you received your nationality. Separate certificates of Nationality are required for each family member.
5. Address proof of Luxembourg i.e. Certificates de Residence Elargi from the Commune
6. Prescribed Fee to paid online while filing the application, in case the applicant is not able to do the online transfer
92 € along with the below charges can be paid at the consulate desk
(Additional € 15 Courier charges + 2 € surcharge , CASH to be paid at the counter)
7. For minor applicants (below 18 years), along with the above documents the below certificates 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**(€ 15 Courier charges + 2 € surcharge apply for each minor applicant - CASH to be paid at the counter)**

STEP - 2 Surrender Certificate

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.

Apply through the new Global Passport Seva 2.0 portal:

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

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

Step 2. Take the printout of the completed online surrender 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>

Fill the Miscellaneous form for foreign nationals – for each application

<https://www.indianembassybrussels.gov.in/pdf/Misc%20service%20%20Form%20for%20foreign%20nationals%20&%20companies.pdf>

GENERAL GUIDANCE

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. Photocopy of the renunciation certificate
4. Self-attested Photocopy of Luxembourg passport – Original should be shown at the counter.
5. Self-attested Photocopy of the Luxembourg ID card (both sides). Original to be shown at the counter.
6. 2 ICAO complaint photos, 2x2 inch (51x51 mm) size to be submitted at the counter.
7. Copy of the Certificate the residence of Luxembourg.
8. For minor applicants (below 18 years), the below certificates which are mandatory
 - a. copy of birth certificate
 - b. copies of parents' current passports – First and last page.
 - c. copies of parents' Resident / Luxembourg ID cards – Both sides
 - d. copies of parents' marriage certificate. - original to be shown at the counter
 - e. Copy of the Certificate the residence Elargi of Luxembourg

FEE:

€ 35 + € 2 (ICWF surcharge)

Prescribed Fee Plus € 15 Courier charges apply

Applicants can track the status in the same portal where application was made.

Once the Luxembourg consulate receives the Certificate and cancelled Indian 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.