

## 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.

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, 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>

### **Final Step:**

#### **Tracking and Submitting Your Old Passport**

- After you submit your application, you can track its status on the passport portal.
- When the status changes to "The passport has been printed and sent to concerned mission" or you are notified to present your old passport for cancellation, you may walk in and submit your old passport at the consular desk.
- The consular desk will forward your old passport to the Embassy in the following courier where it will be cancelled and then returned to you together with your new passport.
- All visas stamped in your old passport remain valid, even after the old passport is cancelled. However, you must travel with both your new and old passports to ensure your visas are recognised."

#### **Collecting Your New Passport**

- Once the Luxembourg consulate receives your new passport from the Embassy, you will receive an email notification.
- After receiving this notification, you can visit the consulate during consular hours to collect your documents.
- You may walk in and collect the old and the new passport no appointment needed.

#### **Key Points:**

- You must wait for the status update or notification before submitting your old passport.

- The consular desk does not retain your original passport at the time of application submission it is only collected for cancellation after the new passport is ready. Collection is in person, during consular hours, after you receive the email notification.

#### **GENERAL GUIDANCE -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. 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. Self-attested Photocopy 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 complaint 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. 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:**

- € 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**

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.

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**

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

#### **Steps for Photo Edit:**

1. Open in photos and click on edit
2. Crop head/face taking 80-85%.
3. Open the same photo with paint app.
4. Resize and skew
5. Click on pixels (630x810)
6. Click on blue symbol to make it the size as above and save.
7. Click as photo and resize image by clicking on three dots.
8. Save photo which is less than 100kb.