

## GENERAL INFORMATION

Provided at least one of the parents is an Indian national, a baby born in Belgium / Luxembourg can be registered as an Indian national within one year of the birth of the child. With effect from 1.7.2012, it is mandatory to file an online application for grant of Indian citizenship by descent under Section 4(1) of the Citizenship Act, 1955.

**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/>

**Birth Registration and issue of first passport to a newborn child / minor :**

**Step 1.** Apply for registration of birth of new born child by registering at MHA web portal <https://indiancitizenshiponline.nic.in/initial?formcode=09> , take print out and sign (by both parents)

**Step 2:** Complete the Online Passport Application Form by using the portal <https://mportal.passportindia.gov.in/gpsp/> (Do not forget to upload ICAO compliant photo (see bottom), thumb impression and documents)

**Step 3.** Take the printout of the completed online passport and registration 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 page and last page to be signed by parent.

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. For baby fresh Passport applications, the below certificates which are mandatory
  - a. copy of birth certificates issued by the Luxembourg authority.
  - b. Self-attested copies of both parents' passports (first and last pages)
  - c. Self-attested copies of both the parents' Resident cards (both sides)
  - d. Self-attested copies of parents' marriage certificate. - original to be shown at the counter
4. At least any one of the passports of parents should have spouse name added
5. 2 ICAO complaint photos, 2x2 inch (51x51 mm) size to be submitted at the counter.
6. 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)
7. 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.

8. Address proof of Luxembourg Ex: Certificate the residence and recent Telephone or water or Electricity Bill

**FEE :**

€ 17 for Birth Registration of a newborn baby and certified copy of the entry plus € 2 ICWF surcharge.

€ 36 Issue of fresh passport to minors below the age of 8 years plus € 2 ICWF surcharge.

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

Once the new passport is ready the applicant will be informed via email or telephone. and the applicant needs to travel to the Indian Embassy Brussels, sign the registry and collect the passport and Birth Registration Certificate.

Collection time at the Indian Embassy Brussels Monday to Thursday between 16.00 and 16.30 hours.

No need for an appointment just walk in and collect the same during these specified 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.