

## Application for a fresh passport for a new born baby

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.

Checklist for submission of application for a fresh passport for a new born baby born in Belgium /

1. Hard copy of the online application (Form-I) for grant of Indian citizenship by descent under Section 4(1) of the Indian Citizenship Act, 1955. The online form is available at <http://indiancitizenshiponline.nic.in/> All columns of the form to be completed in block letters. Photograph of the baby and both parent's signature has to be scanned and uploaded in the online portal. Both the parents have to sign, also applicants have to upload all supporting documents in the portal.
2. Printed online application form for passport. Online application form for new passport has to be filled up online; <https://portal3.passportindia.gov.in/Online/index.html> Thumb impression of the baby has to be affixed in the first page of the application form and Parent's signature has to be given in the application form in the given column.
3. Four passport size photographs (size 5.0 cm x 5.0 cm with a white background showing front view of face with eyes open). One photo each is to be pasted on the first page of the passport application form and on the hard copy of the online form. The remaining photographs should be submitted intact.
4. Joint declaration by the parents (when both are residing in Belgium /Luxembourg). [Declaration by parents for issue of Passport to Minors\\_.pdf \(indianembassybrussels.gov.in\)](#)
5. Photocopy of Birth Certificate of the baby (original to be shown at the counter). Along with birth certificate issued by the commune Please submit the international extract for birth certificate issued by the commune.
6. Photocopies of passports of the parents (original passports to be shown at the counter). **It may be ensured that, at least one of the parents' pass port contains spouse name.**
7. Original marriage certificate and photocopy with an apostille from Ministry of External Affairs of India
8. The fresh passport should be collected in the Embassy of India Brussels and won't be sent to HCGI Luxembourg - As per Ministry's instructions since December 2022, one of the parents have to sign on the Birth register and receive the passport. It is requested that any of the parent may come and receive the passport.

**9. Fee: € 36(for passport) + € 2(ICWF surcharge)**

**€ 17 (for birth registration) + € 2(ICWF surcharge)**

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

Processing time for issuance of a fresh passport for a new born baby

Normally a passport is issued in three to four weeks' time. Delay could be caused due to objections raised by the central processing office (eg. quality of photos submitted)