

## Checklist for submission of application for a fresh/Renewal passport

- (1) Online Application to be filled through the PSP portal namely (<https://portal3.passportindia.gov.in/Online/index.html>) is recommended. After filling details online, the application needs to be printed, remaining fields filled and application submitted with fee and supporting documents.
- (2) Four passport size photographs (size 5.0 cm x 5.0 cm with light background showing front view of face). One of the photos is to be pasted on the first page of the application form. The remaining photographs should be submitted intact (please DO NOT staple the photos or sign over them).
- (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) Photocopy of the current passport including photocopy of endorsements, if any, done by Indian Passport Issuing Authorities.
- (5) Photocopy of the Residence Permit in Luxembourg. Original Resident Permit to be shown at the counter.
- (6) Joint declaration by the parents (when both are residing in Belgium / Luxembourg) - [click here](#) for the declaration.
- (6.1) For minor applicants (below 18 years), copy of birth certificate and copies of passports and Resident cards of parents are mandatory.
- (7) Photo copy of Marriage certificate, original to be shown at the counter.
- (8) Address proof of Luxembourg Ex ; Telephone Bill, water Bill , Electricity Bill
- (9) **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**
- (10) 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. Valid visas on the old passport will not be invalidated and an endorsement to this effect will be appended on the new passport.

### Processing time for issuance of a fresh passport

Normally a passport is issued in three or four weeks' time. Delay could be caused when clearance from a passport office is awaited or due to objections raised by the central processing office (e.g., quality of photos submitted).

## Change of Name

A change of name may occur due to the following reasons:-

- (1) Change in "Given Name" / "Surname".
- (2) When a person has no Surname and wishes to split his "Given Name" as "Given Name" and "Surname"
- (3) Addition of "Surname" where a person previously only had "Given Name".
- (4) For ladies, change of name from maiden name to married name.
- (5) For widows / divorcees, change of name on re-marriage.

### Checklist for **Change of Name (Sl. Nos. 1, 2&3 as above)**

- (1) All columns in the form to be completed and signed (or thumb impression to be affixed) within the box in the first page without touching the lines. Filling of application form online in the portal is mandatory. After completion of form online, the application needs to be printed and submitted with fee and supporting documents at the Embassy counter.

(2) Four passport size photographs (size 5.0 cm x 5.0 cm) with light background showing front view of face). One of the photos is to be pasted on the first page of the application form. The remaining photographs should be submitted intact (please DO NOT staple the photos or sign over them).

(3) Two newspaper advertisements about change of name (circulation of the newspapers in the area of permanent address in India and present address in Belgium / Luxembourg).

(4) Current passport. If the current passport is needed for travel purposes it can be shown and taken back at the counter.

(5) Photocopy of the current passport, including photocopy of endorsements, if any, done by Indian Passport Issuing Authorities.

(6) Photocopy of the Residence Permit in Belgium / Luxembourg. Original Resident Permit to be shown at the counter.

(7) Prescribed fee

(8) Old passport (if not submitted at the counter) should be presented for cancellation before issuance of the new passport. Valid visas on the old passport will not be invalidated and an endorsement to this effect will be appended on the new passport.

#### **Checklist for Change of Name (Sl. Nos. 4 and 5)**

(1) All columns of the form to be completed in block letters. Signature to be signed (or thumb impression to be affixed) within the box in the first page without touching the lines. In case of elaborate signatures, please furnish specimen signatures on a blank A4 size paper. Application has to be filled online (<https://portal3.passportindia.gov.in/Online/index.html>). After filling details online, the application needs to be printed, and submitted with fee and supporting documents.

(2) Four passport size photographs (size 5.0 cm x 5.0 cm with light background showing front view of face). One of the photos is to be pasted on the first page of the application form. The remaining photographs should be submitted intact (please DO NOT staple the photos or sign over them).

(3) Submission of original marriage certificate / divorce deed / death certificate, as the case may be (would be seen and returned at the counter; As far as possible all the civil documents, e.g., Birth Certificate, Marriage Certificate, Death Certificate, educational certificates, etc. should be apostilled by Ministry of External Affairs, New Delhi. Also, all the documents in other than English language are to be translated into English by an authorized translator. ) and photocopy of the marriage certificate / divorce deed / death certificate of the spouse.

(4) Current passport. If the current passport is needed for travel purposes it can be shown and taken back at the counter.

(5) Photocopy of the current passport, including photocopy of endorsements, if any, done by Indian Passport Issuing Authorities.

(6) Photocopy of the Residence Permit in Belgium / Luxembourg. Original Resident Permit to be shown at the counter.

(7) Prescribed Fee :

(8) Old passport (if not submitted at the counter) should be presented for cancellation before issuance of the new passport. Valid visas on the old passport will not be invalidated and an endorsement to this effect will be appended on the new passport.