

Loss / Damage of Passport

Checklist for a new passport in lieu of a lost / damaged passport

- (1) All columns of the form to be completed in block letters. Filling of application form online (<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) Personal Particular Form) to be filled if the applicant is residing outside India for more than 5 years. (<https://www.indianembassybrussels.gov.in/pages.php?id=27>)
- (3) Four passport size photographs (size 5.0 cm x 5.0 cm with light background showing front view of face). Three photographs to be pasted on the passport application form at the relevant pages. The remaining photographs should be submitted intact (please DO NOT staple the photos or sign over them).
- (4) Police Report about loss of passport.
- (5) A statement indicating circumstances of loss / damage of passport.
- (6) Photocopy of the lost / damaged passport, including photocopy of endorsements, if any, done by Indian Passport Issuing Authorities.
- (7) If available, photocopy of the valid visa / Residential Proof in Luxembourg.
- (8) Any photo identity proof (if sought by the embassy).
- (9) If married, photo copy of the Marriage Certificate, original to be shown at the counter.
- (10) Address proof of Luxembourg Ex; Telephone Bill, Water Bill, Electricity Bill
- (11) Fee: **€ 110 + € 2**(ICWF surcharge) (36 pages passport)
- (12) Fee: **€ 130 + € 2**(ICWF surcharge) (60 pages passport)

Prescribed Fee Plus € 15 Courier charges apply

Processing time for issuance of a new passport in lieu of a lost / damaged passport

For residents of Luxembourg, 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 from the central processing office (eg. quality of photos submitted). In emergency / exceptional cases, a handwritten passport of very short duration can be issued to the stranded Indian nationals to reach their destinations besides India.