

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 newborn baby born in Belgium / Luxembourg

(1) All columns of the form to be completed in block letters. Thumb impression of the baby to be affixed within the box in the first page without touching the lines or on a blank A4 size paper.

Filling of application form online 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) 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/> under the Foreigners Division page of the website of the Ministry of Home Affairs, New Delhi.

(3) Five passport size photographs (size 5.0 cm x 5.0 cm with a light 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 (please DO NOT staple the photos).

(4) Joint declaration by the parents (when both are residing in Belgium / Luxembourg) - [click here](#) for the declaration.

(5) Photocopy of Birth Certificate of the baby (original to be shown at the counter). Please submit an international extract for birth certificate, or one that is in English. For Brussels, following link may be useful: <https://irisbox.irisnet.be/>

(6) Photocopies of passports of the parents (original passports to be shown at the counter).

(7) Photocopies of Resident Permits of parents (originals to be shown at the counter)

(8) Photo copy of Marriage certificate (original to be shown at the counter)

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

€ 16 (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 or four weeks' time. Delay could be caused due to objections raised by the central processing office (eg. quality of photos submitted).