

INSTRUCTIONS APPLICATION LUXEMBOURG PASSPORT

- Every application for a Luxembourg passport has to be personally submitted at the embassy, among other reasons to take **digital fingerprints** (compulsory from the age of 12 years). You are required to **make an appointment** at the embassy for this once you have all the relevant documentation (see below).
- **For the first Luxembourg ID:** you are required to request a nationality certificate – certificat de nationalité – from the Luxembourg Ministry of Justice, tel.: +352 2478 45 32, website: www.mj.public.lu.
Tip: keep a copy of all the documents you need for this, in regard to the application for the passport. Before you make your first application, the embassy will need to register you in the RNPP (Registre National des Personnes Physiques), for which it will need the nationality certificate as well as proof of residence.
- In case **your address or marital status** has changed since your last application for a passport, the embassy will have to request modification of your details in the RNPP along with the relevant documentation before you can apply for a new passport. It is also important that children are registered at the same address as their parents.
- The embassy will receive your new passport within 3-4 weeks after your appointment. Alternatively you can choose to **pick it up at the Passport Office in Luxembourg** approximately 1 week after your application, or ask a person of your choice to do so and send it to you at your own cost and risk. The **emergency procedure** (€150) allows you or a person mandated by you to pick up your passport in Luxembourg within 3 days. Please note that the embassy has to inform the Passport Office of the reasons why a passport has to be delivered urgently.

ADULTS (18 years or older) – Mandatory documents:

- A fully completed and signed application form;
- For the first Luxembourg ID: a nationality certificate (see instructions above);
- Your old passport (or, until delivery of the new passport, a copy);
- Two recent passport photographs according to the Luxembourgish standards (not the Dutch one's);
- Proof of residence (*uittreksel uit het bevolkingsregister*) which is no more than 3 months old, or a residence permit issued by the competent Dutch authorities;
- The first time you want to have your spouse's name recorded in your passport, a copy of the marriage certificate (it is then likely you will also have to have your marital status changed in the RNPP by the embassy);
- Proof of payment (for bank details see below).

Important information for adults about signatures on the application form:

- 1) Married women have to sign with their **maiden name**;
- 2) The signature must not exceed nor touch the inner limits of the box intended for the signature.

MINORS (less than 18 years old) - Mandatory documents:

- Mandatory documents are the same as mentioned for adults (see above);
- If the minor was born abroad (not in Luxembourg), a copy of the birth certificate;
- If the parents are separated or divorced, a copy of the separation or divorce certificate which shows that the parent who has signed the application, has custody of the minor, or a certificate from the municipality of residence proving the minor is registered at the same address as the parent;
- Parent(s)' names are recorded in the child's passport (children are not mentioned in their parents' passports).

Important information for minors about signatures on the application form:

- 1) From the point onwards that a minor can write his/her name, s/he has to put his/her signature, taking care not to exceed nor touch the limits of the box intended for the signature;
- 2) The application form must also be signed by a parent or guardian.

Price of the passport and payment procedure:

Price of a passport – applicant more than 4 years old (valid for 5 years):	€ 50,-
Price of a passport – applicant less than 4 years old (valid for 2 years):	€ 30,-
Price of the passport delivered by emergency procedure:	€ 150,-

The adequate amount has to be paid using one of the following options:

- Transfer to the following bank account of the Passport Office (43, boulevard Roosevelt, L-2450 Luxembourg):

IBAN : LU46 1111 1298 0014 0000

Code BIC : CCPLLULL

Please make sure the details of your bank transfer read « **Application concerning a biometric passport for First Name/Family Name** » (if you are paying for more than one person, please mention all first names/family names of the respective applicants).

- You can also pay online with your credit card using this website: <https://paiement-ppa.services-publics.lu>