

Passports

Regulations governing the issuance of a new Luxembourg biometric passport and the integration of fingerprints in the passport chip starting June 29, 2009

In order to comply with European Regulation (EC) No 2252/2004 of December 13, 2004, aiming to the security features and biometrics in passports and travel documents issued by Member States of the European Union, the Luxembourg government proceeded to the integration of fingerprints in the passport chip starting June 29, 2009. Therefore it is essential to establish a new system for personalization of travel documents at the office of passports, visas and legalization.

Please note that all passports issued before June 29, 2009 remain valid until their expiry date, including:

- Passports of the series C
- Passports of the series F
- Passports of the series G (passports without biometric fingerprint)

The following persons are exempt from the requirement to give fingerprints:

- Children under the age of twelve
- People who are physically unable to give the fingerprints. A medical certificate or a letter from the employer attesting to the inability of the person concerned shall, if necessary, be filed during the filing.

Passport Issuance

Preliminary notes:

- In order to apply for a passport, you need to have a **Luxembourg registration number + a valid passport or a valid "certificat de nationalité"**. To check if you are registered, please provide the embassy with your first name, last name (maiden name for female applicants) and date of birth by email at ankara.amb@mae.etat.lu

- If you are not registered, you'll need to get a valid **"certificat de nationalité"**. Please follow instructions www.mj.public.lu/nationalite/Certificat_nationalite.pdf

. You will have to wait until you receive the new certificat de nationalité to apply for a new passport.

- Passports issued to adults or minors age four or older will be valid for a period of **five years** and cost 50 €. Minors who have not reached their fourth birthday will be issued a passport valid for a period of **two years** which costs 30 €.

- Children will no longer be listed on the parents' passport. On the other hand, from now on the parents' names will be included in their child's passport.

- Biometric passports will not be extended.

- If you are still registered as a resident of Luxembourg, your request cannot be processed through this Consulate.

- All biometric passports are issued by the Passport Office in Luxembourg. Please note that the Passport office will not take into consideration an incomplete application

- Please note that it will take at least two weeks for the issuance of your new biometric passport.

PAYMENT OF THE PASSPORT:

Before coming to the Consulate, you will first have to make a wire transfer of 50 Euros (for a 5 year passport) or 30 Euros (for a 2 year passport) to the account referenced below.

Name / Account title: Trésorerie de l'Etat - Bureau des Passeports

Address: 43, Boulevard Roosevelt, L-2450 Luxembourg

Account #: IBAN LU12 0019 1255 2241 8000

BIC Code: BCEELULL

Bank name: Banque et Caisse d'Epargne de l'Etat (BCEE)

Address: Luxembourg

City, State, Zip Code: Luxembourg

Please mention: "Demande de passeport biométrique au nom de "first name / last name"

(The Consulate is not responsible for any additional fees you may encounter.)

This payment can be made also online

https://paiement-ppa.services-publics.lu/aeppa-fo/jsp/display_home?lang=FR

https://paiement-ppa.services-publics.lu/aeppa-fo/jsp/display_home?lang=EN

https://paiement-ppa.services-publics.lu/aeppa-fo/jsp/display_home?lang=DE

Once the transfer is completed, you need to make an appointment by calling the Embassy (312 4591400).

When coming to the Embassy, please provide the following documents:

Please refer to the option below which most closely matches your family situation.

I. Adult (18 years or older)

1. An original or a copy of the proof of payment of the fees of 50€ (Please refer to payment information in the preliminary notes)
2. The passport application form "Demande de passeport biométrique" completed and signed. The signature must not cross or touch the lines of the signature box on the application form. Click here to download the application: [Demande de passeport biométrique](#)
3. Valid passport.
4. If your passport is expired, a "certificat de nationalité" may be required by the embassy. To renew your "certificat de nationalité", www.mj.public.lu/nationalite/Certificat_nationalite.pdf
5. One passport size photograph (4.5 cm x 3.5 cm - 1.78" x 1.38"). It is very important that the submitted photo complies with the standards set by the I.C.A.O. (International Civil Aviation Organization). Any photo in order to be accepted has to be recent, in color, of good quality, shot frontally, mouth closed, right dimensions of 45 mm x 35 mm, 70% to 80% of which are occupied by the facial image itself.
6. A residence certificate issued by your municipality.
7. If you would like to have your spouse's name listed on your passport, original marriage certificate or notarized copy.

ALL WOMEN MUST SIGN WITH THEIR MAIDEN NAME ONLY

**** Please note that the passport will be issued under your maiden name. If you need your husband's name to appear on your new passport, please inform the passport officer ****

II. Minor (less than 18 years old)

1. An original or copy of the proof of payment of 50€ (aged 4 or older) or 30€ (aged 3 or under) (Please refer to payment information in the preliminary notes)
2. The passport application form "Demande de passeport biométrique" completed and signed. Minors who know how to write are encouraged to sign their passport application. The

application must also be signed by the parent. (5 year passport for minors aged 4 or older, 2 year passport for minors aged 3 or under). The signature must not cross or touch the lines of the signature box on the application form. Click here to download the application: [Demande de passeport biométrique](#)

3. Valid passport.

4. If your passport is expired, a "certificat de nationalité" may be required by the embassy. To renew your "certificat de nationalité", www.mj.public.lu/nationalite/Certificat_nationalite.pdf

5. One passport size photograph (4.5 cm x 3.5 cm - 1.78" x 1.38"). It is very important that the submitted photo complies with the standards set by the I.C.A.O. (International Civil Aviation Organization). Any photo in order to be accepted has to be recent, in color, of good quality, shot frontally, mouth closed, right dimensions of 45 mm x 35 mm, 70% to 80% of which are occupied by the facial image itself.

For children under 6 years old, the picture may slightly deviate from the norms established by the I.C.A.O: e.g. not shot completely frontally, mouth not closed.

6. A proof of address for both of the parents or legal guardian (residence certificate)

IMPORTANT NOTICE

If you need to apply for a “certificate de nationalité”, please note that the whole procedure of issuance will take four to six weeks. Therefore, we advise to apply for this document at least two months before you need your new passport.