



IDENTITY CARD

Identity card from 12 years old (eID)

- 1) Fully filled-in, dated and signed **appointment form FR-NL** (click on FORMS in Quick Links) to send by e-mail or via courier.
- 2) 1 **photo** (recent, 35x45mm, matte finish, teeth not showing, white background) *.
- 3) **Bank receipt/deposit slip** as proof of payment (click on TARIFF in *Quick Links*).

Identity card for children under 12 years (Kids ID)

- **Your child is 6 or older, or you (= parent and child) want to apply for the Kids-ID at the Embassy:**
 - 1) Fully filled-in, dated and signed **appointment form FR-NL** (click on FORMS in Quick Links) to send by e-mail or via courier.
 - 2) 1 **photo** (recent, 35x45mm, matte finish, teeth not showing, white background) *.
 - 3) **Bank receipt/deposit slip** as proof of payment (click on TARIFF in *Quick Links*).
- **Your child is younger than 6 years old and you apply for the Kids-ID via courier:**
 - 1) Fully filled-in, dated and signed **application form FR-NL** (click on FORMS in Quick Links) to send by e-mail or via courier.
 - 2) 1 **photo** (recent, 35x45mm, matte finish, teeth not showing, white background) *.
 - 3) **Bank receipt/deposit slip** as proof of payment (click on TARIFF in *Quick Links*).

* For more information on the quality of the photos, click here:

- ✓ https://diplomatie.belgium.be/sites/default/files/downloads/2016_matrice_nl.pdf
- ✓ https://diplomatie.belgium.be/sites/default/files/downloads/2016_matrice_fr.pdf

Procedure:

You must come **in person, by appointment, to the Embassy of Belgium in Manila** to obtain an electronic identity card (eID) or a Kids-ID (if your child is 6 years or older). If your child is under 6 years old, you may send the documents to us via express courier service.

Once the application is processed, the delay to receive the new identity card can take from **2 to 3 months**.

If you cannot come for the pick-up of your eID, you may send a **representative** with an authorization letter to claim it on your behalf. Or you may provide us with a **prepaid and properly self-addressed envelope**. Kindly seek the assistance of your trusted courier center for this service (LBC, DHL, JRS, 2GO...). We would like to remind you that the Embassy is not liable for any lost or damage that might have incurred during the delivery.