



REGULAR PASSPORT

General requirements:

- 1) Fully filled-in, dated and signed application form (click on FORMS in Quick Links). For minors, please make sure that the application form is signed by both parents. Children aged 6 and above should enter their name or signature in the box themselves.
- 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:

Personal appearance is necessary for biometrics and signature. Only children below 6 years old are exempted of personal appearance. All applications **strictly by appointment**, please book via [e-appointment](#).

Your new passport will be ready for collection between 2 to 3 weeks following the submission of documents. You will receive an email when it is ready for collection.

If you cannot come for the pick-up of your passport, you may send a representative with an authorization letter to claim it on your behalf with a valid appointment via [e-appointment](#). Or you may provide us with a prepaid and properly self-addressed envelope. Kindly seek the assistance of JRS Express or your trusted courier center for this service. We would like to remind you that the Embassy is not liable for any loss or damage that might incur during the delivery.