



## LUXEMBOURG PASSPORT AND ID CARD RENEWAL APPLICATION AT THE EMBASSY IN WASHINGTON, D.C.

### ➤ **Step 1 - Verification of your personal information in the National Registrar**

PRIOR TO YOUR APPOINTMENT you must take the following important steps regarding your personal data:

- Verify with the National Registrar that your Marital Status (if married), spouse's name, and current address are all registered and up to date. If you want to add your spouse's name to your passport, you must make sure that the spouse is registered.
- Your minor children's addresses must match with your address on file with the National Registrar.
- You must register with the National Registrar your marital status and spouse when applying with minor children. Both parents' names must be on the minor's passport. IT IS YOUR RESPONSIBILITY TO REGISTER THIS INFORMATION BEFORE YOUR APPOINTMENT.

To verify and/or update your personal data you must contact the National Registrar in Luxembourg at: [registre.national@ctie.etat.lu](mailto:registre.national@ctie.etat.lu).

### ➤ **Step 2 - Submitting the application**

Please send a copy of the documents listed below to the following email address: [washington.consular@mae.etat.lu](mailto:washington.consular@mae.etat.lu)

1. Current Luxembourg passport (data page with photo);
2. Luxembourg ID card (if applicable);
3. In the event of loss or theft: a police statement of loss or theft;
4. Your driver's license or an utility bill in your name as proof of residence;
5. Luxembourg Nationality Certificate (if applicable);
6. **If married**, a copy of the marriage certificate and a copy of your spouse's valid photo ID.

Submit the following documents for minor children (if applicable):

1. Current Luxembourg passport (data page with photo);
2. Luxembourg ID card (if applicable);
3. The Birth Certificate;
4. A notarized statement written and signed by the parents confirming that parents and children do reside at the same address. Find a template [here](#);
5. Both parents' drivers' licenses stating their current address;
6. The Divorce Decree confirming parental custody, if the parents are divorced.

**Note:**

- All documents must be submitted in good quality color PDF scans against a NEUTRAL background with no other items visible, like fingers, carpets, etc.  
**NO** zip files, Google drive, iClouds files accepted.
- In case you prefer to submit your application via post, please make sure to include your contact information (telephone number and email address) to allow us to communicate with you.
- The applications will be processed on a first-come-first-served basis.

➤ **Step 3 - Scheduling an appointment**

Once your file has been processed, the Embassy will send you an **invitation email** with the instructions and a **LINK** to schedule your appointment.

Applications for passport and ID Card renewal can only be submitted **in person** at the Embassy or Consulate General in your jurisdiction after scheduling an appointment.

**Note:**

- There are absolutely NO DROP INS possible. You must have a confirmed appointment.
- Do not make travel plans or book a flight until your appointment has been confirmed.

➤ **Step 4 - Appointment at the Embassy**

All applicants at all ages must be present at the appointment. At the appointment, the Embassy will verify the original documents listed above and will collect the biometric data:

- your digital fingerprints (prints of the left and right index)  
(children under 12 years of age are exempt)
- your facial image (bring to appointment 2 photos conform to ICAO, see requirements [here](#))
- your signature (children under 6 years of age are exempt)

**Note:**

- The spouse's name can be added to the second page of the passport upon REQUEST ONLY.

➤ **Step 5 - Shipment of documents**

At the appointment, you will provide us with a prepaid FedEx label so that we can ship your new passport/ID card to your home address. Detailed instructions will be provided in the invitation email.

**PLEASE NOTE:** Luxembourg nationals residing abroad and not in possession of a valid Luxembourg passport or ID card can prove their status by producing a **Certificate of Luxembourg Nationality**. The application is free of charge and can be submitted via post to the [Ministry of Justice, Nationality Office](#).