



GRAND DUCHY OF LUXEMBOURG
Embassy in Washington, D.C.

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

➤ Step 1 - Verification of your personal information with the National Registry

- If you have moved to a new address, contact the National Registry to update your information by email at registre.national@ctie.etat.lu . Make sure to **include a PDF copy of your passport and proof of address, such as your driver's license or a recent utility bill.**
- If you got married, contact the National Registry to register your marriage and verify that your spouse's name is correctly entered. Your spouse's name can only be printed on your passport if their details are officially recorded. When contacting the National Registry by email at registre.national@ctie.etat.lu , **include a PDF copy of your passport, your spouse's passport, and your marriage certificate.**
- If you have minor children, make sure they are registered, and their address matches your own in the National Registry's records. When emailing the National Registry at registre.national@ctie.etat.lu, **include a PDF copy of your passport, your driver's license, and a notarized statement proving that the children live with you.**

Note: Your marital status and spouse must be registered with the National Registry when applying for a child's passport. Both parents' names must appear on the child's passport, and it is your responsibility to ensure all information is correct before the appointment.

➤ Step 2 - Submitting the application

Please send a PDF copy of the documents listed below to the following email address:
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 a 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' driver's licenses showing their current address,
6. The Divorce Decree confirming parental custody, if the parents are divorced.

Note:

- All documents must be submitted as high-quality PDF scans taken against a neutral background, with no other objects visible, including fingers, carpets, etc.,
- **NO** zip files, Google drive, iClouds files accepted,
- If 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.

Note: There are absolutely NO WALK 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, regardless of age, must appear in person at the appointment. During the appointment, the Embassy will review the original documents listed above and collect the required biometric data:

- Your digital fingerprints: prints of the left and right index (children under 12 years of age are exempt),
- Your facial image,
- Your signature (children under 6 years of age are exempt).

➤ Step 5 - Shipping the passport

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.