

APPLYING FOR A NEW PASSPORT

Application for a new passport requires to come in person at the Embassy in Sofia, after making an appointment online [here](#). Children younger than 6 are not required to come in person (the application form and the other required documents can be submitted by one of the parents in this case).

PREREQUISTE CONDITION: You **must be registered** in the consular registers of the Embassy in Sofia or in other Embassy of Belgium abroad.

Please bring along the following documents:

- Email confirming the appointment
- Application form, duly filled in, dated and signed:
 - ✓ The application form for adults and children older than 6 (6 and over) is available [here](#).
 - ✓ The application form for children younger than 6 is available [here](#).

Attention: for children under 18 years old, the application form must be signed by both parents.

- Your ID and/or passport
- In case of loss or theft: the [declaration form](#) as well as a certificate from the local police (only in case of theft).
- Your current/old passport
- Your residence permit for Bulgaria, North Macedonia or Albania (not applicable if you have dual nationality with one of these 3 countries or if you are registered with another Embassy/Consulate of Belgium or)
- Payment of the consular fee: the amount of the consular fee to be paid can be found [here](#).

Payment of the consular fee can be made by bank card transaction at the biometric desk the day of the appointment or by bank transfer before the day of the appointment on the following bank account of the Embassy (please bring with you the proof of payment/transfer):

Embassy of Belgium in Sofia, bul. James Bourchier No103, 1407 Sofia

IBAN: BG09BUIN95611000594632

BIC/SWIFT : BUINBGSF

Bank : Allianz Bank Bulgaria AD, Bul. James Bourchier No71, 1407 Sofia

Communication: name and first name – date of birth

Please note that you do not need to bring photos, except if the application is made for a child younger than 6 who does not come in person.