

Damages due to a technical or administrative problem when applying for a passport: request for compensation

1. Your personal information	
Surname:	
Bank account number to which payment may be made if y IBAN:	C (SWIFT):
2. Problem encountered	
Date and time at which you attended the embassy or consulate: I I I J I J I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I </td	
Describe your situation below. Outline the reasons why you were unable to obtain your passport as a result of your visit to the consular mission. 3. Subsequent consequence(s)	
Please tick the appropriate box(es). You may tick more than one option.	
Related to the passport application	Related to the trip for which you required a passport
 □ I had to postpone my return trip planned for the same day and this caused me to incur expenses (change to train, airplane ticket, etc.). □ I was obliged to spend the night in the city in which my consular mission is located (new appointment arranged for the next day, etc.). □ I had to return at a later date to the consular mission (and therefore made two trips). 	☐ I had to cancel or postpone my trip abroad as a result of a delay in obtaining my passport. Initially scheduled departure: I I I / I I / 20I I I Destination:
☐ Other situation: if the situation you experienced is complex, please describe it in a separate document.	

4. Documentary proof of damages incurred
Please indicate below the list of documents (invoice, travel ticket, etc.) that you are sending to us for expenses arising directly and solely from the technical or administrative problem that led to the loss of your data or your inability to register these data on the date of your visit to the embassy or consulate.
For my application for compensation to be processed, I hereby authorise the FPS Foreign Affairs to process my personal data in accordance with its Privacy Statement available on the website diplomatie.belgium.be (Belgian Passport).
I confirm that I have been informed that, if the FPS Foreign Affairs accepts my request and proposes a financial compensation, I have the right to accept or reject it. If I accept the offer, it will become a transaction as described under articles 2044 to 2058 of the Belgian Civil Code, meaning that I expressly and definitively renounce all action for damages and all other rights, actions and claims related to this case of damages.
Certified true and accurate.
Date: / 20 Signature:

Return this form to: SPF Affaires Etrangères

Direction Documents de voyage et d'identité Service Logistique & normes internationales (C2.1)

rue des Petits Carmes 15 1000 Bruxelles - BELGIQUE

If your embassy or consulate has given you a "**certificate of attendance**", please make sure to enclose it with this form. This certificate will facilitate processing of your request for compensation.