

THE DAY THAT YOU DECLARE YOUR CHILD'S BIRTH, PLEASE ENSURE THAT YOU HAVE ALL OF THE NECESSARY DOCUMENTS :

Notice of birth

☐

Form for choice of surname
(depending on nationalities)

☐

Identification for both parents

☐

Marriage certificate (for married couples)

☐

For information, the Civil register office is notified daily of all births that have taken place at the Clinique Bohler-Hôpitaux Robert Schuman. This does not constitute a declaration of the birth.

Hôpitaux Robert Schuman - Clinique Bohler
5, Rue Edward Steichen, L-2540 Luxembourg
T +352 286 911
www.hopitauxschuman.lu
facebook.com/lapagedesparents

USEFUL INFORMATION

Useful telephone numbers :

Civil register office : 4796 2632 ou 4796 4208

WEBSITE

City of Luxembourg : www.vdl.lu
www.guichet.lu

The embassy directory :

The Ministry for Foreign and European Affairs
website

www.maee.gouvernement.lu/en

The Ministry for Foreign and European Affairs website

**HÔPITAUX
ROBERT
SCHUMAN**



OFFICIAL PROCEDURES



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It is **mandatory** for a birth to be declared to a civil registrar in the municipality of Luxembourg within **10 calendar days** (not including the day of the birth itself).

“Calendar days” refers to every day of the calendar year (including Sundays).

If the last possible day to register a birth is a Saturday, Sunday or public holiday, the 10-day deadline is automatically extended to the next working day.

DECLARING THE BIRTH

It is the responsibility of one of the parents to declare the birth of the newborn.

If it is impossible for either of the parents to declare the birth, please inform the staff in the maternity ward **as soon as possible**.

WHERE TO DECLARE THE BIRTH

City of Luxembourg – Civil register office

Bierger-Center

44, place Guillaume II / 2, rue Notre-Dame - 1st floor

L-2090 Luxembourg

DOCUMENTS TO PRESENT WHEN DECLARING THE BIRTH

- Notice of birth
- Identification for both parents
- Marriage certificate or family booklet (no longer issued since 01/01/2015) if married couple
- Form for choice of surname if it is the couple's first child together (for some nationalities)

It is YOUR RESPONSIBILITY to declare the birth of your child !

If you do not do so within 10 days after the birth, you :

- **risk being exposed to administrative problems (your child will not be recognized on a legal level),**
- **risk being subjected to a legal procedure with significant consequences, and financial consequences in particular.**

Before going to the Civil register office, you should **carefully re-read the notice of birth** (identity and address of the mother, date-of-birth, time, sex of the child) which the doctor or midwife will give you, as well as the **form for choice of surname** for those concerned.

The form for choice of surname must be **checked, completed** and **signed by both parents**.

DEPENDING ON NATIONALITIES

Parents of **Portuguese nationality** are required to go to the consulate **before** registering the birth with the municipality.

Specific to Portuguese parents :

If one of the parents was born in Luxembourg or has Luxembourg nationality, the child automatically received Luxembourg nationality. The birth is declared to the municipality and any potential request for Portuguese nationality can be made at the consulate afterwards.

For **border dwellers**, the birth must be declared in the City of Luxembourg and registered in the commune of residence.

For **foreigners who are resident in Luxembourg**, the birth must be declared in the City of Luxembourg and registered with the embassy of the country of origin.

For **countries that do not have an embassy in Luxembourg**, please contact the Ministry for Foreign Affairs, if necessary.

MATERNITY

Notice of birth handed to one of the 2 parents

Form for choice of surname (only for Luxembourgers, Belgians, French and Portuguese)



TO BE SUBMITTED WITHIN 10 CALENDAR DAYS



CIVIL REGISTER



The birth is recorded by a civil registrar



8 copies of the birth certificate provided