

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

<b>1. Your personal information</b> For more information on the way your personal information is processed, you may consult the note on privacy at the end of this form.	
Surname:	<u> </u>
First name:	<u>                                     </u>
Address:	
Telephone number(s):  E-mail address (optional):	
Bank account number to which payment may be made if your request is deemed valid:	
IBAN:BIC (SWIFT):	
Account notaer	
2. Problem encountered	
Date and time at which you attended the embassy or consulate:	
<u>      /       / 20     </u> at   <u>    :   </u>	
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 had to cancel or postpone my trip abroad as a result of a delay in obtaining my passport.
	Initially scheduled departure       /   /   / 20
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.).	Destination:
$\hfill \square$ I had to return at a later date to the consular mission (and therefore make two trips).	
$\square$ 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 <b>directly and solely</b> 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.
In order to have my application for compensation processed, I hereby expressly agree that the personal information included in this form may be subject to processing of data of a personal nature as defined in the law of 8 December 1992 (Art. 1 §8 & Art. 5a). 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:

**Return this form to:** FPS Foreign Affairs

Travel and Identity Documents Direction

Logistics and International Standards Service (C2.1)

Karmelietenstraat 15 1000 Brussels - BELGIUM

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.

## Note on privacy

The processing of information of a personal nature with regard to this application is subject to the Belgian Law of 8 December 1992 on the protection of privacy in relation to the processing of information of a personal nature and its implementing orders.

In accordance with the law, you have a right of access to the information concerning you, as well as a right to correct it. You can therefore, on request, gain knowledge of the information of a personal nature concerning you and have any inaccuracies corrected. If you wish to exercise these rights, please contact us at the address mentioned below: FPS Foreign Affairs, Travel and Identity Documents Direction, Logistics and International Standards Service (C2.1), Rue des Petits Carmes 15, 1000 Brussels – BELGIUM.