

Items that can be managed:

- passports
- identity cards
- address management
- customer portal and 3NY opening
- civil registration (birth, marriage, BÉT, divorce or death)

We also would like to inform our valued customers that interested parties can also request information on other citizenship and consular matters.

When applying, please send the following personal data by email in order to facilitate administration:

- telephone number
- full birth name
- full married name (if applicable)
- place of birth (country and city)
- date of birth
- mother's maiden name
- personal identification number (found on residential address card)
- passport's exact expiration date

If you request a passport or ID card, we take a photo and fingerprint on the spot, so it is not necessary to bring an ID photo except for children under 6 years old.

We would like to inform you that it is necessary to charge a flat rate of USD 17 per customer, regardless of the type and number of services performed. Fees can be paid by bank card; payment by cash or check is not possible.

If you are able to, please bring one copy of the necessary documents with you in addition to the original document. This will shorten and facilitate administration.