

EN

The Municipality of Steinfort

Administrative procedures



Commune de
Steinfort

Our contact details



Commune de
Steinfort

Municipal Administration Steinfort

4, Square Général Patton
L-8443 Steinfort

Tel.: (+352) 39 93 13 1
Fax: (+352) 39 00 15
info@steinfort.lu
steinfort.lu



#mirsistengefort
Commune de Steinfort



Opening hours:
Monday/Tuesday/
Thursday/Friday:
09:00–11:30/
14:00–16:00
Wednesday:
09:00–11:30/
closed in the
afternoon

*You can also make an
appointment outside
of the regular opening
hours.*

Emergencies

Technical emergency
Tel.: (+352) 39 93 13 55 5
Monday–Friday:
15:00–7:00
Saturday/Sunday
and public holidays:
24/24 hours

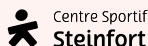
Emergency in case of death

Tel.: (+352) 39 93 13 55 4
Only on Saturday
mornings from
10:00 to 12:00

Bank account numbers of the Municipality of Steinfort

- BCEELULL –
LU96 0019 2601
0125 4000
- BGLLLULL –
LU56 0030 0902
0327 0000
- BILLULL –
LU74 0023 1320
0200 0000
- CCPLULL –
LU87 1111 0011
0942 0000
- CCRALULL –
LU26 0090 0000
0320 0631

Pay with Payconiq



Sports Centre Steinfort

7A, rue de Hagen
L-8421 Steinfort
Tel.: (+352) 39 93 13 40 0
Fax: (+352) 39 93 13 94 0
piscine@steinfort.lu
centresportif.steinfort.lu



Primary School Steinfort

rue de Kleinbettingen
L-8436 Steinfort
Tel.: (+352) 39 93 13 30 0
Fax: (+352) 39 93 13 93 0
primaire.steinfort@ecole.lu
schoul-stengefort.lu



Maison Relais Steinfort

7B, rue de Hagen
L-8421 Steinfort
Tel.: (+352) 39 93 13 37 0
Fax: (+352) 39 93 13 93 8
maisonrelais@steinfort.lu
maisonrelais.steinfort.lu



Administrative procedures

MyGuichet.lu - A single address for private administrative procedures

MyGuichet.lu, brings together a
wide range of online services in one
place provided by the Luxembourg
State.

With **MyGuichet.lu**, you can fill in
a form online, sign it electronically,
attach any supporting documents
and forward it to the competent
authority.

Here are some examples of the
services:

- Print out your certificate of
residence or extended certificate
of residence
- Register in the municipality
- Register for your postal vote

More information:

Helpdesk: (+352) 24 78 20 00
guichet.public.lu/en/myguichet.html



Virtual counter of the Municipality of Steinfort

The Municipality of Steinfort
offers its citizens the possibility
to carry out a large part of their
applications via the virtual counter
on the website of the municipality.

More information:

steinfort.lu



Furthermore, citizens can order
these documents by telephone
during the opening hours of the
municipal offices.

Civil status certificates (birth, marriage, death)

Your certificates can either be
requested physically at the registry
office of the Municipality of
Steinfort or via our virtual counter,
by e-mail or by telephone.

**Caution! Only the municipality that
issued the original document (birth,
marriage, death) is able to issue
copies thereof.**

More information:
steinfort.lu



Parental authorisation

In case of need, underage youths
living in the Municipality of Steinfort
and travelling abroad without their
parents may apply for a parental
authorisation.

In need, the person with parental
authority must go to the population
office to certify their signature and
provide the following information:

- Date of departure and return
of the child,
- Destination of the child (country),
- Name of the accompanying
person (who must be of age).

The minor must carry this
authorisation with him/her and
present it on request together with
his/her passport or ID card.

Application for a Luxembourg ID card


The application can be submitted at the following offices:

Municipal Population Office

Monday to Friday from 9:00 to 11:30 and Monday, Tuesday, Thursday and Friday from 14:00 to 16:00 or by appointment.

- The application must be made by the respective person him/herself. Minors (under 18 years of age) must be accompanied by a custodial parent or a legal guardian.
- The photo is taken on the spot at the population office. Children under one year of age and persons with reduced mobility can hand in a photo that complies with ICAO standards at the population office.

Payment options at the population office


- By bank transfer (**Caution! The transfer must be made in advance. You must report to the population office with your proof of payment.**)
- Via Payconiq 
- Online payment via myguichet.lu (Mastercard/VISA)

Citizens' Desk and ID Card Office

11, rue Notre Dame
L-2240 Luxembourg
Monday to Friday from 8:30 to 16:30

- The application must be made by the respective person him/herself. Minors (under 18 years of age) must be accompanied by a custodial parent or a legal guardian.
- The photo will be taken directly at the CTIE. Persons who wish to use a photo taken by a professional photographer (photo according to ICAO standard) have the possibility to submit it to the CTIE.
- To avoid queues, it is possible to make an appointment in advance, either by phone on (+352) 24 78 20 00 or by email to: helpdesk@eid.lu

Payment options at the CTIE

- The corresponding fee can be paid on site or in advance (**Caution! If you have paid the fee in advance, please have your proof of payment ready.**)
- Via Payconiq 
- Online payment via myguichet.lu (Mastercard/VISA)

Issuance at the Municipality of Steinfort

The identity card can usually be collected from the Municipality of Steinfort within 10 working days (from the date of application).

Issuance at the CTIE

In case of urgency, the card can be collected from the guichet.lu reception office at the CTIE.

Expedited procedure in urgent cases:

In case of urgency, the card can be collected from the guichet.lu reception office at the CTIE.



Documents to be submitted:

- The old ID card or a declaration of theft or loss issued by Police Lëtzebuerg or via myguichet.lu
- If applicable, proof of payment (e.g.: a copy of the bank transfer) for the stated fee.

The ID card is equipped with a microchip that can be activated to:

- sign your documents or online transactions electronically, with the legal value equivalent of an electronic signature,
- connect securely to a variety of government and private online applications.

Tariffs:

- €5,- for children under 4 years (valid for 2 years).
- €10,- for children aged 4-15 (valid for 5 years).
- €14,- for holders aged 15 and over (valid for 10 years).
- €45,- for an identity card issued by express procedure (3 working days; the card must be collected at the CTIE)

Account:

IBAN LU44 1111 7028 7715 0000

Beneficiary name:

TS-CE CTIE Cartes d'identités / B.P.1111 / L-1011 Luxembourg

BIC-Code:

CCPLULLL

Communication:

Surname(s) and first name(s) of the respective person(s)

Certificates

The following certificates are issued by the Municipality of Steinfort upon presentation of a proof of identity:

- Certificate of residence
- Extended certificate of residence
- Proof of life
- Certificate of registration on the electoral roll

In addition, the certificates of residence and the extended certificates of residence can be printed out by the citizens in person via myguichet.lu and are signed electronically. They can also be requested via the virtual counter on the municipality's website, by e-mail or by telephone.

More information:

Helpdesk: (+352) 24 78 20 00
guichet.public.lu/en/myguichet.html



Certified copies

The Municipality of Steinfort issues certified copies (identical duplicate of the original) upon presentation of the original document (with the exception of civil status certificates).

Reporting a death

The death of a person must be reported to the municipality of the place of death.

Documents to be submitted by the registrant:

- Death certificate issued by a doctor,

- The family book of the deceased or, if not available, all proofs of identity and documents of the deceased (birth certificate, marriage certificate, identity papers),
- In the case of cremation, the medical certificate that the deceased was not wearing a pacemaker.

On the basis of these documents, the municipality issues the death certificate and hands out the copies to the registrant.

More information:

guichet.public.lu/en.html




Contact:

Tel.: (+352) 39 93 13 22 0

A permanence works on Saturday mornings from 10:00 to 12:00 hours.

Cemeteries in the Municipality of Steinfort

 See map of the municipality

Municipal fees concerning the cemeteries

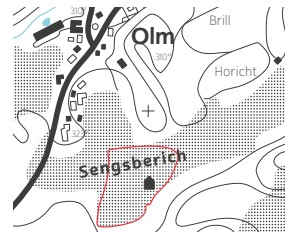
The relevant municipal fees can be found on the website of the Municipality of Steinfort.

More information:

steinfort.lu



Regional forest cemetery in Olm as an alternative final resting place



In order to fulfil the last wishes of their fellow citizens in the best possible way, the municipalities of Hobscheid, Kehlen, Koerich, Kopstal, Mamer, Septfontaines and Steinfort have created a regional forest cemetery in the heart of the forest in Olm.

More information:

For more information about the regional forest cemetery, please contact the registry office of the Municipality of Kehlen:

Tel.: (+352) 30 91 91 20 5
biergerzenter@kehlen.lu

Registration of dogs

As a dog owner, you are obliged to register your dog with the municipality of your residence within 4 months of the dog's birth with the following documents:

- A veterinary certificate stating the breed; whether the dog could be dangerous; identification number; date of birth; current rabies vaccination status.
- Proof that an insurance contract has been concluded guaranteeing the dog owner's civil liability for damage that the animal might cause to third parties.
- Form that can be downloaded from the municipality's website and contains information about the owner and the dog.

This process must be repeated annually.

A tax of €50,- per year is payable for each dog. The corresponding invoice will be sent to you by e-mail or by post.

Any loss, death or surrender of a dog must be reported to the Municipality of Steinfort.

More information:

guichet.public.lu/en.html



Registration and deregistration

Any person transferring his or her residence to the same or another Luxembourgish municipality is required to register this with the population office of that municipality within eight days of moving into the new residence.

When moving inside of Luxembourg, it is not necessary to deregister with the old municipality. However, if you move abroad, you must deregister.

Luxembourgish passport

Application procedure for a passport:

1) Pay the office fee

Account:

IBAN LU46 1111 1298 0014 0000

Beneficiary name:

Bureau des passeports

BIC code:

CCPLLULL

Communication:

Application for a passport for "surname(s) and first name(s)".

**Tariffs:**

- €50,- for a conventional procedure (valid for 5 years)
- €150,- in the case of an expedited procedure (valid for 5 years).

For children under 4 years of age:

- €30,- for a traditional procedure (valid for 2 years)
- €90,- for an expedited procedure (valid for 2 years)

2) Have proof of payment of the registry fee ready

The fee can be paid on the spot at the passport office.



3) The application may be submitted to

Municipal population office

Monday to Friday from 9:00 to 11:30 and Monday, Tuesday, Thursday and Friday from 14:00 to 16:00 or by appointment.

- The application must be made by the respective person him/herself. Minors (under 18 years of age) must be accompanied by a custodial parent or a legal guardian.
- The photo is taken on the spot at the population office. Children under one year of age and persons with reduced mobility can hand in a photo that complies with ICAO standards at the population office.

Passport office

6, rue de l'Ancien Athénée L-1144 Luxembourgish Monday to Friday from 8:30 to 16:00 / Tel.: (+352) 24 78 83 00

- The application must be made by the respective person him/herself. Minors (under 18 years of age) must be accompanied by a custodial parent or a legal guardian.
- The photo will be taken directly at the passport office. Persons who wish to use a photo taken by a professional photographer (photo according to ICAO standard) have the possibility to submit it to the passport office.

4) Issuance

Issuance at the Municipality of Steinfort

The passport can usually be collected from the Municipality of Steinfort within 10 working days (from the date of application).

Bring your old passport with you if applicable

If your passport is lost or stolen, you must make a declaration of theft or loss to Police Lëtzebuerg or via myguichet.lu.

Issuance by the CTIE

The identity card can usually be collected from the passport office within 7 working days (from the day of application).

Bring your old passport with you if applicable

If your passport is lost or stolen, you must make a declaration of theft or loss to Police Lëtzebuerg or via myguichet.lu.

Expedited procedure

Expedited applications can be submitted either to the Municipality of Steinfort or to the passport office.

In urgent cases, the passport will be issued within a maximum of three working days. It must be collected from the passport office (you will be contacted by the passport office).

Register of voters

All Luxembourg nationals are automatically included in the electoral roll from the age of 18.

Luxembourg nationals over 75 years of age on election day are exempt from compulsory voting. However, they remain on the electoral roll and may, if they wish, participate in the elections.

Luxembourg nationals who live abroad and are therefore no longer on the municipal electoral roll may apply to vote in elections by postal ballot at their last place of residence.

Foreign nationals can register on the municipal and European electoral lists.

More information:
guichet.public.lu/en/myguichet.html



Certification of signatures

The municipality may authenticate a signature on a document upon presentation of proof of identity. The signature must be made in person in front of the municipal official.

Marriage

To marry in Luxembourg, the future spouses must be at least 18 years old. For minors, the consent of at least one parent is required.

Every marriage must be published for ten days in the municipality of residence of both spouses. For this publication, the future spouses must present themselves at the registry office with all the necessary documents at least two months (Luxembourg nationals) or three months (foreign nationals) before the date of the marriage.

The marriage must take place within 12 months of publication.

A religious marriage can only take place after a civil marriage. Therefore, sole religious marriage, i.e. without prior civil marriage, is strictly prohibited.

More information:
guichet.public.lu/en/myguichet.html



Childbirths

Every birth must be reported to the registrar of the municipality where the birth took place within ten days of the delivery, not including the day of delivery itself. If the last day of the deadline falls on a Saturday, Sunday or public holiday, the deadline is extended to the next working day.

Caution! If you do not register within this deadline, a court decision is necessary for the delivery of a birth certificate.

Nationality & naturalisation

The acquisition of Luxembourg nationality by naturalisation, option or recovery confers on a foreigner the status of Luxembourger with all the rights and duties attached to it. The municipal official checks whether the requirements are met and proposes one of the different procedures to the applicant.

Moreover, in accordance with the principle of dual nationality, the applicant may now, under certain conditions, acquire Luxembourg nationality without having to renounce his or her original nationality.

More information:
guichet.public.lu/en/myguichet.html



Civil partnership (PACS)

A civil partnership is a domestic partnership of 2 persons of different or the same sex who are called "partners" and live as a couple at a common address. They can declare their partnership by appearing together before the registrar of the municipality of their place of residence.

As some formalities have to be fulfilled, it is best for future partners to present themselves at the registry office well in advance or to obtain all the information by telephone or e-mail.

More information:
guichet.public.lu/en/myguichet.html



More brochures:

- The municipality introduces itself
- Administrative procedures
- Urbanism
- Children and adolescents
- Seniors
- Social work and health care
- Environment
- Mobility
- Culture/Leisure/Club life/Sports/Tourism

To ensure that the information in this brochure is up to date, you will find links to various websites under some of the topics.

However, you can always contact the reception of the Steinfort Municipality at (+352) 39 93 13 1 (or the number given under the respective topic) for more information.

If necessary, we will print the information/documents you need.

Editorial:

Public Relations & Equal Opportunities Units of the Municipality of Steinfort

Layout & illustrations: 101

**Municipal
Administration Steinfort**

4, Square Général Patton
L-8443 Steinfort

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#mirsistengefort

Supported by:



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Famille, de l'Intégration
et à la Grande Région

Département de l'intégration