

**ROYAL DANISH EMBASSY OTTAWA  
TRAVELLING TO DENMARK**

**Danish Heritage Permit – Document Checklist**

In order to ensure quick and efficient processing you must prepare all necessary documentation **before** you submit the application package in person to a VFS Global office. Failing to submit all relevant documentation will result in unnecessary delays or rejection.

**All submitted copies must be on A4 or letter size paper and be in English or Danish.  
Please do not submit double-sided copies and refrain from using staples.**

**Personal appearance is mandatory.**

Applications **cannot** be submitted more than 3 months prior to your entry date.

|  |                          |
|--|--------------------------|
| Name: _____ Phone: _____ Email: _____  |                          |
| Please indicate submitted documents with <input type="checkbox"/> . Submit the checklist along with your application and supporting documents.   |                          |
| 1. Completed <b>Application Form</b> .   | <input type="checkbox"/> |
| 2. <b>Passport</b> . Must be valid for at least 3 months after your departure date from Denmark. The passport will not be kept for the duration of the processing, but will be returned as soon as its authenticity has been ascertained.  |                          |
| 3. <b>Copy of your passport</b> (data page, front & back cover and all pages with information or stamps)<br>Must be on A4 or letter size paper.<br>You will need to show your original passport for verification purposes.   | <input type="checkbox"/> |
| 4. Proof that you fall under one of the following categories:<br>- <b>Previous Danish citizenship</b> : your and one of your parents' baptismal record or birth certificate<br>- <b>Danish heritage</b> : both of your parents' or all four of your grandparents' baptismal records or birth certificates<br>- <b>Proof of Danish minority status in South Schleswig</b> : diploma from a school belonging to the Danish Association of Danish Schools of South Schleswig, a membership card or letter from "Sydslesvigsk Forening" or Sydslesvigsk Vælgerforening | <input type="checkbox"/> |
| 5. <b>Proof of payment</b> to the Danish Ministry of Foreign Affairs. Payment is made through the <a href="#">web shop</a> .<br>The fee must be paid in accordance with our <a href="#">fee schedule</a> .   | <input type="checkbox"/> |

**What happens after you submit your application?**

1. Your application is forwarded to the Danish Embassy in Ottawa.
2. The Embassy forwards the complete application to the Danish Immigration Service or Danish Agency for Labour Retention and International Recruitment.
3. After processing the application, the Danish Immigration Service or Danish Agency for Labour Retention and International Recruitment forwards the decision to the Embassy.
4. If a permit has been granted, the Embassy will notify you directly. You can then travel to Denmark to have the permit issued. Please note that if you are not visa exempt for Denmark, an entry visa will need to be issued for you. If your application has been refused, the Embassy will send you a refusal letter.