Royal Danish Embassy Ottawa
Biometric Passport application in ottawa or toronto

Biometric Passports – Document Checklist

Biometric passport applications must be submitted in person at the Embassy in Ottawa, the Consulate General in Toronto or the consulate in Vancouver (including children under 12 applying in Ottawa, Toronto or Vancouver).

Please note: In case of a **name change**, you **must** contact the most recent Danish municipality you resided in to request that your name is updated in the CPR registry. A passport can **only** be issued in accordance with CPR.

Please note that **personal appearance is mandatory** for all applicants including children.

Name: _____ Phone: _____	
Please indicate submitted documentation with ☑. Submit the Document Checklist along with your application and supporting documents to the Embassy or the Consulate General.	
1. **One completed passport application form**.	☐
2. **One passport photo** for children under the age of two. Please see the guidelines from the Danish police here. For all other applicants a photo will be taken when you submit your application	☐
3. **Most recent passport** (valid or expired).	☐
4. Your **original passport** and a **copy of your current passport data page.**	☐
5. **Proof of citizenship** for applicants **born outside of Denmark**: • If you are **under the age of 22**, we need to see proof of one or both of your parents' Danish citizenship as well as your birth certificate with your parents' names on in. • If you are **over the age of 22**, we need to see your Danish certificate of citizenship.	☐
6. **Identification**, i.e. the previous passport (valid or expired), original birth, baptismal or name certificate if the passport has been lost or stolen, or documentation of civil registration number.	☐
8. You must supply a **Proof of your current status in Canada**. The original alone is not sufficient.. • If your **sole citizenship is Danish**, please submit your passport with a stamped entry date **OR** your valid temporary residence permit **OR** permanent residence permit. • If you are a **dual citizen**, please submit your certificate of Danish citizenship if you obtained dual citizenship prior to September 1st 2015 **OR** your proof of foreign citizenship if you obtained dual citizenship after September 1st 2015.	☐
9. If the previous passport is lost or stolen, a completed **Statement to the Police regarding lost passport and identity** document (download here). The document does **not** need to be completed by the Police.	☐
10. **Long form birth certificate** (showing both parents' name) for children.	☐
11. **Signed consent for minors** (in application form) by each person having custody of the child. In case of sole custody please provide custody documents. Please also provide a copy of the parents' passport identity page. Both parents must make a personal appearance at the time of the application. Alternatively, this consent form can be completed.	☐
12. A **copy of the marriage certificate** of your parents if you were born before **July 1st 2014** to a Danish father and a foreign mother.	
13. **Shipping:** • For the Embassy and the Honorary Consulates, a **prepaid return courier envelope** must be provided if the passport is not picked up in person. • For the Consulate General in Toronto, a **prepaid return courier envelope** can be provided **or** a **shipping fee** can be paid at the time of the application, if the new passport is not picked up.	☐
14. **Processing fee**. See the current passport fees and payment methods here.	☐