Royal Danish Embassy Ottawa

Biometric Passports for children under the age of 12 applying at an honorary consulate

Biometric passports/honorary consulates – Document Checklist

Passport applications for children under the age of 12 can be submitted at one of our Danish honorary consulates across Canada: across Canada: Edmonton, Halifax, Montreal, St. John's, Vancouver or Winnipeg – in addition to the embassy in Ottawa and the Consulate General in Toronto.

Please call ahead to book an appointment to submit your application.

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 honorary consulate.	
1. **One completed passport application form**.	☐
2. **One passport photo**. Please see the guidelines from the Danish police here.	☐
3. **Most recent passport** (valid or expired).	☐
4. **Copy of the passport data page**	
5. **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.	☐
6. **Documentation of legal name** in case of name change, such as a name change certificate. Without the proper documentation, the name in the new passport will be matched to the CPR registry.	☐
7. **Proof of current status in Canada**: • If your **sole citizenship is Danish**, please submit your passport with a stamped entry date **OR** your valid temporary 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.	☐
8. 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.	☐
9. **Long form of the birth certificate** (indicating both parents' name) for children born outside of Denmark.	☐
10. **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.	☐
11. 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.	☐
12. **Processing fee**. See the current passport fees and payment methods here.	☐
13. **Shipping fee:** At the **honorary consulates**, a **shipping fee** must be paid at the time of the application.	☐

FOR OFFICIAL USE ONLY

☐ All documents, including case worker sheet, annulment of previous passport (if applicable), forwarded to the Embassy via UM-GATE.

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