Royal Danish Embassy Ottawa
Emergency passport application

Emergency Passport – Document Checklist
An application for an emergency passport must be submitted in person at the Danish Embassy in Ottawa, the Consulate General in Toronto or one of our honorary consulates. All contact information is available here.

If your passport expired more than 3 months ago (no extension possible in this case) and your planned travel is more than 5 weeks away, you do not qualify for an emergency passport, but must apply for a regular biometric passport in Ottawa or Toronto. Children under the age of 12 can apply for an emergency passport at an honorary consulate.

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 consulate.	
1. **A completed passport application form**.	☐
2. **One passport photo.** Please see the guidelines from the Danish police here.	☐
3. **Most recent passport** (if not reported lost or stolen)	☐
4. C**opies of passport data page** (if not reported lost or stolen)	☐
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 emergency passport will be matched to the CPR registry.	☐
7. **Proof of current status in Canada**: • If your **sole citizenship is Danish**, please submit 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) from 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.	☐
11. **Processing fee**. See the current passport fees here. The fee must be paid by cash, certified cheque or money order only. Additional fees apply outside of regular office hours and on closing days.	☐

FOR OFFICIAL USE ONLY

☐ All documents, including case worker sheet and a copy of the emergency passport forwarded to the Embassy via UM-GATE.