

**ROYAL DANISH EMBASSY  
DANISH CITIZENSHIP**

**Document Checklist – Retention and Proof of Danish Nationality**

**NOTE:** This is an unofficial translation of the document checklist found in Section 5 of the application form for retention and proof of Danish nationality. The document checklist in the application form may change without the Embassy of Denmark in Canada being notified. It is your responsibility to consult the checklist in the application form before submitting your application. **Neither the Embassy of Denmark in Canada nor the Danish consulates in Canada are responsible for any problems you may incur as a result of insufficient documentation.**

You must collect copies of all required documents in the mandatory checklist **before** you send the application package to the Danish authorities or submit it to the Danish Embassy in [Ottawa](#) or one of the Danish consulates in [Calgary](#), [Edmonton](#), [Halifax](#), [Montreal](#), [Regina](#), [Saint John](#), [St John's](#), [Toronto](#), [Vancouver](#) or [Winnipeg](#). Failure to submit all the required documents will result in delays or rejection of your application.

Name: _____ Phone number: _____	
Mark documentation with <input checked="" type="checkbox"/> . Please bring the checklist along with your application and your additional documentation to the Embassy or Consulate.	
1. <b>Application form</b> (all relevant sections must be signed and dated)	<input type="checkbox"/>
2. <b>Receipt for payment of the non-refundable processing fee</b>	<input type="checkbox"/>
3. <b>Birth certificates</b> of applicant and applicant's parents. The birth certificate must be the Canadian long form, which clearly states the names of both parents.	<input type="checkbox"/>
4. <b>Marriage certificate</b> of applicant's parents, if applicable.	<input type="checkbox"/>
5. <b>Copies of passports</b> and/or <b>proof of citizenship</b> for applicant and parents.	<input type="checkbox"/>
6. Documentation for any <b>participation in the Danish educational system</b> , if applicable.	<input type="checkbox"/>
7. <b>Non-refundable handling fee</b> (if you submit your application through the Embassy or one of the Consulates). Please see the current handling fee <a href="#">here</a> . We only accept certified cheques or money orders issued to the hand-in mission, or cash. <b>We do not accept personal cheques or payment with debit or credit card.</b>	<input type="checkbox"/>
8. <b>Shipping cost.</b> If you apply in person at the Embassy in Ottawa, there will be no shipping cost to pay. If applying at a Consulate, please call ahead for the exact shipping cost.	<input type="checkbox"/>