

**ROYAL DANISH EMBASSY OTTAWA**  
**TRAVELLING TO DENMARK, FAROE ISLANDS, GREENLAND, ICELAND, NORWAY OR SWEDEN**  
**VISA CHECKLIST FOR DIPLOMATIC PASSPORT HOLDERS**

**IMPORTANT INFORMATION:**

- If you fail to submit any of the mandatory documents from the checklist below, VFS Global will inform you of the missing document(s) in writing.  
You will be required to submit the missing documentation directly to the Embassy within **5 calendar days**.  
Failing to do so can result in either a refusal of your visa or a shortened visa.
- You must ensure that the days you are requesting your visa to be valid for matches the invitation and travel insurance that you are submitting.
- **DO NOT** purchase a plane ticket prior to having received visa approval as visa approval is **NOT** a guarantee.
- If you are bringing original documentation to your appointment, you must also bring a copy if you wish to keep the original. Once a case has been processed, all associated documentation is shredded.

**Please scroll down for the document checklist and submit it along with your application.**



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Visa for Diplomatic passport holders – Document Checklist

Name: _____ Phone: _____ Email: _____		
1.	<b>Visa self-service cover letter (signed and dated)</b> obtained after your <a href="#">on-line visa application</a> has been completed. Please note that diplomats are fee exempt.	<input type="checkbox"/>
2.	<b>Passport</b> , no older than 10 years at time of travel, and valid <b>at least</b> 3 months after your return date from the Schengen area. Please make sure that there are at least 2 blank pages left for inserting the visa.  The passport <b>must</b> show either <b>diplomatic or official accreditation</b> in Canada, which must be valid for <b>at least</b> 90 days after your return date from the Schengen area.  Must be <b>colour copies</b> .	<input type="checkbox"/>  <input type="checkbox"/>
4.	<b>Colour photocopy of your passport identity page</b> (incl. extension data and name alteration pages if applicable) and all pages with previous Schengen visas (including all <b>entry and exit stamps</b> ) for the last 5 years, as well as UK and American visas. If you have copies of old Schengen visas in a previous passport, you may choose to include these too to show a history of your travels to the Schengen area.	<input type="checkbox"/>
5.	<b>Colour photocopy of re-entry permission to Canada</b> , i.e. Diplomatic visa  The re-entry permission must be valid for <b>at least</b> 90 days after your return date from the Schengen area.	<input type="checkbox"/>  <input type="checkbox"/>
4.	<b>One passport photo.</b>	<input type="checkbox"/>
5.	<b>Note Verbale</b> stating in detail the specific reasons for your travel and the specific travel dates.	<input type="checkbox"/>
6.	<b>Return shipping of your passport.</b> Please submit one of the following: - Prepaid return courier envelope: - Courier account number: _____ Courier company name: _____ The Embassy takes no responsibility for the shipment of your passport once it has left the Embassy.	<input type="checkbox"/>