

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

IMPORTANT INFORMATION

If you are requesting a multiple entry visa over an extended period of time, your invitation must clearly state the reason why multiple entries are required by your host. If your submitted documentation does not support the need for multiple entries, a single entry visa will be issued.

If you are combining your business trip with pleasure, this must be **clearly demonstrated in your documentation** in the form of invitations and/or hotel bookings covering **every day** of your stay within Schengen.

If you are leaving the Schengen area during your stay and require additional entries on your visa, this must also be clearly stated and documented. If your submitted documentation does not support the need for multiple entries, a single entry visa will be issued.

If anything is missing from your application, the Embassy will contact you **once only**. If you do not respond or submit the missing information within **5 calendar days** after handing in your application, the Embassy will forward your application to the immigration authorities in the country you plan to visit with a recommendation that your case should be closed due to incomplete documentation.

The Embassy recommends that you do not purchase a ticket prior to visa approval, as this approval can never be guaranteed. If your travel dates change from what you submitted in your online application, you must contact the Embassy immediately via email at ottambconsular@um.dk.

If your case is closed or you change your travel dates after a visa has been issued, you will have to re-apply and pay the processing fee again.

Please note that the items requested on the Embassy's document checklist are **mandatory**.
If bringing originals when submitting your application, you must also bring a copy if you wish to keep the original document.

GENERAL INFORMATION

Please note that the Embassy prioritizes visas for diplomatic passport holders and strives to process them within 10 days if the volume of applications allows for it. However, according to Schengen rules the Embassy retains the right of a 15-day processing time, exclusive of shipping time.

The 15-day timeframe may be extended up to 60 days if further examination is needed.

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.	Visa self-service cover letter (signed and dated) obtained after your on-line visa application has been completed. Please note that diplomats are fee exempt.	<input type="checkbox"/>
2.	Passport , no older than 10 years at time of travel, and valid at least 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 must show either diplomatic or official accreditation in Canada, which must be valid for at least 90 days after your return date from the Schengen area. Must be colour copies .	<input type="checkbox"/> <input type="checkbox"/>
4.	Colour photocopy of your passport identity page (incl. extension data and name alteration pages if applicable) and all pages with previous Schengen visas (including all entry and exit stamps) 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.	Colour photocopy of re-entry permission to Canada , i.e. Diplomatic visa The re-entry permission must be valid for at least 90 days after your return date from the Schengen area.	<input type="checkbox"/> <input type="checkbox"/>
4.	One passport photo.	<input type="checkbox"/>
5.	Note Verbale stating in detail the specific reasons for your travel and the specific travel dates.	<input type="checkbox"/>
6.	Return shipping of your passport. 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"/>