

**ROYAL DANISH EMBASSY OTTAWA**  
**BIOMETRIC PASSPORT APPLICATION IN OTTAWA OR TORONTO**

**Biometric Passports – Document Checklist**

Biometric passport applications must be submitted in person at the Embassy in [Ottawa](#), the Consulate General in [Toronto](#) or the consulate in [Vancouver](#) (including children under 12 applying in Ottawa, Toronto or Vancouver).

Please note that **personal appearance is mandatory** for all applicants including children.

Name: _____ Phone: _____	
Please indicate submitted documentation with <input checked="" type="checkbox"/> . Submit the Document Checklist along with your application and supporting documents to the Embassy or the Consulate General.	
1. <b>One completed passport application form</b> ( <a href="#">download</a> ).	<input type="checkbox"/>
2. <b>One passport photo</b> for children under the age of two. Please see the guidelines from the Danish police <a href="#">here</a> . For all other applicants a photo will be taken when you submit your application	<input type="checkbox"/>
3. <b>Most recent passport</b> (valid or expired).	<input type="checkbox"/>
4. You must supply a <b>copy of your current passport data page</b> . The original alone is not sufficient.	<input type="checkbox"/>
5. <b>Proof of citizenship</b> for applicants <b>born outside of Denmark</b> : <ul style="list-style-type: none"> <li>• If you are <b>under the age of 22</b>, we need to see proof of one or both of your parents' Danish citizenship as well as your birth certificate with your parents' names on in.</li> <li>• If you are <b>over the age of 22</b>, we need to see your Danish certificate of citizenship.</li> </ul>	<input type="checkbox"/>
6. <b>Identification</b> , 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.	<input type="checkbox"/>
7. <b>Documentation of legal name</b> 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.	<input type="checkbox"/>
8. You must supply a <b>Proof of your current status in Canada</b> . The original alone is not sufficient.. <ul style="list-style-type: none"> <li>• If your <b>sole citizenship is Danish</b>, please submit your passport with a stamped entry date <b>OR</b> your valid temporary residence permit <b>OR</b> permanent residence permit.</li> <li>• If you are a <b>dual citizen</b>, please submit your certificate of Danish citizenship if you obtained dual citizenship prior to September 1st 2015 <b>OR</b> your proof of foreign citizenship if you obtained dual citizenship after September 1st 2015.</li> </ul>	<input type="checkbox"/>
9. <b>Police report</b> if the previous passport has been lost or stolen.	<input type="checkbox"/>
10. <b>Long form of the birth certificate</b> (indicating both parents' name) for children born outside of Denmark.	<input type="checkbox"/>
11. <b>Signed consent for minors</b> (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. If one or both parents are unable to appear in person, a declaration must be signed before a Notary Public.	<input type="checkbox"/>
12. A <b>copy of the marriage certificate</b> of your parents if you were born before <b>July 1<sup>st</sup> 2014</b> to a Danish father and a foreign mother.	
13. <b>Shipping</b> : <ul style="list-style-type: none"> <li>• For the Embassy and the Honorary Consulates, a <b>prepaid return courier envelope</b> must be provided if the passport is not picked up in person.</li> <li>• For the Consulate General in Toronto, a <b>prepaid return courier envelope</b> can be provided <b>or</b> a <b>shipping fee</b> can be paid at the time of the application, if the new passport is not picked up.</li> </ul>	<input type="checkbox"/>
14. <b>Processing fee</b> . See the current passport fees <a href="#">here</a> . The fee must be paid by cash, certified cheque or money order. Only Vancouver accepts credit card, e-transfer and PayPal.	<input type="checkbox"/>

**FOR OFFICIAL USE ONLY**

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