

ROYAL DANISH EMBASSY OTTAWA

BIOMETRIC PASSPORTS FOR CHILDREN UNDER THE AGE OF 12 APPLYING AT AN HONORARY CONSULATE

Biometric passports/honorary consulates – Document Checklist

Passport applications for children under the age of 12 can be submitted at one of our Danish consulates in [Calgary](#), [Edmonton](#), [Halifax](#), [Iqaluit](#), [Montreal](#), [Regina](#), [Saint John](#), [St John's](#), [Vancouver](#) or [Winnipeg](#).

Please call ahead to book an appointment to submit your application.

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 honorary consulate.	
1. One completed passport application form (download).	<input type="checkbox"/>
2. One passport photo . Please see the guidelines from the Danish police here .	<input type="checkbox"/>
3. Most recent passport (valid or expired).	<input type="checkbox"/>
4. Copy of the passport data page	<input type="checkbox"/>
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.	<input type="checkbox"/>
6. Documentation of legal name 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"/>
7. Proof of current status in Canada: <ul style="list-style-type: none"> • If your sole citizenship is Danish, please submit your passport with a stamped entry date OR 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. 	<input type="checkbox"/>
8. Police report if the previous passport has been lost or stolen.	<input type="checkbox"/>
9. Long form of the birth certificate (indicating both parents' name) for children born outside of Denmark.	<input type="checkbox"/>
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. If one or both parents are unable to appear in person, a declaration must be signed before a Notary Public.	<input type="checkbox"/>
11. A copy of the marriage certificate of your parents if you were born before July 1st 2014 to a Danish father and a foreign mother.	<input type="checkbox"/>
12. Processing fee . See the current passport fees here . The fee must be paid by cash, certified cheque or money order only and made out to the consulate.	<input type="checkbox"/>
13. Shipping fee: At the honorary consulates , a shipping fee must be paid at the time of the application.	<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.