

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. One completed passport application form (download).	<input type="checkbox"/>
2. One passport photo for children under the age of two. Please see the guidelines from the Danish police here . For all other applicants a photo will be taken when you submit your application	<input type="checkbox"/>
3. Most recent passport (valid or expired).	<input type="checkbox"/>
4. Copy of the passport data page.	<input type="checkbox"/>
5. Proof of citizenship for applicants born outside of Denmark : <ul style="list-style-type: none"> • If you are under the age of 22, 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. • If you are over the age of 22, we need to see your Danish certificate of citizenship. 	<input type="checkbox"/>
6. 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"/>
7. 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"/>
8. 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 residence 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"/>
9. Police report if the previous passport has been lost or stolen.	<input type="checkbox"/>
10. Long form of the birth certificate (indicating both parents' name) for children born outside of Denmark.	<input type="checkbox"/>
11. 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"/>
12. Courier fees : <ul style="list-style-type: none"> • If the passport is not collected from the Embassy, a prepaid return courier envelope must be provided. • If the passport is not collected from the Consulate General, a prepaid return courier envelope can be provided or a shipping fee can be paid at the time of the application. • At the honorary consulates, a shipping fee must be paid at the time of the application. 	<input type="checkbox"/>
13. Processing fee . See the current passport fees here . The fee must be paid by cash, certified cheque or money order only.	<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.