

**ROYAL DANISH EMBASSY OTTAWA**  
**EMERGENCY PASSPORT APPLICATION**

**Emergency Passport – Document Checklist**

An application for an emergency passport must be submitted in person at the Danish Embassy in [Ottawa](#), the Consulate General in [Toronto](#) or one of the honorary consulates across Canada: [Calgary](#), [Edmonton](#), [Halifax](#), [Iqaluit](#), [Montreal](#), [Regina](#), [Saint. John](#), [St. John's](#), [Vancouver](#) or [Winnipeg](#).

**If your passport expired more than 3 months ago (no extension possible in this case) and your planned travel is more than 5 weeks away, you do not qualify for an emergency passport, but must apply for a regular biometric passport in Ottawa or Toronto. Children under the age of 12 can apply for an emergency passport at an honorary consulate.**

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 consulate.   |                          |
| 1. <b>A completed passport application form</b> ( <a href="#">download</a> ).  | <input type="checkbox"/> |
| 2. <b>One passport photo.</b> Please see the guidelines from the Danish police <a href="#">here</a> .  | <input type="checkbox"/> |
| 3. <b>Most recent passport</b> (if not reported lost or stolen)  | <input type="checkbox"/> |
| 4. <b>Copies of passport data page</b> (if not reported lost or stolen)  | <input type="checkbox"/> |
| 5. <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"/> |
| 6. <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 emergency passport will be matched to the CPR registry.   | <input type="checkbox"/> |
| 7. <b>Proof of current status in Canada:</b><br><ul style="list-style-type: none"> <li>• If your <b>sole citizenship is Danish</b>, please submit your valid temporary 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"/> |
| 8. <b>Police report</b> if the previous passport has been lost or stolen   | <input type="checkbox"/> |
| 9. <b>Long form of the birth certificate</b> (indicating both parents' name) for children born outside of Denmark.   | <input type="checkbox"/> |
| 10. <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.<br>If one or both parents are unable to appear in person, a declaration must be signed before a Notary Public.   | <input type="checkbox"/> |
| 11. <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. Additional fees apply outside of regular office hours and on closing days.   | <input type="checkbox"/> |

**FOR OFFICIAL USE ONLY**

All documents, including case worker sheet and a copy of the emergency passport forwarded to the Embassy via UM-GATE.