

**ROYAL DANISH EMBASSY OTTAWA**  
**PASSPORT EXTENSION APPLICATION**

**Passport Extension – Document Checklist**

An application for a passport extension 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](#), [St. John](#), [St. John's](#), [Vancouver](#) or [Winnipeg](#).

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

**You are only eligible for a passport extension if your current passport expired less than three months ago and your passport has not already been extended once. If you do not qualify for a passport extension, you may apply for a regular biometric passport or an emergency passport if applicable.**

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>One completed passport application form</b> ( <a href="#">download</a> ).	<input type="checkbox"/>
2. <b>About to expire/expired passport</b>	<input type="checkbox"/>
3. <b>Copy of the passport data page</b>	<input type="checkbox"/>
4. <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"/>
5. <b>Proof of current status in Canada</b> : <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 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"/>
6. <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"/>
7. <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, a copy of the passport extension forwarded to the Embassy via UM-GATE.