

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 our honorary consulates across Canada. All contact information is available [here](#).

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. One completed passport application form. | <input type="checkbox"/> |
| 2. About to expire/expired passport | <input type="checkbox"/> |
| 3. Copy of the passport data page | <input type="checkbox"/> |
| 4. 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"/> |
| 5. 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"/> |
| 6. 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. | <input type="checkbox"/> |
| 7. Processing fee. See the current passport fees and payment methods here . | <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.