

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](#), [Montreal](#), [Saint. John](#), [St. John's](#), [Vancouver](#) or [Winnipeg](#).

If your passport expired more than 1 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. A 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 (if not reported lost or stolen)	<input type="checkbox"/>
4. Copies of passport data page (if not reported lost or stolen)	<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 emergency 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 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. Processing fee. See the current passport fees here . 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.