

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](#), [Montreal](#), [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 one month 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 (download).	<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. If one or both parents are unable to appear in person, a declaration must be signed before a Notary Public.	<input type="checkbox"/>
7. 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, a copy of the passport extension forwarded to the Embassy via UM-GATE.