

DENMARK – GENERAL RULE FOR PASSPORTS

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Extension of passport and issuing of an emergency passport?

The Danish Representative Office in Ramallah is able to extend the validity of passports and issue emergency passports if certain conditions are met. A condition for extension of an expired passport is that it expired no longer than three months ago. A passport can only be extended once and for a maximum of 12 months. We recommend that you make sure that the authorities of the country or countries you plan to travel to recognise extended passports. For instance it is not possible to travel without a visa to the USA on an extended passport.

An emergency passport is issued with validity limited to the period required for the duration of the journey and rules of the countries to be travelled through, and for a maximum of 12 months. An emergency passport must be rendered to the Police or to a Danish mission abroad after use. Travelling with an emergency passport may cause problems with other countries' border controls. Therefore we recommend that you make sure that the authorities of the country or countries you plan to travel to recognise emergency passports.

Can I get a new passport during my holiday in Denmark?

Yes. Already today it is possible – and cheaper – to get a passport at a municipality (kommune) in Denmark. All Danish citizens can apply for a passport at the Civil Service Centre (Borgerservicecenter) in any municipality. It is not necessary for you to reside in or in other way be attached to the municipality. You can find addresses of Civil Service Centers at www.borger.dk. You may wish to call beforehand for information on opening hours, booking of appointment etc. and inform them that you reside abroad. Processing time for an ordinary passport is approximately 10-14 days. The Civil Service Centre can issue an express passport faster than 10-14 days and an extra fee will be charged. We recommend that you apply for a passport during your stay in Denmark well ahead of your departure, in order to receive the new passport before you leave Denmark. Another option would be to try and make an agreement with the Civil Service Center so that they will send your new passport via courier service to your address abroad.

Must I present myself at the Danish Representative Office which issued my passport to have it handed over to me?

You may ask at the Danish Representative Office that issued your passport whether it is possible to have the passport sent to you, but you must be aware that the old passport must be handed in for cancellation, before the new passport can be delivered to you.

Must I bring photos for the passport?

Join one passport size photo (35x45mm) to the application form. Do not glue or staple the photo to the application, just join the photo to the application form. If you apply for an emergency passport you must bring two passport size photos. The Danish Representative Office will also take a biometric photo for the new passport. For children we recommend to bring a new photo of the child which meets the requirements for passport photos. That photo can then be scanned by the Danish Representative Office if it is not possible for us to take a photo of the child that meets the requirements.

Can I apply for a biometric passport if my finger is injured?

That depends on the extent of the injury. According to the law biometric data must always be contained in a biometric passport. This means that if for example your whole hand is covered by plaster or bandages, only an emergency passport can be issued to you. However, if only the index finger is injured, a biometric passport can still be issued. In that case fingerprint will be taken of an alternative finger.

Must children also give their fingerprints?

No. Fingerprints are not collected from children below 12 years of age, but they still have to appear in person in order to apply for a passport.

Can my child be included in my passport?

No. Since 1 October 2004 all children, also newborns and children without names, must have their own passport. The Danish Representative Office may issue a temporary (emergency) passport if you are in urgent need of a passport.