



Application form

For official use only

Date received	Received by (name)	Authority (stamp)	Personal id / Alien id.no. (udl.nr.)
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PA2_en_130513

Application to renew a Danish alien's passport

Use

This form is to be used when applying for renewal of your alien's passport (or travel document).

Instructions

To apply for an extension please

- Fill out this form
- Submit it in person at the Danish Immigration Service's Citizen Service or the police, or send it to the Danish Immigration Service by
- Include the passport to be renewed
- If the applicant is under the age of 18: include photograph

Photograph requirements (only if the applicant is under the age of 18)

- The photograph should bear a close resemblance to your current appearance
- You should be facing the camera directly and the photograph must be suitable for scanning
- The background must be uniform (light) colored without motives
- Your eyes must be open and not covered by hair, eye glasses or the like. Your mouth may not be open
- Headwear is permitted only if you for religious reasons request this. The forehead, chin and cheeks must be visible
- The photograph must measure 35mm x 45mm. Your

head should measure 30mm x 36mm from the tip of the chin to the top of the hair

More information about the photograph requirements is available at politi.dk. Here you can also find examples of photographs that meet the requirements.

Please read this form thoroughly

We recommend that you carefully review your application before submitting it. There is a checklist at the end of this form that will help you to determine whether you have filled it out correctly.

Delivery of your new passport

The new passport will be sent to your official address, as recorded in the Central Office of Civil Registration (CPR).

Modification of personal data

If you believe that your personal data (e.g. nationality / citizenship or date of birth) is incorrectly registered with the Immigration Services records, you can use form PE1 to seek modification of your data. You will find PE1 at www.newtodenmark.dk/forms.

For further assistance

More information about filling in this form can be obtained from www.nyidanmark.dk or by contacting the Danish Immigration Service.

1. Personal information (applicant)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname (family name)		Previous surnames / family names (if applicable)	
First names (given names)		Personal ID/Alien id. (udl.nr.)	
Nationality		Previous nationality (if applicable)	
Date of birth (Day, month, year)		CPR number	
Place of birth (City)		Country of birth	
Gender <input type="checkbox"/> male <input type="checkbox"/> female	Address in Denmark		
Telephone number		c/o (name)	
E-mail address		Post code – city	

2. Which type of passport are you seeking to renew?

- ☐ I am applying for an extension of a travel document (tick the box)
- ☐ I am applying for an extension of an alien's passport (tick the box)

3. Information about your national passport

Do you hold a national passport? ☐ Yes ☐ No

If yes, please include it with this application.

4. Parental consent (if the applicant is under 18)

If the parents share custody of the child, both must give their consent below. Note: If one parent declares that he/she has sole custody of the child, the Danish Immigration Service can demand documentation hereof.

I consent to the issuance of a passport to my child. Furthermore, under the penalty of the law laid down by section 163* of the Danish Criminal Code, I solemnly declare that I have:

- ☐ **sole** custody of the child **
- ☐ **joint** custody of the child

Surname and given names

CPR number

Address

Date

Signature

I consent to the issuance of a passport to my child. Furthermore, under the penalty of the law laid down by section 163* of the Danish Criminal Code, I solemnly declare that I have:

- ☐ **sole** custody of the child **
- ☐ **joint** custody of the child

Surname and given names

CPR number

Address

Date

Signature

*Persons making false statements or attesting to facts of which they have no knowledge – either in print or in any other readable media – are punishable by fine or imprisonment of up to four months, in accordance with section 163 of the Danish Criminal Code.

** If one parent declares that he/she has sole parental custody of the child, the Danish Immigration Service might demand further documentation of the parental custody

5. Declarations

Under penalty of the law laid down in section 163 of the Danish Criminal Code and in sections 59 and 60 of the Danish Aliens Act I hereby declare that all the information set out by me on this application form is true and complete. I understand that making false statements is punishable by fine or imprisonment.

I also consent to let the relevant authorities make enquiries about my entirely private affairs for the purpose of enabling them to deal with my application, including enquiries about any previous criminal offences and about family ties, and allow them to obtain information from other Danish and foreign public authorities including the police authorities, about documents submitted by me in support of my application. I moreover consent to let documents and information submitted by me in support of my application about my entirely private affairs be passed on to the said authorities for the purpose of dealing with my application, and allow them to check the genuineness of such documents.

According to the Danish Act on the treatment of personal information Danish authorities are obliged to notify you of any registration of information which you supply in connection with the treatment of the case about your passport. The information which you have supplied in connection with your application for a passport will be registered in the Danish Immigration Service's registers. All relevant information which you supply subsequently about your case regarding your passport, will also be registered in the Danish Immigration Service's registers. The information will be used in connection with the consideration of issues regarding your residence in Denmark, and the police (investigation of cases or control) and the Ministry of Justice (dealing with complaints) will be able to obtain the information registered in the Danish Immigration Service's registers about you which they need for the consideration of your case. Other relevant authorities or organisations may receive information about you from the Danish Immigration Service's registers if they need it for their consideration of issues relating to your residence in Denmark.

You are entitled to right of access to the information about you in the Danish Immigration Service's registers. Inquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

The information you have supplied in connection with your application for a passport is also registered in the Central Passport Registry, which contains information about holders of passports issued by the Danish Authorities. The information is also registered in the Police registry of Production of Passports and Driving Licences. This contains the necessary information to administer the production, control and stock availability of passports. The National Commissioner of Police has responsibility for the data contained in both registers.

6. Signature

I am applying to renew my passport and by signing below confirm that I have read, understood and accepted the declaration in section 5.

Date and place

Signature

Checklist

Please check to make sure the form has been filled out correctly – before you submit it.

Doing so will help us to process your application faster.

We recommend using the checklist below to make sure your application is complete.

When submitting your application, it is very important that you include the following:

☐ The passport you are seeking to renew

Please also ensure that you

☐ have answered all questions

☐ have signed and dated the application and the declaration of parental consent (if applicable) (section 4)

For official use only: Comments and forwarding endorsements

☐ Names and passport information in compliance with shown proof of identity

Included:

☐ Passport or other form of travel document

☐ Birth certificate

☐ Other (for example a letter from the embassy of the native country regarding passport)

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 1 OF THIS FORM