



Application form

For official use only

Date received	Received by (name)	Authority (stamp)	Personal ID/Alien id. (udl.nr.)
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Application for passport for aliens

Purpose

This form is to be used when applying for a refugee travel document (convention passport) or an alien's passport. If you already hold a passport, please use form FA2 to apply for renewal.

Instructions

To apply for a passport/travel document:

- Complete this form
- Submit the application in person at the Danish Immigration Service's Citizen Service. If you live outside the Greater Copenhagen area, you can also submit the application at the local police station.
- Bring a photograph (further instructions on page 2)
- Bring proof of identity (see below)
- Pay the application fee
- If you are unable to obtain a passport from your country of citizenship you need to document this (e.g. letter from the embassy). This is relevant only if you are not recognized as a refugee in Denmark.

Valid forms of personal identification

If you have previously been issued a passport and you need a new passport, bring as proof of your identity:

- Your most recent passport
- If your CPR-number does not appear in your most recent passport, you must bring documentation for your CPR-registration (national insurance card)
- If you have a residence card, you must bring this

If you do **not hold a passport** you must bring:

- Original birth certificate or certificate of naming

- Photo identification
- If you are applying for a passport for an unnamed child, you must present a birth certificate
- If you cannot furnish photo identification with your CPR-number, you must present documentation for your CPR-registration (national insurance card)
- If you have a residence card, you must bring this

The police/Danish Immigration Service can at any time request further identification, require you to answer questions to prove your identity, or to ask a witness attest to your identification in writing.

Application fees

Fees vary by age of applicant:

- 65 years or older: DKK 376
- 18-64 years: DKK 626
- 12-17 years: DKK 141
- 11 years or younger: DKK 115

Fees must be paid at the time of application.

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 the form out correctly.

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.nyidanmark.dk/forms.

1. Personal information (applicant)

PLEASE COMPLETE IN CAPITAL LETTERS

Personal ID/Alien id. number (udl.nr.)	
Surname	Previous surnames (Previous family names) if applicable
Given name(s)	
Nationality	Former 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	Postal code and city


Photograph requirements

- 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.

Delivery of your new passport

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

For further assistance

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

2. Which type of passport are you applying for? (tick one box only)

If you are **recognized as a refugee** in Denmark you can either apply for a convention passport or an alien's passport depending on your residence permit:

- I am a refugee and I hold a residence permit on the grounds of **Section 7 paragraph 1 or Section 8 paragraph 1** of the Aliens Act and I apply for a convention passport
- I am a refugee and I hold a residence permit on the grounds of **Section 7 paragraph 2 or Section 8 paragraph 2** of the Aliens Act and I apply for an alien's passport

If you are not recognized as a refugee, but **recognized as stateless** under the Convention relating to the Status of Stateless Persons of 1954, you can seek for an aliens passport:

- I am stateless and I apply for an alien's passport

Be aware that if you are not registered as stateless with the Danish Immigration Service registers and civil registration (CPR) you must apply to have your citizenship changed to stateless before you can obtain an aliens passport in this context. To have your citizenship changed use form PE1.

If you are **not** recognized as a refugee in Denmark and you are **not** stateless, but hold a residence permit in Denmark on other grounds, you can in some cases be granted an alien's passport

- I am not a refugee and not stateless and I apply for an alien's passport

If you have a residence permit in Denmark issued under the Aliens Act, sections 9-9f, it is generally the responsibility of the authorities in your country of citizenship to issue your passport. Granting you a danish alien's passport requires documentation that you are unable to obtain a passport or other travel document from the issuing authority in your country of citizenship.

You therefore have to submit the required documentation proving that you are not able to obtain a national passport together with this application for an alien's passport. Acceptable documentation includes a letter from the issuing authority in your country of citizenship (or from an embassy of your country of citizenship) saying that they will not issue you a passport.

Please note: It is your responsibility to ensure that you can prove your identity to your country of citizenship's embassy. Failure to provide them with the necessary documentation is not grounds for the Danish Immigration Service to issue you an alien's passport.

3. Applicants under 18 years

If the applicant is **under 18 years** and both parents share custody of the child, both must give their consent below.

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

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 name(s)

Surname and given name(s)

CPR number

CPR number

Address

Address

Date

Date

Signature

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 custody of the child, the Danish Immigration Service may require further documentation of the custody

4. 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 in 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 process 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.

5. Signature

I am applying for a passport and by signing below I confirm that I have read, understood and accepted the declaration in section 4.

Date and place	Signature
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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 bring the following:

- Passport photo (see instructions on page 2)
- Proof of identification. Please note: There are different requirements based on whether you have previously been issued a passport. (for more information see page 1)
- Documentation that you are unable to obtain a passport from your country of citizenship (e.g. letter from the embassy). This is relevant only if you are not recognized as a refugee in Denmark.

Please also remember to

- answer all questions
- sign and date the application (section 5) and the declaration of parental consent (if applicable) (section 3)
- pay the fee at the time of application (see page 1)

For official use only: Comments and forwarding endorsements

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

Does the applicant hold a national passport?

- Yes No

If yes:

- Passport
- Passport photo
- Other

If no:

- Birth certificate
- Passport photo
- Other (e.g. letter from embassy of country of citizenship concerning national passport)

Name of bank:

Registration number:

Account number:

- Payment received, receipt attached

Applicant's height _____ cm

Signature

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