

For official use only  <b>Application for Danish passport</b>  <input type="checkbox"/> First passport <input type="checkbox"/> Renewal <input type="checkbox"/> Provisional <input type="checkbox"/> Extension <input type="checkbox"/> Extra passport	Deliver/pick up	
	Date received	Height in cm

### A: Applicant

Surname		Civil Registration number	
Given and middle names		-	
Place of registration of birth	Town, parish or municipality	Country	
Does the applicant hold Danish nationality?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sex	
Has the applicant been, or is now, a national of another country?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F)	
If yes, please specify from when and which country you have been, or are currently, a national of	Country	Date	
Has the applicant previously held a Danish passport? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Applicant's current residential address			
Postal code and town/city		Country	
E-mail		Tel.	

### B: Current passport

Passport No.	
<input type="checkbox"/> Expires/expired	
<input type="checkbox"/> Lost (a declaration of lost passport together with a police report must be enclosed)	
<input type="checkbox"/> Other (please specify)	Please specify

### C: Signature

I declare under penalty of Section 163*) of the Danish Criminal Code that the above information is correct.  Furthermore, I grant permission to the Foreign Service and the police to procure and verify the above information in	the course of processing this application, including information on any criminal proceedings, by contacting other Danish or foreign authorities.
Date and signature	

### Extract of the Danish Criminal Code

**Section 163** Any person who for use in legal proceedings relating to the general public, in writing or by other readable media, brings forth false statements or testifies to something about which the person in question has no knowledge, shall be punished with a fine, or imprisonment not exceeding four months.

**D: Declaration of consent (This section shall be completed if the applicant is under 18 years of age)**

<p>I hereby give my consent to the issue indicated. Furthermore, I declare under penalty of Section 163*) of the Criminal Code that I hold <input type="checkbox"/> sole <input type="checkbox"/> joint legal custody of the child</p>	<p>I hereby give my consent to the issue indicated. Furthermore, I declare under penalty of Section 163*) of the Criminal Code that I hold <input type="checkbox"/> sole <input type="checkbox"/> joint legal custody of the child</p>
Child's name	Child's name
<p>Has the consent holder acquired nationality of another country before 1 September 2015</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, specify country</p>	<p>Has the consent holder acquired nationality of another country before 1 September 2015</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, specify country</p>
Name of parent	Name of parent
Civil Registration number	Civil Registration number
<p>How was kinship established?</p> <p><input type="checkbox"/> Biological parent <input type="checkbox"/> Adoptive parent</p> <p><input type="checkbox"/> Other Please specify</p>	<p>How was kinship established?</p> <p><input type="checkbox"/> Biological parent <input type="checkbox"/> Adoptive parent</p> <p><input type="checkbox"/> Other Please specify</p>
Date and signature	Date and signature

**Information regarding passport application**

You are required to **submit your application form in person**, regardless of age, together with **supporting documentation**.

When applying for your **first passport** or if your **current passport expired more than two years ago**, the following documentation is required:

1. Original Birth Certificate
2. Passport of your parents, if you are under 18 years of age
3. Marriage certificate of parents - only required if born abroad before 1 July 2014 and only your father was a Danish citizen when you were born
4. Certificate of Danish Nationality, if you have previously been issued one (Statsborgerretsbevis/indfødsretsbevis)

When applying for a **passport renewal** (if **current passport has expired less than two years ago** or is about to expire), the following documentation is required:

1. Your most recent passport
2. Original Birth Certificate, if you are under 18 years of age
3. Passport of your parents, if you are under 18 years of age
4. Certificate of Danish Nationality, if you have previously been issued one (Statsborgerretsbevis/indfødsretsbevis)

If your documents are not in Danish or English, you need to submit an authorised translation of the documents. Foreign documents may need to be legalised. You can find further information on [www.um.dk/en](http://www.um.dk/en).

Please refer to the relevant Embassy's homepage for information regarding **requirements for the issuance of Danish passports**, including **photo requirements**.

The Danish Mission reserves the right to ask for further documentation, if necessary.



# MINISTRY OF FOREIGN AFFAIRS OF DENMARK

## *Consular Services*

### Information on data protection

#### **Data controller**

The Ministry of Foreign Affairs of Denmark is responsible for processing the personal data you provide in the passport application form and for the data that we receive about you in connection with processing the case when you submit the application at a Danish Mission abroad. The Ministry of Foreign Affairs is also responsible for data when the Missions (Embassies or Consulates) perform tasks related to the case handling.

The National Police are responsible for the processing of personal data in the Central Passport Register and the Register for Passport Production, cf. below

#### **Data Protection Officer**

If you have questions about how the Ministry of Foreign Affairs of Denmark processes your personal data, you can contact the Ministry's Data Protection Officer, who has the following contact information: Ministry of Foreign Affairs, Asiatisk Plads 2, DK-1448 Copenhagen K, att. "Data Protection Officer", e-mail: [dpo@um.dk](mailto:dpo@um.dk)

If you have questions about how the Danish Police processes your personal data, you can contact the Danish Police Data Protection Officer, who has the following contact information: Danish National Police, Polititorvet 14, 1780 Copenhagen V, e-mail: [pol-databeskyttelse@politi.dk](mailto:pol-databeskyttelse@politi.dk). You can also read more about how the police handle data on [www.politi.dk/personoplysninger](http://www.politi.dk/personoplysninger).

#### **The purpose and legal basis**

The purpose for the collection of your personal data is our processing of your application for a Danish passport and the subsequent control of the requirements for this.

The legal basis for processing your personal data is:

- The Passport Act and the Passport Order,
- The General Data Protection Regulations:
  - Article 6.1 (c) relating to the processing of data in order to comply with a legal obligation
  - Article 6.1 (e) relating to the exercise of official duty
  - Article 9.2 (f) relating to the necessity of processing in order to establish, exercise or defend legal claims
- The Danish Data Protection Act Article 8 about possible information regarding criminal offences.

The information you provide in connection with your application will be registered in the registry of the Ministry of Foreign Affairs (UMPAS), in Central Passport Registry of the Danish National Police and in the Registry of Passport Production containing information that is needed for the passport production, production control and inventory management.

#### **Which of your personal data do we process?**

We process the following types of data about you:

- General personal data, such as information about your identity, citizenship, information about your family and information about whether you have committed any legally punishable offences.
- Sensitive personal data, such as biometric data for identification purpose.

#### **With whom can we disclose or transfer your personal data?**

The Ministry of Foreign Affairs of Denmark regularly discloses data with the Danish police, Danish Security and Intelligence Service, municipalities and other relevant authorities.

Data is disclosed only when it is necessary for the Danish Ministry of Foreign Affairs to exercise our official authority, including when we are legally obliged to share data.

In certain situations, the Danish Ministry of Foreign Affairs may provide data to a third-party data processor.

#### **Where does your personal data originate from?**

The Ministry of Foreign Affairs of Denmark process the personal data you have provided in the application. We will also process data you may provide at a later point during the case process.

In addition, we will process data obtained from

- any of your possible previous cases with the Ministry of Foreign Affairs of Denmark
- searches in databases, such as the Civil Registration System (CPR) and the Central Passport Register
- other authorities, such as the Danish Police, Danish municipalities, the Police Intelligence, the Ministry of Immigration and Integration, and the Agency of Family Law
- Foreign authorities

#### **Storage of personal data**

The Ministry of Foreign Affairs of Denmark stores your information, as long as the Ministry deems it necessary in order for the Ministry to execute its task in relation to the case handling. By default, the Ministry of Foreign Affairs stores your information in the Ministry of Foreign Affairs' passport register (UMPAS) for 5 years after the issuance of the passport, when your personal data will be deleted. To a limited extent, we will be able to store your information for longer. If so, the information would have to be handed over to the National Archives within 30 years (Section 13 of the Archives Act).

If your fingerprints and facial photo are taken for identification and identity control purposes, your fingerprints and photo will be stored in the Ministry of Foreign Affairs database (UMBIO). Your fingerprints and photo will only be stored for 30 days.

The Danish National Police will store your information in the Central Passport Register for 2 years after the passport has expired or at the latest 22 months after the death of the passport holder, when the information will be deleted. However, information about passports that have been reported missing, will only be deleted once the passport has been found, unless it is deemed appropriate to delete the information earlier due to specific investigative reasons.

#### **Information about your consent**

The Ministry of Foreign Affairs of Denmark and the Danish National Police do normally not request consent in order to process personal data, since the authorization to process your information is granted by 6.1 (e) and 9.2 (f) of the GDPR (see section The purpose and legal basis).

You may be asked for legal consent. If your consent is requested it is a consent in accordance with the Danish Public Administration Act (Forvaltningsloven) and not due to GDPR.

#### **Your rights in relation to our processing of your personal data**

Under the GDPR, you have certain rights when we process your data.

- You have the right to gain access to the data that the Ministry of Foreign Affairs of Denmark and the Danish Police is processing about you.
- You have the right to request correction of any incorrect personal data.
- Under special circumstances, you have the right to have personal data deleted or restricted, if the data is no longer necessary for the processing of your case.
- You have the right to object to the otherwise legal processing of your personal data.

You can read more about your rights in the Danish Data Protection Agency's guidance on GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under GDPR you must contact either the Ministry of Foreign Affairs of Denmark or the Danish National Police.

#### **Appeals to the Data Protection Agency**

You have the right to submit an appeal to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk)