

# Application form

PA1\_en\_140224

## Application for passport for aliens

### Mandatory digital self-service

An application for passport for aliens is covered by mandatory digital self-service. This means that, normally, you cannot use this application form, but must use the digital self-service solution **PA1-2 online**, which the Danish Immigration Service provides at [newtodenmark.dk](http://newtodenmark.dk)

You should only use this application form, if you believe that you are exempt from the requirement of digital self-service. **Read more on page 2.**

### Uses

You can use this form to apply for:

- A refugee travel document (convention passport).
- An alien's passport.

If you already hold a passport, please use form PA2 to apply for renewal.

### Instructions

To apply for a passport/travel document you must:

1. Complete this form.
2. Submit the application in person at the Danish Immigration Service's Citizen Service. You must book an appointment before you show up at the Citizen Service. Read more about where the Immigration Service's Citizen Service has branch offices and how you book an appointment at [www.newtodenmark.dk/visit-us](http://www.newtodenmark.dk/visit-us)

### What documents should you bring?

- A photo.
- Proof of identity.
- 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 **not** relevant if you are recognized as a refugee in Denmark or stateless.
- Declaration from the police on loss of passport (only if you have lost your previous convention or alien's passport).

### 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 health card).
- If you have a residence card, you must bring this.

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

- Original Certificate of Personal Data (birth certificate) or certificate of naming.
- Photo identification.
- If you are applying for a passport for an unnamed child, you must present the child's Certificate of Personal Data (birth certificate).
- If you cannot furnish photo identification with your CPR-number, you must present documentation for

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

### Photo requirements

- The photo should bear a close resemblance to your current appearance.
- You should be facing the camera directly and the photo 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 photo must measure 35mm x 45mm. Your head should measure 30mm x 36mm from the tip of the chin to the top of the hair.

If you doubt whether your photo meets the requirements, you can find more information at [politi.dk](http://politi.dk). Here you can also find examples of photos that meet the requirements.

### What is the price of a passport?

The price of a passport varies by age of the applicant.

If you are 18 years old or older, the fee is normally DKK 893.

If you are a child at the age of 11 or younger, the fee is DKK 150, and if you are a child between 12-17 years old the fee is DKK 181.

If you have reached the state retirement age, the fee is DKK 381. Your retirement age depends on when you were born. The state retirement age is:

- 65 years if you were born before 1 January 1954
- 65 ½ years if you were born in the period from 1 January 1954 to 30 June 1954
- 66 years if you were born in the period from 1 July 1954 to 31 December 1954
- 66 ½ years if you were born in the period from 1 January 1955 to 30 June 1955
- 67 years if you were born in the period from 1 July 1955 to 31 December 1962
- 68 years if you were born after 31 December 1962.

Fees must be paid at the time of application. The fee will be refunded if you cannot be granted a passport.

If you previously have received a passport from the Immigration Service and you are not able to show your most recent passport when you apply for a new passport – e.g. because you have lost or ruined your recent passport – you have to pay a double fee for your passport.

- your CPR-registration (national health card).
- If you have a residence card, you must bring this.

### 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).

### 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 apply for modification of your data. You will find PE1 at [www.newtodenmark.dk/forms](http://www.newtodenmark.dk/forms).

### Recording of fingerprints

Besides your photo and signature, your passport must also contain your fingerprint. Therefore, you will have your fingerprints recorded when submitting the application. Fingerprints are not required for children under 11 years of age.

### Processing of your application

The Danish Immigration Service has a maximum time limit for processing applications for passport. The application processing times are calculated from the date the application is submitted. You can see our processing times at [www.newtodenmark.dk/us-times](http://www.newtodenmark.dk/us-times)

### For more information

More information is available at [newtodenmark.dk](http://newtodenmark.dk). If you have questions when filling out the forms, you can also contact the Danish Immigration Service. See contact information at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us)

### For official use only

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

### Mandatory digital self-service

An application for passport for aliens is covered by the requirement of using digital self-service. This means that, normally, you cannot use this application form, but must use the digital self-service solution **PA1-2 online** instead, which the Danish Immigration Service provides at [newtodenmark.dk](http://newtodenmark.dk).

### You should only use this application form if you believe that you are exempt from the requirement of mandatory digital self-service.

If you use this form and the Danish Immigration Service assess that you are not exempt from mandatory digital self-service, the Immigration service can reject your application.

You can be exempt from mandatory digital self-service if there are special circumstances which make you unable to fill in a digital application. These special circumstances can e.g. be that you lack digital qualifications or cannot use the digital self-service solution due to health issues.

If the Danish Immigration Service assess that you can be exempt from mandatory digital self-service, the Immigration Service will process your application, even though it has not been submitted digitally. If you have been exempted from Digital Post from Danish public authorities, you will also be exempt from the requirement of digital self-service.

It is not a requirement that third-parties, e.g. lawyers and relatives, as well as Turkish Citizens, who are covered by the Association Agreement between the EU and Türkiye, have to use the digital self-service solutions.

Read more about who are exempt from digital self-service at [www.newtodenmark.dk/forms](http://www.newtodenmark.dk/forms)

If you believe that you are exempt from mandatory digital self-service, and you choose to hand in the application on this printable application form, please provide the following information:

Why do you believe that you are exempt from mandatory digital self-service? (mark with an X)

A.  I am a Turkish citizen covered by the Association Agreement between the EU and Türkiye.

B.  I am a third-party for the applicant, e.g. lawyer or relative.

If you have marked B with an X, please state your full name and relation to the applicant (attach a power of attorney if you are a relative or similar):

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C.  There are special circumstances which make me unable to use the digital self-service solution.

If you have marked C with an X, please state which circumstances (attach documentation, if possible):

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Are you already exempt from Digital Post?

Yes  No

## 1. Information about applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Personal ID/Alien identification number (your Personal ID or Alien identification number is written on your residence card and in the letters you have received from the Immigration Service)

Surname	Previous surnames/family names (if applicable)
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Given name(s)
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Nationality (citizenship)	Former nationality (if applicable)
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Date of birth (day, month, year)	CPR-number
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Place of birth (city)	Country of birth
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Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Height (cm)
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Address in Denmark (street and number)	Postal code and city
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c/o (name)
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Telephone number (day time)	Email address
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If you are not granted a passport, your fee will be refunded. Please fill out the following in case the fee is to be refunded.

Name of Bank	Reg. number	Account number
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## 2. Information about passports from other countries

Do you have a valid passport or other valid travel documentation from another country than Denmark?

Yes  No

If **yes**, please bring the passport when you submit the application.

## 3. 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(1) or section 8(1)** of the Aliens Act and I apply for a convention passport (blue passport).

I am a refugee and I hold a residence permit on the grounds of **section 7(2), section 7(3) or section 8(2)** of the Aliens Act and I apply for an alien's passport (grey 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 apply for an aliens passport:

I am stateless and I apply for an alien's passport (grey 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 (grey passport).

If you have a residence permit in Denmark issued under the Aliens Act, sections 9-9f, it is generally the authorities in your country of citizenship who will 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 home country.

You therefore have to submit the required documentation proving that you are not able to obtain a national passport. Acceptable documentation includes a letter from the issuing authority in your home country (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.

## 4. Information about previous passport

Have you previously been issued a passport by the Immigration Service?

Yes  No

If **yes**, which kind of passport have you been issued by the Immigration Service? \*

Convention passport (blue passport)

Alien's passport (grey passport)

If **yes**, did you lose your most recent passport?

Yes  No

If **yes**, you will need to answer the questions below and **enclose** declaration from the police on loss of passport (form P650-031). Please note that you must pay double fee when you have lost your most recent passport.

If **no**, you will need to **bring** your passport when you submit your application. Continue to section 5.

How did you lose your passport?

When did you lose your passport (date)?

Did you use your lost passport to travel abroad?

Yes  No

If **yes**, when did you last travel abroad using your passport? What was your destination?

Country and city:

Date:

Are there exceptional reasons why you need to have a new passport?

Yes  No

If **yes**, what reasons? (e.g. death or serious illness of an immediate family member living abroad, or planned work-related travel that would be particularly disruptive to your work, or result in substantial financial loss, if not completed.)

## 5. Applicants under 18 years

If the applicant is **under 18 years** and the parents have joint custody of the child, both parents must give their consent by filling out and signing the declaration below. If one of the parents has the sole custody of the child, only this parent needs to give his/her consent by filling out and signing the declaration below.

### Declaration of consent for application for passport for children under 18 years

By signing below I consent to the issuance of a passport to my child. At the same time I solemnly swear that the information I have given below is correct. If the information is found to be false, I am subject to fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40).

Custody holder 1	Custody holder 2
(mark with an X) <input type="checkbox"/> I have joint custody of the child <input type="checkbox"/> I have the sole custody of the child	(mark with an X) <input type="checkbox"/> I have joint custody of the child
Surname and given name(s)	Surname and given name(s)
CPR number	CPR number
Address	Address
Postal code and city	Postal code and city
Date	Date
<b>Signature</b>	<b>Signature</b>

## 6. Declarations

### A. Sworn declaration of correctness

I hereby solemnly swear that the information I have given in this form is correct. If the information is found to be false, I am subject to fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40).

### B. Declaration of consent to allow authorities to gather necessary personal information

I consent to letting the Immigration Service obtain information about my pure private affairs from other Danish authorities, including the police authorities, for the purpose of enabling them to process my application (Public Administration Act section 29).

Such information includes:

- Criminal conditions
- Health conditions
- Intern family conditions
- Social conditions

### **C. Information about data protection**

#### Data controller

The Immigration Service is responsible for processing the personal data you provide in this application form and for the data about you we receive in connection with processing the case. Our contact information is: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, CVR-nr.: 77940413, telephone: +45 35 36 66 00, [www.newtodenmark.dk](http://www.newtodenmark.dk)

#### Data protection officer

If you have questions about how we process your personal data, you can contact our data protection officer who has the following contact information: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, Att: Databeskyttelsesrådgiver/Data protection officer

You can also write to our data protection officer via Digital Post or through our contact form at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us)

#### Purpose and legal basis

Your data are collected in order to process your application and your continual residence in Denmark and to control the requirements for this.

The legal basis for processing your personal data is:

- provisions of the Aliens Act (udlændingeloven), in particular: section 1 (relating to entry into Denmark and residence)
- the General Data Protection Regulation (GDPR) 6.1(c) (relating to the processing of data in order to comply with a legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Immigration Service by the Aliens Act)
- GDPR 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims)
- The Data Protection Act section 8 (relating to the administration only being allowed to process information about criminal offences if it is necessary for the official authorities' tasks).

You are obligated to provide the information necessary for deciding whether you are eligible for a passport (Aliens Act section 40). Failure to provide the information can result in a fine or up to one year of imprisonment (Aliens Act section 60).

The information you supply or have supplied in connection with your application for a passport will be registered in the Danish immigration authorities' registers. 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, which is necessary to administer the production, control and stock availability of passports, is also registered in the Police registry of Production of Passports and Driving Licences. The National Commissioner of Police has responsibility for the data contained in both registers. You are entitled to access information about yourself in the Central Passport Registry. Enquiries about this can be addressed to the Danish Police.

#### Types of personal data

We process the following types of data about you:

- General personal data, such as: information about your identity; citizenship and nationality; travel routes; information about your family; memberships of associations; financial information; information about your refugee status; and whether you have committed any legally punishable offences
- Sensitive personal data, such as: political opinions or religious beliefs; health information and biometric data collected for the purpose of establishing your identity.

#### Recipients and categories of recipients

The Immigration Service can, in certain situations, share your data with other authorities. We regularly share data with: the police, municipal authorities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service (in accordance with section 45 a of the Aliens Act), the public prosecutor (in accordance with section 45 c of the Aliens Act), the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish Return Agency, the Danish Agency for International Recruitment and Integration, the Danish Parliament, and the Foreign Ministry, in particular the embassies and consulates.

Data are shared when it is necessary for the Immigration Service to exercise our official authority, including when we are legally obliged to share data.

In certain situations, the Immigration Service may provide data to a third-party data processor. In addition, other authorities and private organisations can have access to this information (Aliens Act section 44a). In isolated cases, the Immigration Service will share data with other public authorities, private-sector organisations and foreign organisations and authorities.

#### Origin of information

The Immigration Service processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

In addition, we will process data obtained from:

- any of your possible previous cases with the Immigration Service,
- searches in databases, such as: the Civil Registration System, the income register (eIndkomst), the Central Register of Buildings and Dwellings (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS II),
- other authorities, such as: the police, municipal authorities, the Danish Agency for International Recruitment and Integration, the Immigration Appeals Board, the Refugee Appeals Board, the Danish Security and Intelligence Service, The Ministry of Immigration and Integration, the Danish Return Agency, and the Foreign Ministry, in particular the embassies and consulates,
- third-parties, such as: employers and educational institutions, and
- the person who might be sponsoring your application, as well as any previous cases the person may have had at the Immigration Service.

### Storage of data

The Immigration Service will store your data for as long as it is necessary for us to establish or defend a legal claim to residence.

Data submitted as part of an immigration-related matter can be stored for use by the Immigration Service at a later date. The data stored by the Immigration Service can be used in applications to extend a residence permit, when revoking a residence permit, when lapsing a residence permit, applications for permanent residency, applications for naturalisation, when revoking citizenship and in your children's cases, or in the event they may be involved in an application for family reunification.

If data can be deleted at an earlier point, deletion will be considered. Similarly, access to data can be restricted.

Finally, it should be mentioned that data will also have to be transferred to the National Archives within 30 years, in accordance with section 13 of the Archive Act (arkivloven).

### Consent

The Immigration Service does not request consents in order to process personal data, as is otherwise required by the GDPR, since processing authority is granted by 6.1 (e) and 9.2 (f) of the GDPR (see section 3).

You may be asked for legal consent. Such a consent is not the basis for the specific procession of personal data but is instead a warranty provision in accordance with e.g. the Public Administration Act (forvaltningsloven) or the Aliens Act.

### Rights

Under the GDPR, you have certain rights:

- You have the right to access which data about you the Immigration Service is processing.
- You have the right to request that corrections are made to personal data about you that you feel are inaccurate.
- In special situations you have the right to have data about you deleted or to restrict the processing of your personal data, if the data is no longer necessary for the processing of your case.
- You have the right to object to otherwise legal processing of your personal data.

You can read more about your rights in the Danish Data Protection Agency's guidance about the GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact the Immigration Service.

### Complaints to the Data Protection Agency

You have the right to submit a complaint 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)

## 7. Signature applicant

**By signing below I confirm that I have read, understood and accepted the declaration in section 6.**

Date and place

Signature

## 7.1 Signature parent

If the applicant is **under 15 years**, only one of the parents will have to sign the application.

**By signing below I confirm that I have read, understood and accepted the declaration in section 6.**

Date and place

Signature

## Did you remember everything?

If the application for a passport is correctly filled out and contains the required documents, the Immigration Service can process the case faster.

We recommend using the checklist below to verify that the application is complete and correct.

## Checklist

### **When submitting your application, it is very important that you bring the following:**

- Passport photo (see requirements on page 1).
- 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 **not** relevant if you are recognized as a refugee in Denmark or stateless.
- Money to pay the fee (see page 1).
- Declaration from the police on loss of passport (P650-031). Only if you apply for a new passport because you have lost your previous passport issued by the Immigration Service.

### **Please also remember to**

- Answer all questions.
- Sign and date the application (section 7) and the declaration of parental consent for application for passport for children under 18 years (if applicable) (section 5).

## For official use only: Comments and forwarding endorsements

- Name in compliance with shown proof of identity.
- Payment received, receipt attached.

Does the applicant hold a national passport?  Yes  No

### **If yes:**

- Passport
- Passport photo
- Other

### **If no:**

- Certificate of Personal Data (birth certificate)
- Passport photo
- Other (e.g. letter from embassy of country of citizenship concerning national passport)

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 2 OF THIS FORM