PA3

Ministry of Immigration and Integration

The Danish Immigration Service

Application form

PA3_en_110626

Application for laissez-passer as a foreign national in Denmark

Uses
You can use this form to apply for:
- Laissez-passer

You can get a laissez-passer if you have a residence permit in Denmark and wish to travel out of the country for a short period, but do not hold any other valid travel documentation.

Please note that the Immigration Service only issues laissez-passer to a very limited extent, and that your application has to show cause.

Instructions
To apply for a laissez-passer you must:
1. Complete this form.
2. Submit the application to the Danish Immigration Service. You can send it to us through our contact form at www.newtodenmark.dk/contact-us
3. A laissez-passer has to be collected in person at the Immigration Service's Citizen Service. You must book an appointment before you can collect it. We recommend that you do not book an appointment before we have informed you whether you can get a laissez-passer.

What documents should you bring?
- A photo.
- Proof of identity.
- If you are unable to obtain a passport from the country of your 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.

Valid forms of personal identification
If you have previously been issued a passport you must bring the following 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 (yellow card).
- If you have a residence card, you must bring this.

If you do **not hold a passport as identity proof** you must bring**:**
- Original birth certificate or certificate of naming.
- Photo identification.
- If you do not have photo identification with your CPR-number, you must present documentation for your CPR-registration (yellow card).
- If you have a residence card, you must bring this.

The Danish Immigration Service can request further identification, require you to answer questions to prove your identity, or ask you to bring someone else with you to 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, 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. Here you can also find examples of photos that meet the requirements.

What does a laissez-passer cost?
The price for a laissez-passer depends on your age. A laissez-passer costs DKK 345 (2026 level), if you are 18 years or older. If you are younger than 18 years it costs DKK 170 (2026 level).

You must pay the fee when you show up at the Citizen Service to pick up your laissez-passer.

For more information
More information is available at 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.

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For official use only

Date received	Received by (name)	Authority (stamp)	Personal ID/udl.nr.

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Application for a laissez-passer as a foreign national in Denmark

1. Information about you (the applicant)

PLEASE COMPLETE IN CAPITAL LETTERS

Personal ID/Alien identification number (udl.nr.)	
Given name(s)	
Surname	Previous surnames/family names (if applicable)
Nationality (citizenship)	Former nationality (if applicable)
Date of birth (day, month, year)	CPR-number
Place of birth (city)	Country of birth
Gender ☐ Male ☐ Female	Height (cm)
Hair color	Eye color
Address in Denmark (street and number)	Postal code and city
c/o (name)	
Telephone number (day time)	Email address

2. Reason for applying for laissez-passer

You have to reason your application for laissez-passer

The Immigration Service only issues laissez-passer to a very limited extent. We only issue laissez-passer in situations where a foreign national with a residence permit in Denmark wishes to travel out of the country for a short period but does not hold any other valid travel documentation. An example of this is when a foreign national wishes to travel abroad or to their home country in order to have a passport issued.

A laissez-passer is only issued for a short period

We usually do not issue a laissez-passer that is valid for more than **5 days**, unless there are extraordinary reasons for having an extended period of validity.

Why are you applying for a laissez-passer?

Where will you travel? (city and country)

How long do you expect to be away?

3. 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 a laissez-passer for children under 18 years

By signing below I consent to the issuance of a laissez-passer 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) ☐ I have joint custody of the child ☐ I have the sole custody of the child	(mark with an X) ☐ I have joint custody of the child
Given name(s) and surname	Given name(s) and surname
CPR number	CPR number
Address	Address
Postal code and city	Postal code and city
Date	Date
Signature	**Signature**

4. 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, Farimagsvej 51A, 4700 Næstved, CVR-nr.: 77940413, telephone: +45 35 36 66 00, 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, Farimagsvej 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

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),
- 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. 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

Information about the processing of your personal data by the Department of the Ministry of Immigration and Integration
The Immigration Service may disclose information about you, including information from your case, to the Department of the Ministry of Immigration and Integration. The Department may process your information when this is necessary for the performance of a task carried out in the exercise of official authority, including the preparation of statistics, drafting and evaluation of legislation, assistance to the Danish Parliament, processing enquiries from the media and requests for public access, and in the performance of other such official tasks of the Ministry of Immigration and Integration. The Department may also process information about you from other public authorities, for instance personal data relating to criminal convictions and offences, information about your taxes or information about your employment.

You can find information about the Department's processing of your personal data at. On the website you www.uim.dk/processing-of-your-personal-data will find the Department's contact information, information about the Department's Data Protection Officer (DPO), further information about the Department's legal basis for the processing of your personal data, and about your rights in relation to our data processing activities.

5. Signature applicant

By signing below I confirm that I have read, understood and accepted the declaration in section 4.

Date and place	Signature

Ministry of Immigration and Integration
The Danish Immigration Service

5.1 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 4.

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 include 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.

Please also remember to

☐ Answer all questions.

☐ Sign and date the application (section 5) and the declaration of parental consent for application for passport for children under 18 years (if applicable) (section 3).

For official use only: Comments and forwarding endorsements

☐ Name in compliance with shown proof of identity.

☐ Payment receieved, receipt attached.

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)

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