

The purpose of the visit to the Honorary Consulate is identification of the applicant as well as document verification. All case decisions are made by the Embassy. Questions regarding an application must be directed to the Embassy at tyoambcon@um.dk.

PASSPORT APPLICATION PROCEDURE AT DANISH HONORARY CONSULATES IN JAPAN



Procedure for passport application at Danish Honorary Consulates in Japan

Relevant for:

- **Extension of validity of existing passports**
- **Provisional (emergency) passports**
- **Passports for children under 12**

1. Preparation.

- a. The application form can be found in a link at the bottom of this page: <http://japan.um.dk/da/rejse-og-ophold/pas/>.
- b. Instructions how to fill out the application form and which supporting documentation to prepare can be found in the same link and in the subpages for each application category.
- c. Please note that only these 3 categories are possible for application at an Honorary Consulate:
 - Extension of validity of an existing passport.
 - Provisional (emergency) passport.
 - Passport for children under 12 years of age.
- d. For all other categories, application must be made in person at the Danish Embassy in Tokyo.

2. Submitting the application to the Embassy in advance.

- a. The Embassy must be in possession of a copy of the application as well as all the supporting documentation before a decision can be made regarding the application.
- b. For faster case processing, the applicant is encouraged to send a copy of the application form and supporting documentation by postal mail to the Embassy in advance. This will lead to much shorter processing time on the day of application.
- c. If the Embassy does not receive a copy of the application form and the supporting documentation in advance, the applicant must wait at the Honorary Consulate for a copy to be faxed to the Embassy which may prolong the application process by several hours.
- d. NOTE: Do not send original passports to the Embassy. Original passport must be handed in at the Honorary Consulate on the day of application. Instead, a copy of the passport data page (the page containing the photo) should be sent to the Embassy together with the application documents.

3. Request appointment at the Honorary Consulate.
 - a. Once the application form and all documentation have been prepared, the applicant contacts the Honorary Consulate directly to make an appointment. Make the appointment as early in advance as possible.
 - b. Contact information for the Honorary Consulates is found on this page: <http://japan.um.dk/da/rejse-og-ophold/danske-konsulater/>.
 - c. Remember to inform the Honorary Consulate of your phone number and your email address as well as which type of application you wish to make.
 - d. It is only possible to make appointment to apply at Honorary Consulates on weekdays. Application is not possible on weekends, during public holidays or at any other days specified by the Honorary Consulates.
 - e. Please note that Honorary Consulates are private companies that may decline a request for an appointment at any date or time.
4. Receive confirmation from the Honorary Consulate.
 - a. The applicant must receive confirmation of the appointment from the Honorary Consulate.
 - b. It is not possible to apply at an Honorary Consulate without prior appointment.
5. Passport fee.
 - a. See the Embassy website for the current application fee: <http://japan.um.dk/da/rejse-og-ophold/gebyrer/>.
 - b. The fee must be paid in exact cash in Japanese yen on the day of application at the Honorary Consulate.
 - c. Please note: The Honorary Consulates do not accept any other types of payment than exact change in cash on the day of application.
 - d. All other types of payment attempts will be rejected. This includes credit cards, checks, and any type of payment by postal mail.
 - e. The application will not be processed until exact cash amount in Japanese yen has been received by the Honorary Consulate.
6. Notification to the Embassy.
 - a. The applicant notifies the Embassy by e-mail to tyoambcon@um.dk that an appointment has been made with the Honorary Consulate.
 - b. Remember to specify whether the application copy has been sent by postal mail in advance.
7. Appearing at the Honorary Consulate.
 - a. The applicant (and the parents in case of passport application for children) must appear in person at the Consulate.
 - b. The purpose of the visit to the Consulate is identification and verification of documentation.
 - c. Case processing and decision is made by the Embassy.
 - d. On the day of application, the applicant brings the complete set of copies of all the documentation which was sent to the Embassy as well as the original passports to the Honorary Consulate.
 - e. The Honorary Consulate faxes or sends the copy of submitted documents to the Embassy.

8. Finalizing the application.

- a. In case of extension of validity:
 - When the Honorary Consulate has received confirmation from the Embassy to go ahead, the Honorary Consulate extends the validity of the passport and sends a copy to the Embassy.
 - The Honorary Consulate hands over the passport to the applicant.
- b. In case of emergency passport:
 - When the Honorary Consulate has received confirmation from the Embassy to go ahead, the Honorary Consulate issues the emergency passport, and sends a copy to the Embassy.
 - The Honorary Consulate hands over the emergency passport to the applicant.
- c. In case of passport for children under 12:
 - When the Embassy has received necessary copy of the documentation from the Honorary Consulate, the Embassy processes the application in direct contact with the applicant.
 - The Embassy contacts the applicant directly when the passport is ready.

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