



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](mailto:tyoambcon@um.dk).

Passport procedures available at the Danish Honorary Consulates in Japan are:

- Extension of validity of existing passports
- Provisional (emergency) passport application
- Passport application for children under 12 years old

### 1. Preparation

- a. Passport application form is available in a link at the bottom of the main passport site on the embassy's website: <https://japan.um.dk/rejse-og-ophold/pas>.
- b. Instructions for each application type can be found in the same link above.

### 2. Submit 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 the appointment at the Honorary Consulate. Remember to include a letter with the application papers, or by a separate e-mail to the embassy, that you will be applying at an Honorary Consulate.  
**Note:** Do not send original passports to the embassy. Original passports must be brought to the Honorary Consulate on the day of the 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.
- b. If the embassy does not receive a copy of the application form and documents in advance, the processing time at the Honorary Consulate may take longer.

### 3. Book an appointment at the Honorary Consulate

- a. The applicant contact the Honorary Consulate directly to book an appointment.  
Contact information and opening hours are available here: <https://japan.um.dk/rejse-og-ophold/danske-konsulater>.  
Please note, that Honorary Consulate are private companies that may decline a request for an appointment at any date or time.  
**Note:** it is not possible to apply at an Honorary Consulate without prior appointment



#### **4. Passport fee**

- a. See the embassy's website for the current application fee and bank transfer information:  
<https://japan.um.dk/rejse-og-ophold/gebyrer>.
- b. Application at the honorary Consulate in Nagoya: the passport fee must be paid in exact cash in Japanese yen on the day of the appointment to the Honorary Consulate.
- c. Application at the honorary Consulates in Osaka, Fukuoka, Sapporo, and Hiroshima: the passport fee must be paid by bank transfer, and a (copy of the) receipt for the transfer must be handed in at the day of the appointment at the Honorary Consulate.
- d. The application will not be processed until exact cash amount or proof of bank transfer has been received by the Honorary Consulate.

#### **5. Appearing at the Honorary Consulate**

- a. The applicant (and parents in case of passport application for children) must appear in person at the Honorary Consulate.
- b. At the day of the appointment, the applicant brings all the documents and original passport.
- c. The Honorary Consulate sends the submitted documents to the embassy.

#### **6. Finalizing the application**

- a. In case of extension of validity:
  - When the Honorary Consulate has received confirmation from the embassy, the Honorary Consulate extends the validity of the passport and sends a copy to the embassy.
  - The passport is handed back to the applicant.
- b. In case of emergency passport:
  - When the Honorary Consulate has received confirmation from the embassy, the Honorary Consulate issues the emergency passport and sends a copy to the embassy.
  - The emergency passport is handed over to the applicant.
- c. In case of passport for children under 12 years old:
  - When the embassy has received the documentation from the Honorary Consulate, the embassy process the application.
  - The embassy contacts the applicant directly when the new passport is ready.