



# Application form

## Application for a residence and work permit for self-employed persons (non-EU/EEA citizens)

### Uses

This form is to be used when applying for a Danish residence and work permit as a **self-employed person**.

This form is only for use by **non-EU/EEA citizens**. Please see [www.newtodenmark.dk](http://www.newtodenmark.dk) for further information about the rules for EU/EEA citizens.

### How to apply

1. Complete this form and sign in section 8 (following the instructions given)
2. Attach the required documentation (see below).
3. Submit the application at a Danish diplomatic mission in your country of residence. If you are a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at the Service Centre of the Immigration Service. If you live outside the Greater Copenhagen area, you can also submit the application at the local police station

On [newtodenmark.dk](http://newtodenmark.dk) you can find more information about who can submit an application in Denmark.

### Which documents are required?

- Copy of passport (all pages including front page)
- Two passport photos
- Documentation for CVR registration (in the central company register of the Danish Commerce and Company Agency)
- Annual report or budget (preferably reviewed by an accountant)
- Documentation for equity interest or company equity
- Business plan, which includes type of business, innovative aspects of company or prospects for growth, including expected number of workplaces
- Documentation for any partnerships with or other form of support from Danish companies
- Documentation for any contracts or other agreements you have entered into
- Documentation for relevant training/education, previous experience as a self-employed person and/or work experience from the field in question
- Documentation for personal capital (e.g. bank statements)
- Documentation for relevant authorisation (only applicable if the job/running of the company requires a Danish authorisation)

### Do I need other documents when submitting the application?

Yes. You must present your passport so the authorities can verify your identity.

### How long is the residence and work permit valid for?

The residence and work permit can be granted for a period of one year. After this time, you can apply for an extension of your permit. You can find the relevant application form at [www.newtodenmark.dk](http://www.newtodenmark.dk).

### When can you begin work?

You can begin work when you have received your residence and work permit. If you work in a self-employed capacity and/or start an independent company in Denmark illegally, you risk expulsion, fine or imprisonment.

### If your company ceases to exist, if the company goes through a change, or you start a new company

Your residence and work permit can be revoked if your company ceases operations or if there is a significant change in its type of activity. You are obliged to inform the Immigration Service if any of these should happen.

If you wish to start a new company, you must apply for a new residence and work permit.

### Does it cost anything to submit an application?

Yes, if you submit your application to a Danish diplomatic mission (embassy or consulate general) you will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that you check with the requirements on the website of the diplomatic mission in your country before the application is submitted.

### For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at [www.newtodenmark.dk](http://www.newtodenmark.dk). You can also contact the Immigration Service in writing, in person at the Service Centre or by phone. (See contact information at the bottom of this page.)

### To get the quickest response

You can get the quickest possible response to your application if the application forms are completed correctly and the necessary documents are enclosed.

Therefore, it is very important that both the employer and the applicant carefully complete the form, and remember to enclose all the necessary documentation.



## For official use only

Udl.nr.	Date received	Received by (stamp and name)
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## Application for a residence and work permit for self-employed persons (non-EU/EEA citizens)

1. The applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname	Former surname (if applicable)	
Given name(s)		
Nationality	Former nationality (if applicable)	
Date of birth (day, month, year)	Danish CPR number (if applicable)	
Alien identification number (Udl.nr.) (if applicable)		
Country of birth	Place of birth (city)	

2. Information about the applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
Current marital status <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Registered partner <input type="checkbox"/> Dissolved registered partnership		
Your address in your home country (Street and number)	Postal code, city and country	
Telephone number	Email address	
If you are currently in Denmark, please provide the following information:		
Date of entry into Denmark		
Address in Denmark (Street and number)	Postal code, city and country	
C/o (name)	Telephone number	
Mobile phone number	Email address	



### 3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Be aware that your passport must be **valid for three months** beyond your planned stay in Denmark. Stays in Greenland or the Faroe Islands only require two months beyond the planned stay.

<input type="checkbox"/> National passport	<input type="checkbox"/> Other travel documents, please state
Passport number	Date of issue
Date of expiry	In which country was the passport issued?

### 4. Information about the applicant's training/education, previous experience as a self-employed person and work experience from the field in question

PLEASE COMPLETE IN CAPITAL LETTERS

Below are some questions about your educational background and your experience as a self-employed person. We ask these questions because you can normally only be granted a residence and work permit as a self-employed person if you have special qualifications, or if professional or labour market considerations warrant it. As such, residence and work permits are not granted to persons with only economic and financial interests in the company (e.g. investors or shareholders).

<input type="checkbox"/> Vocational training	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Higher education	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Have you completed/are you following an educational programme relevant to the field in question?  Yes  No

If **yes**, please state which type of educational programme, and the date on which you completed it/expect to complete it.

Type 1 \_\_\_\_\_ Completed \_\_\_\_\_

Type 2 \_\_\_\_\_ Completed \_\_\_\_\_

Type 3 \_\_\_\_\_ Completed \_\_\_\_\_

Type 4 \_\_\_\_\_ Completed \_\_\_\_\_

Please attach your **diploma/certificate** or **documentation that you are following an educational programme**.

Do you have previous experience as a self-employed person and/or work experience from the field in question?  Yes  No

If **yes**, please state which type of experience, and for which period of time

Type 1 \_\_\_\_\_ Period \_\_\_\_\_ - \_\_\_\_\_

Type 2 \_\_\_\_\_ Period \_\_\_\_\_ - \_\_\_\_\_

Type 3 \_\_\_\_\_ Period \_\_\_\_\_ - \_\_\_\_\_

Type 4 \_\_\_\_\_ Period \_\_\_\_\_ - \_\_\_\_\_

Please attach **documentation for relevant experience**.

Does the job/running of the company require a Danish authorisation?  Yes  No

If **yes**, please attach **documentation for authorisation**.

Language skills	Native language	Second language
	Other languages	



## 5. Information about the applicant's family

PLEASE COMPLETE IN CAPITAL LETTERS

Do you have a spouse/registered partner/cohabiting partner who also wishes to apply for a Danish residence permit?

Yes

No

If **yes**, please state your spouse's/registered partner's/cohabiting partner's name and date of birth. **Please note** that your spouse/registered partner/cohabiting partner must submit **his/her own application**. He/she should use application form FA8: *Application for a residence and work permit for family members of a foreign national who is to work or study in Denmark*. You can find the form on [www.newtodenmark.dk](http://www.newtodenmark.dk).

Spouse's/partner's name

Spouse's/partner's date of birth

Do you have children who also wish to apply for a Danish residence permit?

Yes

No

If **yes**, please state your children's name and date of birth. **Please note** that additional information about the children is to be included in the application of your spouse/partner.

### Child 1

Surname

Date of birth (day, month, year)

Given name(s)

### Child 2

Surname

Date of birth (day, month, year)

Given name(s)

### Child 3

Surname

Date of birth (day, month, year)

Given name(s)

### Child 4

Surname

Date of birth (day, month, year)

Given name(s)

## 6. Additional Comments by the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

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## 7. Declarations and information

### A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 1 (section 1-8) of this application is correct and complete.

If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years
- I can be required by law to pay back the expenses incurred by the Danish state as a consequence of the false or incomplete information
- My residence permit can be revoked

**B. Declaration of consent to allow authorities to gather necessary information**

I consent to allowing the relevant authorities obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.

Such information includes:

- Previous criminal proceedings against me
- My familial relations
- Verification that the documents submitted with my application are genuine

I also consent to allowing authorities contacted by the Danish Immigration Service while processing my application permission to gather information about my private affairs for use in responding to the Immigration Service's enquiry.

**C. Notification that information can be passed on to Danish intelligence agencies and prosecuting authority**

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority (Aliens Act section 45 a and section 45 c). This process can be initiated by Danish immigration authorities, Danish intelligence agencies or the Danish public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

**D. Notification that relevant information will be passed on to local Danish authorities**

Danish immigration authorities are permitted to give certain information to the municipality in which you settle if you receive a residence permit.

Such information includes:

- The grounds for issuing you a residence permit

The municipality will be informed if:

- Your residence permit is revoked or not extended
- Your residence permit is found to have expired
- Your residence permit is made permanent

**E. Notification that Danish authorities have registered information about you and your affairs**

The information you supply or have supplied in connection with your application for a passport will be registered in the Aliens Register. The same holds true for any information you give in conjunction with an application to extend your residence permit.

The Aliens Register is a computerised register maintained by the Danish Immigration Service.

If you receive a residence permit, it will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Danish Ministry of Welfare.

The information in the Aliens Register and the Central Person Register will be used to answer questions relating to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Ministry of Integration (reviewing complaints) will have access to the information about you contained in the Aliens Register and the Central Person Register.

Other authorities or organisations will receive information about you from the Aliens Register and the Central Person Register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. Failure to provide the information can result in a fine or up to four months of imprisonment, as well as placing your residence permit in jeopardy. You are entitled to access information about yourself in the Aliens Register and the Central Person Register. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

**F. Information regarding possible verification by the authorities of the information you have supplied**

The Integration Service may seek to verify the accuracy of the information you have given in this application. This may happen while the application is being processed or later, if you are granted a permit. If you are granted a permit and the Immigration Service finds that you no longer meet the requirements of your residence permit, your permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information, or of not meeting the requirements of your residence permit.

Verification may involve the following:

- Checking public registers, such as the Central Person Register
- Comparison of information contained in the Aliens Register or other Immigration Service registries with



records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry (applies to applications submitted after 1 August 2010)

- Contacting other authorities, such as municipalities
- Contacting third parties, such as employers or places of study
- Turning up in person at your residence, place of study or workplace

You may be asked to supply additional information as part of the verification process.

#### **G. Information about possible consequences if you apply for a residence permit while in Denmark on a visa (short term)**

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may have the following consequences:

- You can become ineligible for a visa for five-years (Aliens Act section 4 c).
- If someone in Denmark has posted a financial guarantee for your visa, it can be collected by the Immigration Service, which means the money will be forfeited to the state (Aliens Act section 4).

However, the abovementioned consequences do not apply in the following cases:

- If you are a child under 15 or a spouse applying for **family reunification**.
- If you apply for a residence permit in order to **study**.
- If you apply for a residence permit in order to participate in the **cities of refuge program**.
- If you apply for a residence permit on the grounds of **work**, and you **meet the requirements** to obtain a permit.
- If there are decisive **humanitarian reasons** for allowing you to remain eligible for a visa or the guarantee not to be forfeited.

These exceptions assume the reason for your application is genuine.

## 8. Signature

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 7A-B, and that I have read and understood the terms laid out in section 7C-G**

Date and place

Signature

## Did you remember everything?

If your application for a Danish residence and work permit is correctly filled out and contains the required documents, the Immigration Service can process your case faster. It is therefore important that you make certain that the form is filled out correctly and that you have included the necessary documents before submitting your application.

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

## Checklist

**Before submitting the application, please ensure that you have included the following documents:**

- Copy of passport (all pages including front page)
- Two passport photos
- Documentation for CVR registration (in the central company register of the Danish Commerce and Company Agency)
- Annual report or budget (preferably reviewed by an accountant)
- Documentation for equity interest or company equity
- Business plan, which includes type of business, innovative aspects of company or prospects for growth, including expected number of workplaces
- Documentation for any partnerships with or other form of support from Danish companies
- Documentation for any contracts or other agreements you have entered into
- Documentation for relevant training/education, previous experience as a self-employed person and/or work experience from the field in question
- Documentation for personal capital (e.g. bank statements)
- Documentation for relevant authorisation (only applicable if the job/running of the company requires a Danish authorisation)

**It is important that you have**

- answered all questions, and have
- signed and dated the application in section 8.

**For official use only**

Passport photo  
35 x 45 mm

Passport photo  
35 x 45 mm

**Comments and forwarding endorsements**

- Names and passport information in compliance with shown documentation of identity

## Enclosed:

- Copy of passport
- 2 passport photos
- Documentation regarding self-employment (i.e. checklist)
- Other

CPR number issued on (date)

Comments

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