



Application form

Application for extension of residence permit for family member of a foreign national who is working or studying in Denmark

Uses

This form is to be used when applying for **extension** of a Danish residence permit if you are a

- **spouse,**
- **registered partner,**
- **cohabiting partner, or**
- **child under 18 years of age**

of a foreign national, who is residing in Denmark to work or study. Or if the applicant is a child under 18 of the foreign national's spouse, registered partner or cohabiting partner.

Each applicant fills out and submits his/her own application. If, for example, a spouse and two children wish to apply for extension of a residence permit as accompanying family members, three individual applications is to be submitted.

In this form we'll use the term 'applicant' for the person applying for extension of a residence permit on the grounds of his/her spouse/partner or parent working or studying in Denmark. The term 'sponsor' will be used to refer to the spouse/partner or parent of the applicant.

How to apply

1. Complete this form and sign in section 5 and/or section 6 (following the instructions given)
2. Enclose the required documentation (see below)
3. Submit the application at the Service Centre of the Immigration Service. If the applicant lives outside the Greater Copenhagen area, he/she can also submit the application at the local police station. The application can also be sent to the Immigration Service, Ryesgade 53, 2100 København Ø

Which documents are required?

- Documentation of paid fee
- Copy of passport (pages containing master data)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.
- Proof that the sponsor can support the applicant during his/her stay in Denmark. Only if the sponsor is studying in Denmark or has a residence permit under the Greencard scheme

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get the application processed by the Immigration Service. You can read more about the fees in section 0 of this form, or on www.newtodenmark.dk/fee where you can also see the current fees.

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. You can also contact the Immigration Service in writing, in person at the Service Centre or by phone. If the sponsor is studying in Denmark, you can call our **study hotline** on +45 35 30 87 50. If the sponsor is working in Denmark, you can call our **work hotline** on +45 35 30 85 55. (See more contact information at the bottom of this page.)

You must submit an application to extend your present residence permit before it expires. If you submit your application after the date your residence and/or work permit expires, it will mean you are residing and/or working illegally in Denmark. As such, you should expect your application to be **rejected**. In this case, the Immigration Service will not process your application, and you will have to leave Denmark and apply for a new residence permit in your country of origin. This applies even if you have only been residing illegally in Denmark for a short period of time. Residing and/or working illegally in Denmark can also lead to **expulsion**.

**For official use only**

| | | | |
|---------------|--|-------------------|---|
| Date received | Received by (name stamp and signature) | Authority (stamp) | Alien identification number (Udl.nr.)/Personal ID |
|---------------|--|-------------------|---|

FA9_en_200511

Application for extension of residence permit for family members of a foreign national who is working or studying in Denmark

0. Information about fees

From 1 January 2011 onwards, you will normally need to pay a fee if you submit an application for a residence permit, for an extension of a residence permit, or for a permanent residence permit in Denmark. The size of the fee depends on which type of application you submit. You can find the current fees on www.newtodenmark.dk/fee.

All persons who submit an application for extension of residence permit for family members must do the following in the order below:

1. Create a case order ID. **Please note:** You must state the case order ID in the field below.
2. Pay the fee. **Please note:** Certain groups of applicants may be exempt from paying the fee. These groups must still create a case order ID.
3. Submit the application.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is turned down. Furthermore, the fee will not be refunded if, during the processing of your case, you choose to withdraw your application. If you have not paid the fee your application will be rejected, which means that it will not be processed. If your application is rejected for any other reason, the fee will be refunded minus an administration fee.

How do I create a case order ID?

Anyone can create a case order ID on www.newtodenmark.dk/fee. You must clearly state the case order ID in the field below and when paying the fee (if applicable).

How do I pay the fee?

You can pay the fee in several ways, such as from a Danish internet bank, in the bank or at the post office. On www.newtodenmark.dk/fee you can choose how you wish to pay, and you can see which information is required when paying the fee. **Please note:** The fee must be paid no later than at the same time the application is submitted. In most cases, this means that the fee will need to be paid **before** the application is submitted. Only a few Danish diplomatic missions will allow you to pay the fee when you submit your application. You **cannot** pay the fee directly to the Service Centre of the Immigration Service or to the Danish police. Please **include documentation that you have paid the fee**, such as a receipt from a Danish internet bank or a receipt from a bank or post office.

Who is exempt from paying the fee?

There may be special cases where an application in a case category where a fee is normally required can be submitted without paying the fee. On www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee. If you believe that you (the applicant) are exempt from paying the fee, please tick the box 'The applicant is exempt from paying the fee' in the field below. If you do this you do not need to fill in the information required for refunding the fee. When you create a case order ID, please state that you are exempt from paying the fee. Please note: If the immigration authorities decide that you are in fact not exempt from paying the fee, your application will be rejected, which means that it will not be processed. However, if you have paid the fee and the immigration authorities decide that you are in fact exempt from paying the fee, the fee will be refunded.

0.1 Case order ID

Please state your **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please include documentation that you have paid the fee. If you believe that you are exempt from paying the fee, please enter your case order ID and tick the box next to 'The applicant is exempt from paying the fee'.

Case order ID

The applicant is exempt from paying the fee



0.2 Information required for refunding the fee (in case the fee is to be refunded)

Please give the information required for refunding the fee. The fee can be refunded by transfer to a Danish NEM account ('NEM-konto'), a Danish bank account, a foreign bank account, or in cash at a Danish diplomatic mission. Diplomatic missions can only repay fees in cash if the fee was originally paid there. Please state the name of the person to whom the refund should be paid (account holder/recipient), how you wish to receive the money, and any required information.

If the refund is to be paid to a foreign bank account, we recommend that you speak with your bank first to obtain the information necessary in order to receive a transfer from Denmark. In addition to the account information, you may also need to provide the bank's address.

Account holder/recipient

Applicant

Other person/company: (name)

Danish NEM account (NEM-konto) CPR number

Danish bank account Name of bank Reg. number. Account number

Foreign bank account Account information (account number/BIC/SWIFT/IBAN)

Additional information (bank address, account holder's address, etc.)

Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission) State which Danish mission (city and country)

1. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

| | | | |
|------------------------------------|-----------------------------------|---|---|
| Surname | | Former surname (if applicable) | |
| Given name(s) | | | |
| Date of birth (day, month, year) | | Danish CPR number | |
| Nationality | | Alien identification number/Personal ID | |
| Current marital status | | | |
| <input type="checkbox"/> Unmarried | <input type="checkbox"/> Married | <input type="checkbox"/> Registered partnership | <input type="checkbox"/> Cohabiting partner |
| <input type="checkbox"/> Widow(er) | <input type="checkbox"/> Divorced | <input type="checkbox"/> Dissolved registered partnership | |
| Address (Street and number) | | Postal code and city | |
| C/o (name) | | Telephone number | |
| Mobile phone number | | Email address | |

The Danish Immigration Service - Ryesgade 53 - DK-2100 Copenhagen Ø - Tel.: +45 35 30 84 50 - Email: us@us.dk - www.newtodenmark.dk - Office hours Monday to Friday 9 a.m. to 3 p.m. - Service Centre open Monday to Friday 8.30 a.m. to 12.00, Thursday also 3.30 p.m. to 5.30 p.m.



You (the applicant) are:

- Accompanying spouse, registered partner or cohabiting partner Accompanying child under 18 years of age

2. 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.

- National passport Other travel documents, please state which

Passport number

Date of issue

Date of expiry

In which country was the passport issued?

3. Information about the sponsor

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, you are asked to provide information about your spouse/partner or parent (the sponsor) who is working or studying in Denmark. The information is required in order to match your application with that of your sponsor.

Surname

Given name(s)

Date of birth (day, month, year)

Danish CPR number

Nationality

Alien identification number (Udl.nr.)/Personal ID

Address (Street and number)

Postal code, city and country

C/o (name)

Telephone number

Mobile phone number

Email address

If the sponsor has been granted a residence permit under the Greencard scheme or is studying in Denmark

If the sponsor has been granted a residence permit under the Greencard scheme or is studying in Denmark, please provide proof that he/she can continue to support you and any children included in this application during your stay in Denmark. The required documentation varies depending on whether the sponsor has been granted a residence permit under the Greencard scheme or is studying in Denmark.

The Greencard scheme

If the sponsor has been granted a residence permit under the Greencard scheme, the sponsor must provide documentation that he/she disposes of an amount equal to **Danish start aid (starthjælp) for one year**. The monthly start aid amount is (2010 level):

- DKK 5,267 for persons under 25 (not living with their parents)
- DKK 6,351 for single persons over 24
- DKK 5,267 per person for married/cohabiting persons over 24
- DKK 1,317 per child if you are a married/cohabiting person
- DKK 1,589 per child if you are a single person

Such documentation includes bank statements in the sponsor's name or a copy of the sponsor's (and your own, if applicable) wage slips for the last three months together with an employment contract.

Example: If the sponsor has a residence permit under the Greencard scheme, you are an accompanying spouse, and you have a child who also lives in Denmark, then the sponsor must document that he/she has sufficient funds to provide at least 5,267 kroner per month for you, 5,267 kroner per month for him/herself and 1,317 kroner per month to provide for your child. In all, you must be able to prove that you have financial resources amounting to $(5,267 + 5,267 + 1,317) \times 12 = 142,212$ kroner – the equivalent of Danish start aid (starthjælp) payments for the same size family for one year.



Note: If a child is applying for extension of a residence permit as an accompanying child without the sponsor's spouse/partner (the child's other parent) also applying for extension of a resident permit, the monthly start aid amount is DKK 1,589 pr. child.

Students

If the sponsor is studying in Denmark, the sponsor must provide documentation that he/she has at his/her disposal the equivalent of **DKK 25,000** per family member. Such documentation includes bank statements in the sponsor's name, certification from the bank or documentation of scholarships in the sponsor's name.

4. Declarations

A. Sworn declaration of correctness

I solemnly swear that the information I have given in 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

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 in special cases 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 an extension of your 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 extension of a residence permit will be registered in the Danish Immigration Service's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.

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 Social Affairs.

The information in the Danish Immigration Service's registers 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 Danish Immigration Service's registers and the Central Person Register.



Other authorities or organisations will receive information about you from the Danish Immigration Service’s registers 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 Danish Immigration Service’s registers 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 and other Danish authorities 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 an extension of your permit. If you are granted an extension of your 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.
- 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.

5. Signature – the applicant

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 4A-B, and that I have read and understood the terms laid out in section 4C-4F

| | |
|----------------|-----------|
| Date and place | Signature |
| | |

6. Signature - the custody holder

If the applicant is an **accompanying child** under 16 years, the custody holder must normally also sign the application. If the custody holder is unable to sign the declaration, another person over 18 can sign on his/her behalf. In this case, a power of attorney must be attached.

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 4A-B, and that have read and understood the terms laid out in section 4C-F

| | |
|-----------------------|-----------|
| Relation to the child | |
| | |
| Date and place | Signature |
| | |



Appendix 1: Personal data card used for issuing residence cards

Foreign nationals who are granted a Danish residence permit will normally be issued a residence card. The personal data card below is used to create the residence card and it is important that it be filled out according to the instructions below. Please submit the completed personal data card together with your application, placing it as the **first page** of the application.

Instructions:

- State your Alien Identification Number/personal ID (if applicable).
- State your full name and date of birth. Please write in capital letters.
- Sign the personal data card with a **black pen**, remaining **inside** the designated area.
- Affix a passport photo of yourself. A full list of passport photo requirements is available at www.politi.dk.

| | | | |
|--|---|--------------|-------------------|
| <p>Personal data card</p> <p>Alien Identification Number/personal ID (if applicable)</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Name</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Date of birth</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Signature</p> <div style="border: 1px solid black; height: 80px; width: 100%; display: flex; align-items: center; justify-content: center;"> } </div> <p>Please note: Sign with a black pen. The signature must be kept inside the designated area.</p> | <p>Udlændingetjeneste Ryesgade 53 2100 København Ø</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Photo requirements:</p> <ol style="list-style-type: none"> 1. Cut off any white frame 2. Photo size 35mm x 45mm 3. Head between 30-36mm from tip of chin to top of hair 4. You must be facing the camera squarely. The photo must be suitable for scanning. </div> | | |
| <p>For official use only</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Personal ID:</td> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Data card number:</td> </tr> </table> | | Personal ID: | Data card number: |
| Personal ID: | Data card number: | | |



Did you remember everything?

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

It is therefore important that you make certain that the forms are 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 (the applicant) have enclosed the following documents:

- Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post office.
- Copy of passport (pages containing master data)
- Two passport photos. Affix one to the personal data card in Appendix 1.
- Documentation that the sponsor can support you (the applicant) during your stay in Denmark. **Only** to be enclosed if your spouse/registered partner/cohabiting partner (sponsor) has a residence permit under the **Greencard scheme**, or is **studying** in Denmark

It is important that you (the applicant) have

- answered all questions in section 0-3,
- signed and dated the application in section 5 and/or section 6, and have
- completed and signed the personal data card used for issuing residence cards in Appendix 1.



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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

Other

2 passport photos (one attached to personal data card in Appendix 1)

Comments

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