



Application form

Application for extension of a residence and work permit in Denmark on the grounds of salaried work

Uses

This form is to be used when applying for **extension** of a Danish residence and work permit on the grounds of **salaried work**, including jobs under the **Positive List**, the **Pay Limit scheme**, the **Corporate scheme**, or if the applicant is a **trainee**. Furthermore the form can be used if the applicant is a **commuter**, i.e. he/she is working in Denmark but live outside Denmark.

This form cannot be used if the applicant is a researcher at a research institute. Read more about the different regulations and appropriate application forms at www.newtodenmark.dk/work.

The form can only be used if the **place of work** and the **terms of employment are unchanged** since the applicant receiving his/her original residence and work permit. If the place of work is not the same, or the terms of employment have changed, then the applicant needs to apply for a new residence and work permit (form AR1). **Note:** Normal salary increases due to collective bargaining agreements or cost of living adjustments are not something we regard as a change in the applicant's salary agreement.

When applying for extension of a residence and work permit, both the employer (company) in Denmark and the applicant (foreign employee) must fill out separate parts of this form and attach the required documentation.

How to apply

1. **The applicant** completes **part 1** (section 0-5) of this form and **signs in section 7** (following the instructions given).
2. The applicant attaches the required documentation (see below).
3. **The employer** completes **part 2** (section 8-11) of this form and **signs in section 13** (following the instructions given).
4. The employer attaches the required documentation (see below).
5. **The applicant** sends the application (part 1 and 2 including required documents) to the Immigration Service, Rymsgade 53, 2100 København Ø, or submits the application to 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.

Which documents are required?

The applicant should attach the following documents:

- Documentation of paid fee
- Copy of passport (pages with master data).
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.
- Employment contracts. Only to be included if the previous documented work contract has expired, or if you are uncertain whether you qualify for a permit.
- Documentation for authorization (only if the job requires Danish authorization). Only to be included if the earlier documented authorization has expired. Read more about authorization at www.newtodenmark.dk/positivelist.
- Additional documents. Specified in the instructions given.

If the applicant is to work in Denmark as a **professional athlete** or **coach**, **the employer** should attach:

- Advance statement from athletic association. The form can be downloaded from www.newtodenmark.dk/forms. **Note** that the statement only needs to be included if you have been in Denmark for less than two years under the same terms of residency.

Does the applicant need other documents when submitting the application?

Yes. If the application is submitted in person, the applicant must present his/her passport so the authorities can verify his/her identity.

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/positivelist. 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).

Please note: An application for extension must be submitted before the applicant's current residence permit expires. If the applicant submits the application after his/her residence and/or work permit has expired, it will mean that the applicant is residing and/or working illegally in Denmark. As such, you should expect the application to be **rejected**. In this case, the Immigration Service will not process the application, and the applicant will have to leave Denmark and apply for a new residence permit in his/her country of origin. This applies even if the applicant has 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 (stamp and name)	Authority (stamp)	Alien identification number (Udl.nr.)/Personal ID
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Application for extension of a residence and work permit in Denmark on the grounds of salaried work PART 1 – to be filled out by the applicant (the employee)

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 a residence and work permit on the grounds of salaried work 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.

As a Turkish citizen, you may be exempt from paying the fee

If you (the applicant) are a Turkish citizen and are applying for an extension of a residence and work permit on the grounds of salaried work, you may be exempt from paying the fee. On www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee. If you are a Turkish citizen and believe that you are exempt from paying the fee, please tick the box next to "Applicant is exempt from paying the fee". 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 (Udl.nr.)/Personal ID
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	
Address (Street and number)	Postal code, city and country
C/o (name)	Telephone number
Mobile phone number	Email address



2. Information about the applicant's passport

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Be aware that your passport must be **valid for three months** beyond your planned stay in Denmark.

National passport

Other travel documents, please state

Passport number

Date of issue

Date of expiry

In which country was the passport issued?

3. Sworn declaration that you still meet the terms of your residence permit

In order to qualify for an extension of your residence permit, you must continue to meet the terms of your current residence permit. This means

- that your salary and terms of employment are unchanged,
- that your job and place of work are the same, and
- that you have not received public assistance in accordance with the terms of the Active Social Policy Act.

Note: Normal salary increases due to collective bargaining agreements or cost of living adjustments are not something we regard as a change in your salary agreement.

Below we ask you to declare, whether you still meet these terms. If you are in doubt about whether your salary and terms of employment, your job or place of work is unchanged, please tick the box in section 3.B and include your current job contract, which contains information about your salary and terms of employment.

(Tick only one box)

A. I solemnly swear that my **salary and terms of employment**, my **job** and my **place of work** is **unchanged**.

B. I am unsure whether my salary and terms of employment, my job or my place of work has changed and include my current job contract, which contains information about my salary and terms of employment.

Note: If your salary or terms of employment, your job or place of work has changed, then you need to apply for a **new residence and work permit**.

(Tick only one box)

C. I solemnly swear that I have **not received public assistance** in accordance with the terms of the Active Social Policy Act.

D. I solemnly swear that I have received public assistance in accordance with the terms of the Active Social Policy Act.

E. I am unsure whether I have received public assistance in accordance with the terms of the Active Social Policy Act.

4. Declaration that you still meet the special terms of your corporate residence permit (if applicable)

You only need to complete section 4, if you apply for extension of a current residence permit under the **Corporate scheme** (a corporate residence permit). If not, go to section 5.

In order to qualify for an extension of your corporate residence permit, you must also continue to meet the special terms of your current corporate residence permit. This means

- that your attachment to the foreign corporate department remains unchanged - ie. that your contract with the corporate department is still valid and
- that your continued employment is in connection with an extension of that same innovative, project-related or educational course, which gave rise to your current corporate residence permit.

Below we ask you to declare, whether you still meet these terms. If you are in doubt about whether you meet the terms, please tick the box in section 4.B and/or 4.D.



Note: If the terms are no longer met, then you need to apply for a **new residence and work permit**.

(Tick only one box)

A. I solemnly swear that **my attachment** to the foreign corporate department remains **unchanged**

B. I am unsure whether my attachment to the foreign corporate department remains **unchanged**.

(Tick only one box)

C. I solemnly swear that my continued employment is in connection with an **extension of that same innovative, project-related or educational course**, which gave rise to my current corporate residence permit.

D. I am unsure whether my continued employment is in connection with an extension of that same innovative, project-related or educational course, which gave rise to my current corporate residence permit.

5. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

6. Declarations and information

A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 1 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.

C. Declaration that I consent to allowing information about me to be passed on to my employer

I hereby consent to allowing the immigration authorities to pass on information about me, including personal information, to my employer or his/her representative, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about me, including personal information, from my employer or his/her representative, if necessary for processing this application.

D. 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.

E. 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.

F. 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 an extension of a residence and work permit will be registered in the Danish Immigration Service 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 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 registers and the Central Person Register.

Other authorities or organisations will receive information about you from the Danish Immigration Service 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 registers and the Central Person Register. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

G. 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.

7. Signature – the applicant

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 6A-C, and that I have read and understood the terms laid out in section 6D-G.

Date and place

Signature



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 part 1 of this 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 – the applicant

Before submitting the application, please ensure that you 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 with master data).
- Two passport photos. Affix one to the personal data card in Appendix 1.
- Employment contract. Only to be included if the previous documented work contract has expired, or if you are uncertain whether you qualify for a permit.
- Documentation for authorization (only if the job requires Danish authorization) Only to be included if the earlier documented authorization has expired. Read more about authorization at www.newtodenmark.dk/positivelist.

It is important that you have

- answered all questions in part 1,
- signed and dated the application in section 7, and have
- completed and signed the personal data card used for issuing residence cards in Appendix 1.



For official use only

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)

Employment contract

Comments

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



PART 2– to be filled out by the employer (the company) in Denmark

8. Information about the employer (the company) in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Employer's (company's) name	CVR number
Address (Street and number)	Post code and city
Telephone number	Mobile phone number
Email address	
Contact person (if applicable)	
Is the employer a member of an employer organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state which one?	

If no , is the employer party to a collective bargaining agreement in any way? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , how is the employer party to a collective bargaining agreement?	

9. Sworn declaration about the applicant's salary and terms of employment

In order to qualify for an extension of the applicant's residence permit, the applicant must continue to meet the terms of his/her current residence permit. This means

- that the applicant's salary and terms of employment are unchanged,
- that the applicant's job and place of work are the same, and
- that the applicant has not received public assistance in accordance with the terms of the Active Social Policy Act.

Note: Normal salary increases due to collective bargaining agreements or cost of living adjustments are not something we regard as a change in the applicant's salary.

Below we ask the employer to declare, that the applicants salary and terms of employment, job and place of work are unchanged. If you are in doubt about whether the applicant's salary and terms of employment, job and place of work are unchanged, then either you or the applicant can include the current job contract, which contains information about the applicant's salary and terms of employment.

(Tick only one box)

- A. I solemnly swear that the applicant's salary and terms of employment, job and place of work are **unchanged**.
- B. I am unsure whether the applicant still meets the conditions for the applicants current residence and work permit (job contract to be enclosed in the application).



10. Sworn declaration about the terms of a **corporate residence permit**

You only need to complete section 10, if the applicant applies for extension of a current residence permit under the **Corporate scheme** (a corporate residence permit). If not, go to section 11.

In order to qualify for an extension of a residence and work permit, the applicant must continue to meet the special terms of his/her current corporate residence permit. This means

- that the applicant's attachment to the foreign corporate department remains unchanged - ie. that his/her contract with the corporate department is still valid and
- that the applicant's continued employment is in connection with an extension of that same innovative, project-related or educational course, which gave rise to his/her current corporate residence permit.

Below we ask you as the employer to declare that the applicant's continued employment is in connection with an extension of that same innovative, project-related or educational course, which gave rise to his/her current corporate residence permit.

If you are in doubt about whether the applicant still meets this term, please tick the box in section 10.B.

(Tick only one box)

A. I solemnly swear that the applicant's continued employment is in connection with an extension of that same innovative, project-related or educational course, which gave rise to his/her current corporate residence permit.

B. I am unsure whether the applicant's continued employment is in connection with an extension of that same innovative, project-related or educational course, which gave rise to his/her current corporate residence permit.

11. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

12. Sworn declarations - by the employer (company)

A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 2 (section 8-11) of this application is correct. If the information is found to be false, 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 information.

B. Sworn statement by the employer regarding occupational health legislation if the employee is under 18

I solemnly swear that I, as an employer, comply fully with occupational health legislation.

13. Signature – the employer

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 12.

Date and place

Full name and signature

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Did you remember everything?

If the application for a Danish residence permit is correctly filled out and contains the required documents, the Immigration Service can process the case faster.

It is therefore important that the employer makes certain that part 2 of the form is filled out correctly before forwarding it to the applicant.

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

Checklist – employer

Before the form is sent to the applicant, please ensure that the employer has (please tick the box)

- answered all questions in part 2 (sections 8-11) and has
- signed and dated the application in section 13.

If the applicant is to work in Denmark as a professional athlete or a coach, it is important that the employer has enclosed:

- Advance statement from athletic association other specialist association (find form at www.newtodenmark.dk/forms). **Note:** that the statement only need to be included if the applicant has been in Denmark for less than two years under the same terms of residency.