



Application form

FA3_en_010112

Application for extension of a residence permit on the grounds of family reunification with a spouse

Use

Use this form when applying for an extension of a temporary residence permit issued on the grounds of family reunification with a spouse.

A 'residence permit issued on the grounds of family reunification with a spouse' should be understood to mean: A Danish residence permit issued on the grounds of

- marriage,
- cohabitation, *or*
- registered partnership.

Please complete this application form together with the person with whom you have been reunified in Denmark, i.e. the person (spouse, cohabiting partner or registered partner) who at the time of the reunification already had the right to reside in Denmark and who sponsored your application.

The word 'applicant' should be understood to mean: the person who is applying to extend his or her residence permit. In the form, the term 'spouse' is used as a general term that applies to your spouse, cohabiting partner or registered partner.

Where can you see on what grounds you have been granted a residence permit?

The grounds for your residence permit are explained in the letter from the Danish Immigration Service which you received when you were first granted a residence permit, or when you were granted your latest extension. If you are in doubt about the grounds for your residence permit, you are always welcome to contact the Immigration Service.

If you have children who need to extend their residence permits

A separate form (form FA4) is required for children who need to extend a residence permit issued on the grounds of family reunification. A separate form (form AS2) is also required for children who need to extend a residence permit on the grounds of asylum. A separate form for each child must be completed. The relevant forms are available at www.newtodenmark.dk/forms.

How to apply

1. **You (the applicant)** fill out and sign **Part 1**
2. Your **spouse** fills out and signs **Part 2**
3. Attach the required documentation (see section below)
4. The applicant submits the application in person to the Service Centre at the Danish Immigration Service or to the local Police. You can also send it to the Danish Immigration Service, Ryesgade 53, 2100 København Ø.

What documents should you include?

- Documentation of paid fee.
- Passport photo attached to the personal data card (attachment 1).

- Documentation of your housing situation. Acceptable documentation includes a rental contract or proof of tenant ownership. Required **only** if you rent or live in a housing cooperative.

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get your application processed by the Danish 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.

When can you submit your application?

Applications for temporary residence permit extensions can be submitted no sooner than two months before your permit expires and no later than the expiration date of your most recent residence permit.

If you submit your application to extend your residence permit on time, you will remain a legal resident while the application is being processed.

Processing your application

The Danish Immigration Service has set a **three-month** maximum processing time (service goal) for applications for a temporary residence permit extension. Processing times begins when we have received all information required to make a decision on your application. You can read more about our service goals at www.newtodenmark.dk/servicegoals.

Please note that you will not receive a confirmation that we have received your application. You will receive a letter containing an extension of your residence permit or a request for additional information/documentation within three months after we receive your application.

If you need to travel outside Denmark while your application is being processed, you must apply for a re-entry permit. You can do this by showing up in person at the local Police or our Service Centre.

Modification of personal data

If you believe that your personal data (e.g. nationality / citizenship or date of birth) is incorrectly registered with the Immigration Services records, you can use form PE1 to seek modification of your data. You will find PE1 at www.newtodenmark.dk/forms.

For more information

More information about the rules governing extension of a residence permit is available at www.newtodenmark.dk, where you can also find information about processing times, etc. If you have questions when filling out the forms, you can also contact the Danish Immigration Service in writing, by telephone or in person. (See contact information below.)

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 Danish 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** which can lead to prohibition of returning to Denmark within a specified period.

Important information on how to fill out this form

In order to be granted an extension of your residence permit, you must still meet the original requirements. Both you (the applicant) and your spouse are asked to solemnly declare whether the requirements for granting you a residence permit continue to be met. You (the applicant) are asked to fill out and sign **part 1**. Your spouse is asked to fill out and sign **part 2**.

The requirements for residence permit

The letter the Danish Immigration Service sent to you (the applicant) with your original residence permit or latest extension states which requirements were set for your residence permit and which requirements, if any, you were exempt from. We recommend that you and your spouse refer to the letter before completing the application form in order to ensure that you remember all the requirements.

If the information that you and your spouse have submitted in this application later turns out to be false you may be subject to the following penalties:

- The person who have submitted the false information, can be subject to fine or up to two years' imprisonment.
- The person who have submitted the false information, can be subject to repayment of the expenses the Danish state might have incurred as a result of the false information.
- The applicant's residence permit can be revoked.

In order to complete this application form correctly you and your spouse need to be aware of a number of conditions governing spouse reunification.

A family reunification permit to a spouse is normally granted under the following 3 continuous conditions:

- The couple lives together (cannot be waived).
- The couple lives in an adequately sized residence (can be waived in some cases).
- That the spouse with the right to reside in Denmark can financially support the applicant (can be waived in some cases).

If the above requirements applied when your (the applicant's) current residence permit was granted, then the same requirements will normally apply to any extension of your residence permit.

About the housing requirements

Normally you must be able to document that you and your spouse have a personal accommodation of reasonable size at your disposal. This means that you must have a place to live that you own, rent, or cooperatively own. If the property is a rental, the lease period must be permanent, or extend at least 3 years beyond the date on which the application for extension of your residence permit is submitted. Subletting of an apartment does not meet the housing requirements. There must be no more than 2 people living in each room, or the total residential area must be at least 20 sq. metres per person.

If you and your spouse live in a **rented accommodation** or a **housing co-operative** please include **copy of rental contract or proof of tenant ownership (housing cooperatives)**.

If you **own your house/flat** you do not need to include any documentation. The Danish Immigration Service can obtain relevant information about your housing situation through OIS (the Public Information Server).

About the financial support requirements

In order to be granted an extension of your residence permit, you and your spouse are normally required to be self-supporting. This means that neither you nor your spouse must have received any public benefits under the terms of the Active Social Policy or the Integration Act. Integration benefits (integrationsydelse), start help benefits (starthjælp), social security (kontanthjælp) and rehabilitation benefit (revalideringsydelse) are examples of public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven). What matters is whether the public benefit is granted under the terms of the Active Social Policy or the Integration Act.

Student grants (SU), unemployment benefit (dagpenge), sick leave (sygedagpenge) and parental leave (barselsdagpenge) as well as housing benefit (boligstøtte) are **not** granted under the terms of the Active Social Policy Act and the Integration Act. If you have received these public benefits it will not have an impact on your (the applicant's) residence permit.

If you have any doubts about whether a public benefit is granted under the terms of the Active Social Policy or the Integration Act you can contact your municipality.

If the financial support-requirement is made you are both asked in section 4 and 7 of this form to solemnly declare whether you have received any public benefits under the terms of the Active Social Policy or the Integration Act.

Requirements waived

In some instances, housing and financial support requirements can be waived. Grounds for granting an exemption from the requirements include:

- your spouse is a refugee who is not able to stay in his or her country of origin,
- your spouse has custody of or rights to visitation with a child under the age of 18, or
- your spouse has serious health problems.

If the housing and financial support requirements were not enforced in accordance with one of these grounds when you were granted your current residence permit, then the reason for the exemption must still apply. Otherwise, the housing and financial support requirements will be enforced.

The following is an example of how your conditions might change and how they could affect an extension of your residence permit:

Example: The housing and financial support requirements were waived when your current residence permit was granted, because your spouse has a child under the age of 18 from a previous relationship with whom your spouse has visitation rights.

Case 1: At the time of your application for an extension of your residence permit, your spouse still has visitation rights to his or her child under the conditions which were in place when you applied for your original residence permit, and the child is still under the age of 18. As such, your spouse can declare that the conditions of the your current residence permit regarding **other requirements** than having an accommodation of adequate size and being able to support the applicant financially remain **unchanged**. In this instance, he/she must tick section 7D.

Case 2: At the time of your application for an extension of your residence permit, your spouse still has contact with his or her child, but the child is now over 18. As such, you are required to meet the housing and financial support requirements, and both you and your spouse need to be aware that your application for extension must include the necessary documentation. As such, your spouse must declare that the conditions of your current residence permit regarding **other requirements** than having an accommodation of adequate size and being able to support the applicant financially **have changed**. In this instance, he/she must tick section 7E.

If you and your spouse are **unable to determine** whether the conditions regarding **other requirements** than having an accommodation of adequate size and being able to support the applicant financially have changed, your spouse must tick section 7F.


For official use only

Date received	Received by (name)	Authority (stamp)	Alien identification number (udl.nr.) / Personal ID
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FA3_en_010112

Application for extension of a residence permit on the grounds of family reunification with a spouse
PART 1 – to be completed by the applicant (the person who applies for an extension of his/her residence permit)
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 an extension of a residence permit on the grounds of family reunification 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 Danish 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 you (the applicant) can submit an application for an extension of a residence permit on the grounds of family reunification without paying the fee. This may be the case if your sponsor in Denmark has refugee status and is not able to reside with you in your home country, or if your sponsor is seriously ill or has a serious handicap. You may also be exempt from paying the fee if your sponsor has custody of or visiting rights to a child from a previous relationship, living in Denmark, and your sponsor sees the child on a regular basis. Furthermore, you may be exempt from paying the fee if your sponsor is a Turkish citizen who is economically active as an employee, self-employed person or service provider. On www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee.

If you believe you are exempt from paying the fee, please tick the box "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 (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 (the person applying for extension of a residence permit)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname Former surname (if applicable)

Given name(s)

CPR number Alien identification number (udl.nr.)/Personal ID

Nationality

Address (Street, number, postcode, city)

Daytime telephone number

Email address (if applicable)



2. Information about the applicant's passport **PLEASE COMPLETE IN CAPITAL LETTERS**

Your residence permit can only be extended for no longer than **three months before** your passport expires. If you have applied to your country's embassy for a new national passport or an extension of your current passport, please include documentation in the form of a letter from the embassy or the like.

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

3. Name and CPR number of the applicant's spouse in Denmark **PLEASE COMPLETE IN CAPITAL LETTERS**

Name (given name(s) and surname)	CPR number
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4. Sworn declarations regarding the conditions for the applicant's residence permit

In order to qualify to have your residence permit extended, you must still meet the conditions of the current permit. That means that you and your spouse normally will be asked to meet the following requirements:

- Live together at a shared address (cannot be waived)
- Have accommodation of adequate size (can be waived in some cases)
- Financial support of you as the applicant (can be waived in some cases)

The letter that you received from the Danish Immigration Service when you received the original residence permit or most recent extension states which conditions you and your spouse were required to meet, as well as any requirements that were waived. More information about the requirements of a family reunification with a spouse and how to fill out this form can be found on page two.

Please declare solemnly below whether you still meet the conditions of your current residence permit. Your spouse is also asked to solemnly declare in section 7 whether the conditions for your current residence permit continue to be met.

Declaration regarding shared address

A. I solemnly declare that I still live together with my spouse at a shared address.

Declaration regarding public assistance

You only need to complete this declaration if the financial support-requirement was made as a condition of your residence permit.

Integration benefits (integrationsydelse), start help benefits (starthjælp), social security (kontanthjælp) and rehabilitation benefit (revalideringsydelse) are examples of public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven).

(Tick only one – choose between B or C)

B. I solemnly declare, that **I am not** receiving public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven).

C. I hereby declare that **I am** receiving public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven).

5. Other declarations (the applicant)

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 repay 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 letting the authorities obtain and pass on information about my private affairs for the purpose of enabling them to process this 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 this application are genuine.

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

Finally, I consent to giving authorities permission to gather information from the income registry about any public assistance I may have received under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven), and to gather information from the municipality (kommune) about the amount and nature of any such assistance.

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 some information will be passed on to local Danish authorities

Danish immigration authorities are permitted to give certain information to the municipality (kommune) in which you live.

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, or
- 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 an extension of a temporary residence permit will be registered in the Danish Immigration Service's registers.

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 Economic Affairs and the Interior.

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 Justice (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 Danish 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 Danish 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.

6. Signature – the applicant

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 5A-B and that I have read and understood the terms laid out in section 5C-F.

Date and place	Signature
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PART 2 – to be completed by the **applicant's spouse** (the person who has sponsored the application)

7. Sworn declarations regarding the conditions for the applicant's residence permit

In order for the applicant to qualify to have his/her residence permit extended, he/she must still meet the conditions of the current permit. That means that you (the spouse of the applicant) and the applicant normally will be asked to meet the following requirements:

- Live together at the same address (cannot be waived).
- Have accommodation of adequate size (can be waived in some cases).
- Financial support for the applicant (can be waived in some cases).

If the housing and/or the support requirements have been waived in the applicant's current residence permit, you may have been required to meet other conditions in order for the applicant to qualify for a residence permit. Such requirements include that you have visitation rights with or custody of a child from a previous relationship or that you still suffer from a serious health condition.

The letter the applicant received from the Danish Immigration Service when he/she received the original residence permit or most recent extension states which conditions you and the applicant were required to meet, as well as any requirements that were waived. More information about the requirements of a family reunification with a spouse and how to fill out this form can be found on page 2.

Please declare below whether you and the applicant still meet the conditions of the applicant's current residence permit.

Declaration regarding shared address

A. I solemnly declare that I still live together with the applicant at a shared address.

Declaration regarding public assistance (if applicable)

You only need to complete this declaration if it was a requirement for the applicant's residence permit that you could financially support the applicant.

Integration benefits (integrationsydelse), start help benefits (starthjælp), social security (kontanthjælp) and rehabilitation benefit (revalideringsydelse) are examples of public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven)

(Tick only one – choose between B or C)

B. I solemnly declare, that **I am not** receiving public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven).

C. I hereby declare that **I am** receiving public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven).

Declaration regarding other requirements (if applicable)

You only need to complete this declaration if **any other requirements** are asked to be met **other than** having an accommodation of adequate size and being able to support the applicant financially. Such requirements include that you still have visitation rights with or custody of a child under 18 from a previous relationship, or that you still suffer from a serious health condition.

(Tick only one – choose between D, E or F)

D. I solemnly declare that the conditions of the applicant's current residence permit regarding **other requirements** than having an accommodation of adequate size and being able to support the applicant financially remain **unchanged**.

E. I declare that the conditions of the applicant's current residence permit regarding **other requirements** than having an accommodation of adequate size and being able to support the applicant financially **have changed**.

If you have ticked box E, please give details of how your conditions have changed that are relevant to any **other requirements** you are asked to meet other than having an accommodation of adequate size and being able to support the applicant financially:

F. I am **unable to determine** whether the conditions regarding **other requirements** than having an accommodation of adequate size and being able to support the applicant financially have changed.

The Danish Immigration Service might contact you to obtain further information.

8. Other declarations (the applicant's spouse)

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 repay the expenses incurred by the Danish state as a consequence of the false or incomplete information.

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

I consent to letting the authorities obtain and pass on information about my private affairs for the purpose of enabling them to process this application. Information can be obtained from or passed on to other Danish public authorities, including the municipality (kommune).

I also consent to giving authorities permission to gather information from the income registry about any public assistance I may have received under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven), and to gather information from the municipality (kommune) about the amount and nature of any such assistance.

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

The Danish Immigration 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 the applicant is granted a permit. If the applicant is granted a permit and the Danish Immigration Service finds that he/she no longer meets the requirements of his/her residence permit, his/her permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Danish Immigration Service suspects you of providing false information, or suspects the applicant of not meeting the requirements of his/her 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.

9. Signature – the applicant's spouse

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 8A-B and that I have read and understood the terms laid out in section 8C.

Date and place

Signature

Attachment 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.

Personal data card

Alien Identification Number/personal ID (if applicable)

Name

Date of birth

Signature

Please note: Sign with a **black pen**. The signature must be kept **inside** the designated area.

Udlændingestyrelsen
Ryesgade 53
2100 København Ø

Photo requirements:

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.

For official use only

Personal ID:

Data card number:



Checklist

Before submitting your application, it is important that you make certain that the form is filled out correctly and that you have attached the necessary documents. In this way, you and your spouse can help the Danish Immigration Service process your application faster.

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

Before submitting your application, please ensure you have included the following documents (please tick):

- Documentation of paid fee, such as a receipt from a Danish internet bank or a receipt from a bank or post office.
- One passport photo affixed to the personal data card in Attachment 1.
- Documentation of housing situation. Acceptable documentation includes a rental contract or proof of tenant ownership. Required **only** if you rent or live in a housing cooperative.

It is also important to

- answer all questions and tick the relevant boxes in sections 4 and 7,
- sign and date the application, and
- complete and sign the personal data card used for issuing residence cards in Attachment 1.

For official use only: Comments and forwarding endorsements

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

Enclosed:

- Documentation of paid fee
- Photo attached to the personal data card
- Documentation of housing situation
- Other

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 4 OF THIS FORM