



Application form

Application for a residence permit or extension of a residence permit, as an accompanying family member to a person who has been granted permanent residence or Danish citizenship, following a residence permit for work or study

Who can use this form?

You can use this form to apply for a **new residence permit** in Denmark, if you are an accompanying family member, i.e.

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

to a person (the sponsor) who has had a **residence permit based on either work, study or a greencard**, which has now become a permanent residence permit.

You can also use this form to apply for an extension of a residence permit in Denmark, if you are an accompanying family member to a person (the sponsor) who:

- has had a **residence permit based on work, study or a greencard** and now has a permanent residence permit or Danish citizenship, or
- is a **returned expatriate Dane** with certain employment qualifications.

Please note: You **cannot** apply for a **new residence permit**, if you are an accompanying family member to a person with Danish citizenship. Read more on newtodenmark.dk/family-reunification

In addition to this, it is a condition that the sponsor either:

- **continues** to meet the conditions for an extension of the residence permit he/she had when he or she was granted permanent residence
- **or** has a job that can be the basis of a residence permit under one of the schemes mentioned in section 13.

You can read more about the various schemes on newtodenmark.dk/work.

How to apply

1. Create a case order ID and pay the fee
2. The applicant completes part 1 of this form and signs in section 9 and/or section 10 (follow the instructions)
3. The sponsor completes part 2 of this form and signs in section 15
4. Attach the required documents (see the checklist at the end of this form)
5. The applicant submits **the entire application**, both part 1 and part 2. You can submit the

application in person, or via our contact form.

You can read more about how to do this at newtodenmark.dk/accompanying-family in section 5, under the tab *How to apply*.

6. Have your biometric features recorded at a Danish diplomatic mission abroad, or at one of SIRI's branch offices. You can read about the requirements for biometric features from page 10.

An application must be submitted for each applicant. If, for example, a spouse and two children wish to apply for residence permits as accompanying family members, three individual applications must be submitted.

Please note: In the form, we use the term '**applicant**' when we refer to you, the one who wishes to apply for, or extend, a residence permit in Denmark, because your spouse/partner/cohabiting partner or parent, has been granted permanent residence or a Danish citizenship. We use the term '**sponsor**', when we refer to your spouse/partner/cohabitant or parent.

In the form, you and the sponsor will be asked to provide different kinds of information. We only ask for information that is necessary in order to ensure that the case processing lives up to the requirements, which is stated in the Danish legislation concerning foreign nationals.

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get your case processed at the Danish Agency for International Recruitment and Integration (SIRI). You can read more about the payment of fees in section 2 of this form and at newtodenmark.dk/fee, where you can also see a list of the current fee rates.

Bring your passport

As an applicant, you must bring your original passport with you when you submit the application, or when you have your facial image and fingerprints (biometrics) recorded. This is necessary in order for the authorities to verify your identity.

If you want more information

You can find more information about the regulations for Danish residence permits for accompanying family, at newtodenmark.dk/accompanying-family. You can also contact SIRI, if you want information about the regulations, or how to fill out this form. You can see the contact information, at the bottom of the front page.

**For officials use only**

Date received	Received by (name)	Authority (stamp)	Personal ID	Case order ID*

*) IMPORTANT: The case order ID will *only* be recorded by the authorities, *if* the applicant has not created a case order ID. If the applicant has created a case order ID, this should be stated under section 1.1 of the application form.

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Part 1 – to be filled out by the applicant**1. Type of application**

Below, you must inform us of whether you are applying for a new residence permit, or if you are applying for an extension of your current residence permit.

Please note that you cannot apply for a new residence permit, if the sponsor has Danish citizenship.

I am applying for

☐ New residence permit ☐ Extension of my current residence permit

2. Information about fees

You will normally have to pay a fee if you submit an application for a residence and work permit in Denmark.

You can find a list of the current fees on newtodenmark.dk/fee.

2.1 Case order ID**PLEASE COMPLETE IN CAPITAL LETTERS**

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.

Case order ID

☐ The applicant is exempt from paying the fee

2.2 Information required for refunding the fee**PLEASE COMPLETE IN CAPITAL LETTERS**

Below, you must 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 or a foreign bank account. Please state the name of the person who will be receiving the refund (account holder/recipient), how you wish to receive the money, and fill out the additional boxes with the rest of the required information.

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

Please note that for a period 365 days, your fee cannot be returned to a bank account, if you originally paid the fee with Dankort or credit card. For that period of time, the payment can only be returned to the **same** Dankort or credit card account. Your fee can be returned to the bank account that you have specified below 365 days.

Account holder/recipient

☐ Applicant

☐ Other person/company: (name)

☐ Danish NEM account
(NEM-konto)

CPR number/CVR number



<input type="checkbox"/> Danish bank account	Name of bank	Reg. number.	Account number
<input type="checkbox"/> Foreign bank account	Account number		
	Name and address of account holder		
	Name and address of bank (incl. country)		
	BIC/SWIFT		
	IBAN		

3. About you, who are accompanying family member

PLEASE COMPLETE IN
CAPITALLETTERS

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	Danish CPR number (if applicable)
Personal ID (if applicable)	Country of birth
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	
Gender <input type="checkbox"/> Man <input type="checkbox"/> Woman	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you (the applicant) are residing abroad , you must inform us of your address and your contact information, down below. Important: Please inform SIRI of any changes to your address or other contact information.	
Address abroad (Street and number.)	Postal code, city and country
C/o (name)	
Telephone number	Email
If you (the applicant) are already in Denmark , you must inform us of your date of entry, address and contact information in Denmark, down below. Important: If you change your address, or if your contact information changes, you must give this information to	

SIRI.

Date of entry into Denmark

Address in Denmark (Street and number)

Postal code and city

C/o (name)

Telephone number

Email

4. About your passport

PLEASE COMPLETE IN CAPITAL LETTERS

A residence permit can only be granted for a period of **up to three months** before the date of expiry of the passport.

Passport number

Passport is valid until

5. About your relation to your family member (the sponsor)

PLEASE COMPLETE IN CAPITAL LETTERS

You (the applicant) are applying for residence permit, or an extension of a residence permit, as an:

- ☐ Accompanying spouse, registered partner or cohabiting partner
- ☐ Accompanying child under 18 years of age
- ☐ Other family member (e.g. a parent or child over 18 years of age)

You must **only** answer the question below, if the applicant is an **accompanying child** and the child **is to live/lives with the custody holder in Denmark**.The child can be issued a residence card, if the child is granted a residence permit, or an extension of a residence permit. You can read more about biometrics on page 11 of this form and at newtodenmark.dk/biometrics

Does the child request a residence card?

☐ Yes☐ No

6. About your cohabitation

PLEASE COMPLETE IN CAPITAL LETTERS

You must only fill out this section, if you and the sponsor are **not** married, or registered partners. If you are married or are registered partners, please go to section 7**Please note that you only need to provide information on cohabitation, if you are applying for a new residence permit.** If you are applying for an extension of your current residence permit, please go to section 7.Please state where and when you have lived together with the sponsor. **You must attach documentation of your cohabitation.**

Address (street, number, postal code, city and country)

Period

7. Declarations and information – the applicant

A. Sworn declaration that I have given correct information

I solemnly swear that the information I have given in this application is correct. If the information is found to be false, I am subject to the following penalties:

- My residence permit can be revoked.
- 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 information.

B. Information about your duty to provide the necessary information

It is your duty to provide the information necessary to decide whether you can be granted a permit. If you do not provide this information, it may mean that you will not be granted a permit.

C. Information on how we process your personal data

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

Data controller

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency through our contact form on newtodenmark.dk/SIRI-contactform.

Data protection officer

You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-contactform.

You can read more about SIRI as data controller and about SIRI's data protection officer on newtodenmark.dk/personaldata.

Purpose and legal basis

The personal data you give to SIRI is collected and used:

- to process your application for residence and/or work in Denmark
- in any later applications for extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for your residence and/or work

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Danish Agency for International Recruitment and Integration by the Aliens Act).
- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give or have given in connection with your application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application to

extend your residence permit or for a new residence and/or work permit in Denmark.

Some of your data will be registered in the Civil Registration System (CPR). This will in some instances happen immediately when you are granted a permit. In other situations the registration will take place only when you take up residence in Denmark.

Some data, including biometric data, will be registered in the Schengen Information System (SIS) under certain circumstances. This applies if you have been given a time limit for departure in relation to your application or your residence in Denmark. It also applies if you have been banned from the Schengen area.

We process the following categories of data about you:

- General personal data, such as: information about your name, possible civil registration number (CPR-number), ; citizenship, occupation, education, marital status, financial information and whether you have committed any legally punishable offences
- Sensitive personal data, such as: health information and biometric data collected for the purpose of establishing your identity.

We can pass on your data to the following recipients

SIRI can pass on your data to your sponsor (e.g. your employer, place of study, host or family member), municipal authorities, the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish immigration Service, the Danish Return Agency, the Danish Agency for Labour Market and Recruitment, the Ministry of Foreign Affairs of Denmark and The Danish Parliament.

In isolated cases, SIRI also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities when it is necessary to exercise our official authority.

Personal data will be shared with the relevant authorities in the other Schengen states, when SIRI is legally obliged to do so. These authorities will have access to the information registered in SIS by SIRI when it is relevant to their case processing.

Furthermore, data from SIRI's registers and the CPR register are shared with other relevant authorities or organisations via the Aliens Information Portal (Udlændingeinformationsportalen) if they need the data in order to process aspects of your stay in Denmark.

SIRI shares data when it is necessary in order to exercise our official authority, including when we are legally obliged to share information.

If you lose your residence permit, we will inform your current or previous employers, if any, that you no longer have the right to work. This will happen, if we issue a refusal to an application for a residence permit or to an extension of a residence permit. It will also happen if we revoke your residence permit or if we establish that your residence permit has lapsed. Employers who within the last three months have reported salary payments to you to the income register will be informed.

What is the origin of the data we process about you?

The personal data that SIRI processes about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition, we will process data obtained from:

- any of your previous applications submitted to SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Income Register (eIncome), the Building and Housing Registry (BBR), the Schengen Information System (SIS)
- other authorities, such as: municipal authorities, the Regional State Administration, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board,
- third-parties or sponsors, such as: your au pair- or internship host, employer or educational institutions
- any person applying for a residence permit based on your grounds for residence in Denmark, and this person's previous cases with SIRI.
- Any person, who you base an application for a residence permit on, and this person's previous cases with SIRI.

Storage of data

SIRI will store your personal data for as long as it is necessary in order to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases concerning any family members.

In practice this means that SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding your stay in Denmark, e.g. when and why you have been granted a residence permit and information on other decisions made by SIRI regarding your residence in Denmark will not be erased.

Personal data registered in the Schengen Information System (SIS) in relation to a deadline for departure are normally stored in SIS until your exit from the Schengen area is registered. If the data are registered in relation to an entry ban to the Schengen area, these data will, as a rule, be stored until the entry ban has expired.

If you have your finger prints and facial photo taken for use with your residence card and for identification and identity control, your fingerprints and photo will be stored in the immigration authorities' database. If you are granted a residence permit, your fingerprints and photo will be stored for 10 years. If you are not granted a residence permit, your fingerprints and photo will be stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

Your rights

Under the GDPR you have a number of rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased

You have the right to request corrections made to personal data about you that you find are inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if they are not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

The right to object

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at datatilsynet.dk. If you would like make use of your rights under the GDPR, contact SIRI.

Complaints to the Data Protection Agency

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at datatilsynet.dk.

D. Verification and spot-checks

Your case may be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and/or work permit, if such is granted to you.
- Whether you are staying and/or working in Denmark without the necessary permit.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System (CPR)
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (E-income).
- 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
- Using information about employment registered by the employer (in a so-called digital logbook). The Danish

Agency for International Recruitment and Integration, the Danish Tax Agency, The Danish Agency for Labour Market and Recruitment as well as municipal councils can impose the use of digital logbooks on employers.

You may be asked to supply additional information as part of the verification and spot-check process.

8. Consent to let SIRI share information from my case with my sponsor

SIRI can share information about you with your sponsor (e.g. in order to enable SIRI to verify the accuracy of the information you have provided in the application, or in order to check whether you continue to meet the conditions of your permit) without your consent, when necessary in order to process your application or as part of later spot-checks. Please note paragraph [C] "Information on how we process your data" in section 7 "Declaration and information – applicant".

However, it will sometimes ease the processing of your case if SIRI to a greater extent can share information about your personal circumstances with your sponsor (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor, you must give your consent below.

If you do not wish to give your consent to let SIRI share information in these situations, we will instead get the information from you (the applicant) and abstain from sharing information with your sponsor. This may result in a longer processing time for your application.

You can at any point in time withdraw your consent. If you wish to withdraw your consent you must inform us. Please find our contact information at newtodenmark.dk/contact-siri.

☐ (tick the box)

I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with my sponsor to this greater extent in order to ease the processing of this application.

9. Signature – the applicant

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in the declaration's section A.

I also confirm that I have made a decision regarding consent to share information.

I also understand that the information I have given or will be giving will be registered in SIRI's registers and that the information contained in the registers of SIRI and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Central Business Register (CVR), the Buildings and Housing Registry (BBR) and the Income Registry (eIndkomst).

Date and place

Signature

10. Signature on the behalf of a child under the age of 18

PLEASE COMPLETE IN CAPITAL LETTERS

The signature must be provided by the parent or adult that has custody of the child. If the adult that has custody is unable to sign the declaration, another person over the age of 18 must instead sign on his/her behalf. Please remember that the adult that has custody, must grant a power of attorney to which ever adult has to sign on his/her behalf. The power of attorney must be attached to the application.

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in the section 7.

I also confirm that I have made a decision regarding section 8 on consent to share information.

I also understand that the information I have given or will be giving will be registered in SIRI's registers and that the information contained in the registers SIRI and the Danish Immigration Service can be

compared with records held by the Central Office of Civil Registration (CPR), the Buildings and Dwelling Registry (BBR) and the Income Registry (eIndkomst).

Relation to the child

Date and place

Signature

Did you remember everything?

If your application is completed correctly and contains the required documents, we can process the application faster.

We recommend using the checklist below.

It is possible to send documents to newtodenmark.dk/SIRI-contactform, if there are specific documents which you are unable to have ready when you submit the application.

Submission of application and required biometric features on residence cards

You are applying from abroad:

You can submit an application and have your biometric features recorded at a Danish diplomatic mission, or at a visa application centre in the country you are living in. However, there are certain countries where Denmark does not have a Danish diplomatic mission, or a visa application centre. In these cases, you can submit an application and 1 facial image to one of the Norwegian diplomatic missions that Denmark has a representation agreement with. You can see a list of the Ministry of Foreign Affairs' Danish diplomatic missions and visa application centres, where you can submit your application, here: <https://um.dk/en/travel-and-residence>

If you submit your application via SIRI's contact form on newtodenmark.dk/SIRI-contactform, or if it is submitted by a third-party such as a lawyer, you must appear in person to either have your biometric features recorded, or hand in 1 facial image **within 14 days** of the application being submitted. When you appear to have your biometric features recorded, or to submit your facial image, please remember to **bring a photocopy** of the first 3 pages of your completed application form. This will allow the immigration authorities to match your biometric features with the application. **Please note** that the processing of your application will not begin until your biometric features are submitted.

You are applying from Denmark:

If you reside in Denmark legally, you can submit your application and get your biometric features recorded in one of the Danish Agency for International Recruitment and Integration's branch offices.

If you submit your application via SIRI's contact form on newtodenmark.dk/SIRI-contactform, or if it is submitted by a third-party such as a lawyer, you must appear in person to have your biometric features recorded **within 14 days** of the application being submitted.

Remember to book an appointment on newtodenmark.dk/BookingSIRI

Biometric features required on residence cards:

When you apply for a residence permit, you must have your biometric features recorded. This means that you must provide us with a facial image and a recording of your fingerprints. In connection with having your biometric features recorded, you will also have your signature recorded. Your facial image and your fingerprints will be stored on a chip on the residence card that you will receive, if you are granted a residence permit.

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark, or at a Danish diplomatic mission, or if you fail to submit a facial image in connection with the application being submitted at a foreign diplomatic mission, your application will be **rejected**. This means that your application will not be processed. However, if you are not physically capable of providing fingerprints, you will not be required to do so.

Special information about children under the age of 18

Children under the age of 18 who are to live with the custody holder in Denmark, are not normally required to hold a residence card. However, a child can request to be issued a residence card. If the child requests a residence card, then the child's biometric features (digital facial image and fingerprints) must be recorded, in connection with the application being submitted (see more down below).

Children who are **not** to live with the custody holder in Denmark, but who are instead to live with a foster parent or close relative, are required to hold a residence card and to have their biometric features (digital facial image and fingerprints) recorded for this residence card, in connection with the application being submitted (see more down below). If the child does not appear in person to have his/her biometric features recorded in connection with the application being submitted in Denmark, or in a country with a Danish diplomatic mission, or if the child does not submit a facial image or a recording of his/her fingerprints in connection with the application being submitted at a foreign diplomatic mission, the application will be **rejected**. If the child is under the age of 6, or if the child is not physically capable of providing fingerprints, the child will not be required to do so.

You must have your biometric features recorded:

If you reside abroad, you can find a list of the Danish diplomatic missions, and the Danish representation agreements with the diplomatic missions of other countries, at the Ministry of Foreign Affairs' website (<https://um.dk/en/travel-and-residence>).

If you reside in Denmark, you can have your biometric features recorded at one of SIRI's branch offices. Remember to book an appointment on newtodenmark.dk/BookingSIRI.

You can read more about residence cards and biometric features at newtodenmark.dk/biometrics.

You must **always bring your passport** or other travel documentation with you, when having your biometric features recorded, or when you are submitting a facial image.

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark, or at a Danish diplomatic mission, or if you fail to submit a facial image in connection with the application being submitted at a foreign diplomatic mission, your application will be **rejected**. This means that your application will not be processed. However, if you are not physically capable of providing fingerprints, or if you are a child under the age of 6, you will not be required to do so.

PART 2 – to be filled out by you, the one who has permanent residence, or Danish citizenship (the sponsor)**11. About you, who has permanent residence or Danish citizenship****PLEASE COMPLETE IN CAPITAL LETTERS**

Surname	Former surname, if applicable
Given name(s)	Danish CPR number
Address (Street and number)	Postal code and city
Telephone number	Email

12. About your family member (the applicant)**PLEASE COMPLETE IN CAPITAL LETTERS**

You must state the family member's (the applicant's) name, date of birth and nationality in order to facilitate the processing of the application.

Surname	Given name(s)
Date of birth (day, month, year)	Nationality

The family member's relation to you:

- ☐ Accompanying spouse, registered partner or cohabiting partner
 ☐ Accompanying child under 18 years of age
☐ Other family member, e.g. parent or child over the age of 18

13. About your work or study in Denmark**PLEASE COMPLETE IN CAPITAL LETTERS**

In the section below, we ask for information about your work or study in Denmark.

We need this information, in order to assess whether the conditions for a residence permit as an accompanying family member to a person who has been granted permanent residence or Danish citizenship are being met.

As the sponsor you must meet one of the following conditions:

- you continue to meet the conditions for an extension of the residence permit you had when you were granted permanent residence or
- you are employed in a position which could form the basis for a residence permit under:
 - One of the positive lists
 - One of the pay limit schemes
 - the researcher scheme
 - the guest researcher scheme
 - the trainee scheme
 - the special individual qualifications scheme
 - the scheme for employees on drill rigs etc.
 - the scheme for herdsman and farm managers
 - the scheme for labour market attachment, including job change within the same line of business
 - the fast track scheme - however, this does not apply to short-term stays
 - the scheme for certain types of employment at the research center ESS
 - the scheme for job seeking (unemployed by no fault of your own)
 - work permit under the job seeking scheme, after having completed a Danish professional bachelor's degree, a bachelor's degree, a Master's degree, or a PhD degree

I (the sponsor) am

- ☐ Working > Go to section. 13.1
- ☐ Studying > Go to section 13.4
- ☐ Other, e.g. if you are not working:

If you have ticked the box 'Other', please attach documentation such as termination, retirement, or the like.

13.1 About your work in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

You must **only** complete this section, if you have employment in Denmark.

Below we ask you to provide information about your employment. We need this information to assess whether your salary and terms of employment correspond to Danish standards

Name of employer	CVR number
Address (Street and number)	Postal code and city
Phone number	
Contact person at employer	Contact person's phone number
What is your job title?	
What is the position's classification code (DISCO-08 code)?	
State the job function related to the DISCO-08 code stated above	
Read more about the classification system DISCO-08 and the related job functions on newtodenmark.dk/disco-08 .	
Period of employment	
From:	to:
Working hours per week	
Is the employer covered by a collective agreement through a membership of an employers' association?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state which employer's association?	
Are the terms of employment the result of a collective bargaining agreement?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, you are requested to state which agreement:	

Please note: You must enclose both your employment contract and pay slips for the last 12 months, if you had residence after the Greencard Scheme when you were granted your permanent residence permit.

13.2 About your salary

PLEASE COMPLETE IN CAPITAL LETTERS

You must **only** complete this section, if you have employment in Denmark.

You must provide information on your total salary (including pension, any paid accommodation and other paid expenses) as a gross monthly salary in DKK. It is important that the employment contract submitted with the application indicates the applicant's wage and terms of employment. This will enable us to process the application faster.

The applicant's total gross monthly salary including pension, any paid accommodation and other paid expenses

_____ DKK per month

Of which:

Employer-paid housing expenses

_____ DKK per month

Other employer-paid expenses

_____ DKK per month

- please state which:

13.3 About your education and previous employment, relevant to your job

PLEASE COMPLETE IN CAPITAL LETTERS

You must **only** complete this section, if you have employment in Denmark.

In the section below, we ask you to provide information about your educational background and previous employment relevant to the offered job in Denmark.

We need this information to assess whether your salary and terms of employment correspond to Danish standards.

Have you completed an educational program that is relevant to your job in Denmark? ☐ Yes ☐ No

If **yes**, please state type of educational program and date of completion:

Type _____

Date of completion _____

Please also **enclose a copy of your diploma/degree certificate.**

Have you had any previous employment that is relevant to the position offered?

☐ Yes ☐ No

If **yes**, please state the following:

Previous relevant employment A

Employer's name

Period
From date

To date

Address

Brief job description

Job title



Previous relevant employment B		
Employer's name	Period From date	To date
Address		
Brief job description	Job title	
Previous relevant employment C		
Employer's name	Period From date	To date
Address		
Brief job description	Job title	
Previous relevant employment D		
Employer's name	Period From date	To date
Address		
Brief job description	Job title	
Previous relevant employment E		
Employer's name	Period From date	To date
Address		
Brief job description	Job title	

13.4 About your studies in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

You must **only** complete this section, if you are studying in Denmark.

Below we ask for information about your education.

Name of the educational institution

CVR no.

Name of department or institute

Address (street and number)

Postal code and city

Telephone number

Contact person 1 (name)

Mobile/direct phone number

Email address

Contact person 2 (name)

Mobile/direct phone number

Email address

You must enclose a **statement from your educational institution that you continue to be enrolled**. The statement must include information about your expected graduation date.

14. Declarations and information

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete, incl. that I have not entered into marriage or cohabitation solely in order to qualify for a residence permit in Denmark for my spouse, partner or cohabitant. If the information is found to be false or incomplete, I am subject to the following penalties:

- My family members' residence permit can be revoked.
- 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. Information about your duty to provide the necessary information

It is your duty to provide the information necessary to decide whether your family member can be granted a permit. If you do not provide this information, it may mean that your family member will not be granted a permit.

C. Information on how we process your personal data

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

Data controller

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency through our contact form on newtodenmark.dk/SIRI-contactform.

Data protection officer

You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-contactform.

You can read more about SIRI as data controller and about SIRI's data protection officer on newtodenmark.dk/personaldata.

Purpose and legal basis

The personal data you provide to SIRI is collected and used:

- to process your family member's application for a residence permit in Denmark
- in any later application for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for your family member's residence in Denmark

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in SIRI by the Aliens Act).
- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give or have given in connection with your application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application to extend a residence permit or for a new residence and/or work permit in Denmark.

Some of your data will be registered in the Civil Registration System (CPR). This will in some instances happen immediately when your family member is granted a permit. In other situations the registration will take place only when your family member takes up residence in Denmark.

Some data, including biometric data, will be registered in the Schengen Information System (SIS) under certain circumstances. This applies if you have been given a time limit for departure in relation to your application or your residence in Denmark. It also applies if you have been banned from the Schengen area.

We process the following categories of data about you:

- General personal data, such as: information about your name, possible civil registration number (CPR-number), ; citizenship, occupation, education, marital status, financial information and whether you have committed any legally punishable offences
- Sensitive personal data, such as: health information and biometric data collected for the purpose of establishing your identity.

We can disclose your data to the following recipients

SIRI can pass on your data to your sponsor (e.g. your employer, place of study, host or family member), municipal authorities, the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish immigration Service, the Danish Return Agency, the Danish Agency for Labour Market and Recruitment, the Ministry of Foreign Affairs of Denmark and The Danish Parliament.

In isolated cases, SIRI also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities when it is necessary to exercise our official authority.

Personal data will be shared with the relevant authorities in the other Schengen states, when SIRI is legally obliged to do so. These authorities will have access to the information registered in SIS by SIRI when it is relevant to their case processing.

Furthermore, data from SIRI's registers and the CPR register are shared with other relevant authorities or organisations via the Aliens Information Portal (Udlændingeinformationsportalen) if they need the data in order to process aspects of your stay in Denmark.

SIRI shares data when it is necessary in order to exercise our official authority, including when we are legally obliged to share information.

What is the origin of the data we process about you?

The personal data that SIRI process about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition, we will process data obtained from:

- any of your previous applications submitted to SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Income Register (eIncome), the Building and Dwelling Register (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS II)
- other authorities, such as: municipal authorities, the Regional State Administration, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board,
- third-parties or sponsors, such as: your au pair- or internship host, employer or educational institutions
- any person applying for a residence permit based on your grounds for residence in Denmark, and this person's previous cases with SIRI.

Storage of data

SIRI will store your personal data for as long as it is necessary in order to be able to carry out our tasks in relation to

establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases concerning any family members.

In practice this means that SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding residence in Denmark, e.g. when and why a foreign national has been granted a residence permit and information on other decisions made by SIRI regarding residence in Denmark will not be erased.

If finger prints and facial photo are taken to issue a residence card and for identification and identity control, the fingerprints and photo will be stored in the immigration authorities' database. If a residence permit is granted, fingerprints and photo will be stored for 10 years. If a residence permit is not granted, fingerprints and photo will be stored for 20 years. If a foreign national is granted Danish citizenship, fingerprints and photo will be deleted.

Personal data registered in the Schengen Information System (SIS) in relation to a deadline for departure are normally stored in SIS until your exit from the Schengen area is registered. If the data are registered in relation to an entry ban to the Schengen area, these data will, as a rule, be stored until the entry ban has expired.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

Your rights

Under the GDPR you have a number of rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased

You have the right to request that corrections be made to personal data about you that you find inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if it is not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

The right to object

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at <http://www.datatilsynet.dk>. If you would like make use of your rights under the GDPR, contact SIRI.

Complaints to the Data Protection Agency

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at <http://www.datatilsynet.dk>.

D. Verification and spot-checks

Your case may be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information you have given.
- Whether the conditions for a residence and/or work permit are met, if such is granted.
- Whether the necessary permit for staying and/or working in Denmark has been granted.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System (CPR)
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business

- Register (CVR) and the Income Register (eIncome).
- 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
 - Using information about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration, the Danish Tax Agency, The Danish Agency for Labour Market and Recruitment as well as municipal councils can impose the use of digital logbooks on employers.

You may be asked to supply additional information as part of the verification and spot-check process.

15. Signature – the sponsor

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section A-B.

I also understand that the information I have given or will be giving will be registered in SIRI's registers and that the information contained in the registers of SIRI and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Central Business Register (CVR), the Buildings and Dwelling Registry (BBR) and the Income Registry (eIndkomst).

Date and place

Signature

Did you remember everything?

If your application is completed correctly and contains the required documents, we can process your application faster.

We recommend using the checklist below.

It is possible to send documents to newtodenmark.dk/SIRI-contactform, if there are specific documents which you are unable to have ready when you submit the application.

Checklist for documentation

- ☐ Documentation of fee payment. Attach receipt for your payment
- ☐ Copy of all pages of your passport – including all empty pages and the passport's front and back cover.
- ☐ All questions within this form have been answered
- ☐ Both parts of the application has been signed and dated
- ☐ Documentation for your family member's work or study
 - ☐ Your family member is working
 - ☐ Copy of employment contract in Denmark containing information about your salary and terms of employment and a job description.
 - ☐ Copy of educational certificate
 - ☐ Documentation of financial support, if the sponsor have had residence based on the Start-up Denmark scheme or have had an Establishment card
 - ☐ Copy of pay checks from the last 12 months, if your family member has had a residence permit under the Greencard scheme, at the time of permanent residence
 - ☐ Your family member is studying
 - ☐ Copy of confirmation from the place of education, if your family member had a residence permit while being a student, at the time of permanent residence. (the confirmation must contain the date of completion, and confirm that your family member is still enrolled at a place of education, and is still studying)

If you are applying as a spouse/registered partner/cohabiting partner, you must also attach:

- ☐ Documentation of marriage/registered partnership, in the form of a marriage certificate/partnership certificate or documentation of cohabitation. (this only applies if you are applying for a *new residence permit*)

If you are applying as a child under the age of 18, you must also attach:

- ☐ The child's birth certificate. *The name* of the parents must appear on the certificate. (this only applies if you are applying for a *new residence permit*)
- ☐ Declaration of consent from another adult with custody of the child, if he/she are *not* to reside in Denmark with the child. (this only applies if you are applying for a *new residence permit*, or if the previous permit was temporary)
- ☐ If one parent has full custody of the child, you must submit the documentation of this.

If you are applying as another family member, you must also attach:

- ☐ Documentation of support, e.g. bank statement, employment contract
- ☐ Documentation of family residence, e.g. rental agreement, certificate of residence from a civil registration system, or the like
- ☐ Documentation of health related conditions, e.g. medical record

Reserved for the authorities: Remarks and endorsement forwardings

- ☐ Names and passport information are in compliance with the presented documentation

Remarks

REMEMBER TO ALSO FILL OUT THE DATE OF RECIEPT, NAME AND AUTHORITY ON PAGE 2