



Application form

XG1_en_140223

Application for a residence permit in Denmark in order to obtain a Danish authorisation or as a volunteer

Uses

You can use this application form to apply for a residence permit if:

- you are a **medical doctor, dentist or nurse**, educated outside of the EU/EEA, applying for a residence permit in Denmark with the purpose of obtaining a Danish authorisation as a medical doctor, dentist or nurse or
- you are a **volunteer** and are to carry out unpaid humanitarian or social work in Denmark.

Please note: If you wish to apply for an **extension** of your residence permit in order to obtain a Danish authorisation or as a volunteer, you must apply online. Read more on newtodenmark.dk

Please note: As a medical doctor, dentist or nurse, you can only use this form to apply for a residence permit, **not** a work permit. If you are offered a job, you must apply for a work permit. You can read more about work permits in Denmark on newtodenmark.dk/work.

Please note: As a volunteer, you must normally be between 18 and 30 years old. If you do not fall into this age group, you cannot expect to receive a residence permit. Please also note that a residence permit as a volunteer cannot be extended beyond a maximum of 18 months.

How to apply

1. Complete and sign this form (following the given instructions).
2. Attach all required documents (see below).
3. Submit the application at a Danish diplomatic mission in your country of residence. If you are staying legally in Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at one of SIRI's branch offices.

On newtodenmark.dk you can find more information on when it is possible to submit an application in Denmark.

Biometric features required for residence cards

If you reside in Denmark or a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded for use in your residence card. Your biometric features must be recorded in connection with the application being submitted.

If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person and submit a passport photo in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded.

Read more about residence cards on the last page of this form and on newtodenmark.dk/residencecard.

Does it cost anything to submit an application?

You must pay a fee to SIRI for the case processing of an application for a residence permit with the purpose of obtaining a Danish authorisation as a doctor, dentist or nurse.

You do **not** need to pay a fee to SIRI for the case processing of an application for a residence permit as a volunteer in Denmark.

If you submit your application through an application centre, you must pay a separate service fee to the application centre.

Similarly, a fee must be paid to a Danish diplomatic mission (embassy or consulate general) or to a Norwegian diplomatic mission receiving the application on behalf of Denmark. The fees may vary.

For more information

More information about the regulations for Danish residence and work permits is available on newtodenmark.dk. If you have any questions you can always contact SIRI. You will find our contact information on newtodenmark.dk/contact-SIRI.

For official use only

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

*) The case order ID will only be created 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 of the application form.

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Ministry of Immigration
and Integration

Danish Agency for International
Recruitment and Integration

1. Information about fees

You should only fill out section 1 if you are applying for a residence permit to obtain a Danish authorisation. If you are applying for a residence permit as a volunteer, go to section 2.

You need to pay a fee if you submit an application for a residence permit to obtain a Danish **authorisation** in Denmark.

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

The fee covers the processing of your case. This means that the fee will not be refunded if your application is refused. 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.

1.1 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

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

Please give the information required for refunding the fee.

Please note that for a period of 180 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. After 180 days, your fee can be returned to the bank account specified by you below.

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.

Diplomatic missions can only repay fees in cash if the fee was originally paid there.

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 number

Account holder's name and address

Bank's name and address (incl. country)



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BIC/SWIFT	
IBAN	
<input type="checkbox"/> Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission)	State which Danish mission (city and country)

2. The applicant

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	

3. Information about the applicant

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Civil status <input type="checkbox"/> Unmarried/single <input type="checkbox"/> Cohabiting <input type="checkbox"/> Married <input type="checkbox"/> Registered partner <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Dissolved registered partnership	
Your address in your country of residence (Street and number)	Postal code, city and country
Telephone number	Email
If you are currently in Denmark , please state your date of entry, address and contact information in Denmark. Important: Please inform us of any change to address or other contact information.	
Date of entry into Denmark	
Address in Denmark (Street and number)	Post code and city
C/o (name)	Telephone number



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4. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

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

Passport number

Date of expiry (day, month, year)

Have you been to Denmark before?

Yes

No

If **yes**, please state where and when:

5. The reason for the application

I apply in order to obtain a Danish authorisation as a

Doctor Dentist Nurse

Has the Danish Patient Safety Authority assessed your primary qualifications to be eligible for testing in order to obtain a Danish authorisation? Yes No

When do you wish to begin your stay in Denmark? _____

Go directly to section 8.

I will be working as a **volunteer**

In which period do you wish to stay in Denmark?

Period (from-until) _____

You must complete section 6 and 7.

6. Information about the place of volunteering or organisation

You should only fill out section 6 if you are applying for a residence permit as a volunteer.

CVR number

Name of the place of volunteering or organisation

Address in Denmark (street/road and no.)

Postcode and city

Phone number

Email address

Contact person

Contact person's direct phone number

Contact person's email

7. Information about the applicant's economic basis for staying in Denmark

You should only fill out section 7 if you are applying for a residence permit as a volunteer.

How will you be financing your stay in Denmark?

Personal funds

Yes

No

If **yes**, please state the amount per month _____



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Free food and lodging	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Allowance from the organisation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , please state the amount per month _____		
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , please state how and the amount per month _____ _____		

Please note: You must include documentation that you can support yourself. The documentation can be in the form of salary slips, bank statements or an agreement between you and the organisation you will be affiliated to as volunteer.

8. Applicant's comments

9. Declaration and information

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 by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, PO box 304, 2500 Valby or through our contact form on newtodenmark.dk/SIRI-contactform.

Data protection officer

You can contact our data protection officer by writing to the aforementioned address (Att. Data protection officer) or 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



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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.

If you in connection to your residence in Denmark or your application for residence in Denmark have been subject to a return decision with a date of latest departure, this will be registered in the Schengen Information System (SIS) and SIRI will process your personal data in this respect.

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 organisations and foreign organisations and authorities when it is necessary to exercise our official authority.

Personal data can be given to relevant authorities in other Schengen States when SIRI is obliged by law to do so. The authorities of other Schengen States can access the information registered in SIS by SIRI when it is relevant to their case management.

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 Central Business Register (CVR), the Income Register (eIncome), the Central Register of Buildings and Dwellings (BBR), 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



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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.

If you have your fingerprints 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 Central Register of Buildings and Dwellings (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



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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.

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

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may result in you becoming ineligible for a visa for 5 years (Aliens Act section 4c).

However, a number of instances exists, in which you can submit an application for a residence permit while staying in Denmark with a visa (short term) without becoming eligible for a visa for 5 years. This is true for the following instances:

- If you are a spouse or a child under 15 applying for family reunification (Aliens Act 9(1) para.1) or 2)).
- If you apply for a residence permit on the grounds of special conditions (Aliens Act section 9c(1) on the grounds of such family ties mentioned in 9(1) para.1) or 2)).
- If you apply for a residence permit on the grounds of studies or PhD studies (Aliens Act section 9i(1) or (2)).
- If you apply for a residence permit on the grounds of the cities of refuge program (Aliens Act section 9c(4)).
- If you apply for a residence permit on the grounds of work (Aliens Act section 9a(2) paras. 1) – 11) or subsection (3).
- If you apply for a residence permit on the grounds of work according to Denmark's international obligations (Aliens Act section 9p(1), the first sentence).
- If you apply for a residence permit as a retired employee of an international organisation etc. or as an accompanying family member to a retired employee of an international organisation etc. (Aliens Act Section 9q(1), (2) or (3)).
- If you, after you have submitted the application, leaves the Schengen States in accordance with the validity of your visa.
- If there are decisive humanitarian reasons for allowing you to remain eligible for a visa.

These exceptions only apply if the reason for your application is genuine.

10. Consent to let SIRI share information from my case with my sponsor or potential third party

SIRI will 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 9 "Declaration and information".

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 or potential third party (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor or a third party, 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 or third party. 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 off)

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

11. Signature

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 9, paragraph A.



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I also confirm that I have made a decision regarding section 10 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 of SIRI and the Danish Immigration Service can be compared with records held in the Civil Registration System (CPR), the Central Register of Buildings and Dwellings (BBR), the Central Business Register (CVR) and the Income Register (eIncome).

Date and place

Signature

Did you remember everything?

It is important that you make sure that the form is filled out correctly and that you have included the relevant documents.

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

It is possible to send documents through our contact form on newtodenmark.dk/contact-siri, if there are specific documents which you are unable to have ready when you submit the application.

Checklist

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

Copy of all pages of your passport, including all empty pages and the passport's front and back cover

If you are a medical doctor, dentist or a nurse you must also include:

Documentation of paid fee, such as such as a receipt from your online banking solution or a receipt from a bank or post office

Documentation that the Danish Patient Safety Authority has assessed your primary qualifications to be eligible for testing in order to obtain authorisation as a doctor or dentist

Documentation that you can support yourself (and any accompanying family members) during your stay in Denmark

If you are going to work as a volunteer, you must also include:

Documentation that you are covered by a health insurance during your stay in Denmark, if you are staying in Denmark for less than 3 months.

Documentation that the organization arranging the stay or your place of volunteering in Denmark has taken out a liability insurance that covers you during your full stay in Denmark.

A description of the tasks you are going to carry out. The description must be made by the organisation.

An agreement between you and the organisation concerning what you will receive from the organisation (e.g. allowance, room and board)

Documentation that you can support yourself during your stay in Denmark, if applicable

It is important that you

have answered all the relevant questions

have signed and dated the application in section 11

bring **your passport** when submitting the application in person

The individual diplomatic mission can also make further requests such as additional passport photos or duplicate copies of the application. We recommend that you check the requirements on the website of the diplomatic mission in your country of residence before submitting your application.

Biometric features required for residence cards

If you submit your application in Denmark or in a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded.

If you submit your application at the diplomatic mission of a country with which Denmark has a representation agreement, you must appear in person to submit a passport photo. Upon arrival in Denmark, you will have to record biometric features (digital facial image and fingerprint).



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If you send your application by post or fax 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.

If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person to submit a passport photo **within 14 days** of submitting your application.

When you appear to have your biometric features recorded or to submit your passport photo, please remember to bring a photocopy of the first three pages of your completed application form. This will allow the immigration authorities to match your biometric features or passport photo with the application.

Please note that the processing of your application will not begin until your biometric features or passport photo are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your passport photo.

In addition to your biometric features, your signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card.

If you are in Denmark, you can get your biometrics recorded in one of the Danish Agency for International Recruitment and Integration's branch offices. If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (um.dk/en).

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, your application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and you do not submit a passport photo, it will likewise be rejected. If you are not physically capable of providing fingerprints, you will not be required to do so.

Read more about residence cards at newtodenmark.dk/residencecard.

For official use only – Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

Copy of passport

Documentation of paid fee (only authorisation)

Assessment from the Danish Patient Safety Authority

Documentation that the applicant can support him-/herself during the stay

Documentation of health and liability insurance coverage (only volunteer)

Description of the tasks to be carried out by the volunteer

Agreement between the applicant and the organisation

Other

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 1 OF THIS FORM