



# Application form

XG1\_en\_210720

## 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**, a **dentist** or a **nurse**, educated outside of the EU/EEA, applying for residence in Denmark with the intention to qualify for an authorisation and function as a medical doctor, dentist or nurse,
- you are a **volunteer** and are to carry out unpaid humanitarian or social work in Denmark,

You can also use this form to apply for an **extension** of your residence permit in order to obtain a Danish authorisation or as a volunteer.

**Please note:** As a medical doctor, dentist or nurse, you can apply for a residence permit using this form - **not** a work permit. You can read more about working permits in Denmark on [newtodenmark.dk/work](http://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 instructions given)
2. Attach all required documents (see below)
3. Submit the application at a Danish diplomatic mission in your country of residence. If you are a legal resident of 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](http://newtodenmark.dk) you can find more information about who can submit an application in Denmark.

### Which documents are required?

- A copy of all pages of your passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required).

### If you are applying for a residence permit in order to obtain authorisation as a medical doctor, dentist or nurse, you must also enclose:

- Documentation of paid fee
- Documentation from the Danish Health Authority that your basic medical qualifications constitute a sufficient basis for you to obtain authorisation as a doctor, dentist or nurse.
- Documentation that you can support yourself (and your family) during your first year in Denmark.

### If you are applying for a residence permit as a volunteer, you must also enclose:

- A description of the tasks you are going to do and the purpose. The description must be made by the organization.
- An agreement between you and the organization concerning what you will receive from the organization (e.g. allowance, room and board).
- Documentation that you are covered by a third party liability insurance and an industrial injury insurance during your stay in Denmark (the organization in Denmark to which you are affiliated is required by law to take out an industrial injury Insurance)

### Biometric features required on 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 two passport photos in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded. Read more about biometric residence cards on the last page of this form and at [newtodenmark.dk/residencecard](http://newtodenmark.dk/residencecard)

### Do I need other documents when submitting the application?

Yes. You must bring your passport so the authorities can verify your identity.

### 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 intent of obtaining a Danish authorisation as a doctor, dentist or nurse.

You must **not** 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 and how to fill out the application is available at [newtodenmark.dk](http://newtodenmark.dk). You can also contact the Agency for International Recruitment and Integration (SIRI) if you require information about the regulations or how to fill out this form (see contact details at the bottom of the front page).

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.

## For official use only

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

\*) The case order ID will be created by the authorities in connection with the recording of biometric features.

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

### 1. Information about fees

You should only fill out section 1 if you are applying for a residence permit to obtain a Danish authorization. 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 **authorization** in Denmark.

You can find the current fees on [newtodenmark.dk/fee](http://newtodenmark.dk/fee).

All persons who submit an application for a residence permit on grounds of **authorization** must do the following:

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 [newtodenmark.dk/fee](http://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 [newtodenmark.dk/fee](http://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 at SIRI's branch offices. 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?

Certain case categories are exempt from paying the fee. There may also be specific instances where an application can be submitted without paying the fee even though a fee is normally required. You can read more about who is exempt from paying the fee [newtodenmark.dk/fee](http://newtodenmark.dk/fee). If you believe that you (the applicant) are exempt from paying the fee, please tick the box 'Applicant is exempt from paying the fee' in the field above. 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 we 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 we decide that you are in fact exempt from paying the fee, the fee will be refunded to you.



## 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. 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.

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.

Account holder/recipient

Applicant

Other person/company: (name)

Danish NEM account (NEM-konto)    CPR number

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

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

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

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

## 2. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

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

PLEASE COMPLETE IN CAPITAL LETTERS

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Do you have children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current marital status	<input type="checkbox"/> Unmarried	<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 home country (Street and number)	Postal code, city and country				
Telephone number	Email address				
<p>If you are <b>currently in Denmark</b>, please state your date of entry, address, and contact information in Denmark.  <b>Please note:</b> If you state an address in Denmark, and the immigration authorities verify your identity when you submit your application, all correspondence regarding your application will be sent to your Danish address.  <b>Important:</b> Please inform us of any change to address or other contact information.</p>					
Date of entry into Denmark					
Address in Denmark (Street and number)			Post code and city		
C/o (name)			Telephone number		

### 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
Have you been to Denmark before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , please state where and when _____	
_____	

### 5. The reason for the application

PLEASE COMPLETE IN CAPITAL LETTERS

Do you wish to apply for a new residence permit or an extension of your current residence permit?

I wish to apply for a **new residence permit**

I wish to apply for an **extension** of my current residence permit

What is the reason for your application?

I wish to obtain Danish authorisation as a **doctor** or **dentist**



If you wish to obtain Danish authorisation, you must answer the following questions:

Are you applying as a medical doctor or as a dentist?  Doctor  Dentist

Has the Danish Health and Medicines Authority decided that your medical training can constitute the basis for a Danish authorisation?

Ja  Nej

When do you wish to begin your stay in Denmark? \_\_\_\_\_

I will be working as a **volunteer**

During which period do you wish to stay in Denmark?

Period (from-until) \_\_\_\_\_

### If you are applying for an extension

If you are applying for an extension of your current residence permit in order to obtain a **Danish authorisation** as a doctor or dentist and you have already stayed in Denmark for 2 years on based on a residence permit in order to obtain a Danish authorisation as a doctor or dentist, you must attach documentation that you have passed the **Danish language test** required to obtain a Danish authorisation.

You must also attach documentation that you can support yourself (and any accompanying family members) during the period of time for which you are applying for an extension.

If you are applying for an extension of your residence permit as a **volunteer**, you must attach documentation that you are covered by a **liability and industrial injuries insurance** during the period of time for which you are applying for an extension.

You must also attach a **description of the job tasks**, you will be carrying out during the extension period in addition to **an agreement** between you and you organisation detailing what you will receive from the organisation (allowance, food and lodging) or documentation of your **ability to support yourself financially**.

## 6. Information about the place of volunteering or organisation

PLEASE COMPLETE IN CAPITAL LETTERS

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

Mobil or direct phone number

Email address

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

PLEASE COMPLETE IN CAPITAL LETTERS

How will you be financing your stay in Denmark?

Personal salary  Yes  No

If **yes**, please state amount \_\_\_\_\_

Personal funds  Yes  No

If **yes**, please state amount \_\_\_\_\_



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 <b>yes</b> , please state amount _____		
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>yes</b> , please state how and amount _____		
_____		

**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 organization to which you will be affiliated.

## 8. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

## 9. Sworn declarations – 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 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](http://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](http://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](http://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.

#### **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 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.

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 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

### 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 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](https://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](https://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 registered by your employer about your employment

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

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

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 9 "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 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](https://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.**

## 10. 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.**

**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 Buildings and Housing Register (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 certain 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](https://newtodenmark.dk/contact-siri), if there are specific documents which you are unable to have ready when you submit the application. It is important that you know that the service goal is calculated from the date when we have received all necessary documents. If you submit additional documents later, you must therefore expect to wait longer before you will receive a decision.

## Checklist

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

Copy of all pages of your passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required).

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

Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post office.

Documentation from the Danish Patient Safety Authority that your basic medical qualifications constitute a sufficient basis for you 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 third party liability insurance and an industrial injury insurance during your stay in Denmark (the organisation in Denmark to which you are affiliated is required by law to take out an industrial injury insurance).

A description of the tasks you are going to do and the purpose. The description must be made by the organisation.

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

**It is important that you have**

answered all questions, and have

signed and dated the application in section 11

## Biometric features required on 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 two passport photos. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

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 two passport photos **within 14 days** of submitting your application. When you appear to



have your biometric features recorded or to submit your passport photos, 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 photos with the application. **Please note** that the processing of your application will not begin until your biometric features or passport photos are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your passport photos. 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 Agency for International Recruitment and Integration's branch offices. ([um.dk/en](http://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 two passport photos, 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 and biometric features at [newtodenmark.dk/residencecard](http://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)

Documentation of a third party liability and an industrial injury insurance

Description of the tasks to be carried out by the volunteer

Danish language test

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

Documentation from the Danish Patient Safety Authority

Agreement between the applicant and the organisation

Other

Comments

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