



Application form

Application for work permit under the authorisation scheme

You can use this application form to apply for a work permit in connection with your residence permit to obtain authorisation as a **medical doctor, dentist or nurse**.

You can apply for a work permit for employment for adaptation and training purposes (evalueringsansættelse) or for other employment.

The application form consist of a two parts. Part 1 must be completed by you the applicant (the employee) while part 2 must be completed by your employer.

How to apply

1. **The applicant** completes part 1 and signs the application form in **section 6** (follow the instructions in the application form).
2. **The employer** completes part 2 of the application form and signs in section 12 (follow the instructions in the application form)
3. **The applicant or the employer** attach the required documentation.

The application must be submitted to the Danish Agency for International Recruitment and Integration (SIRI). Further information on how to submit an application in Denmark can be found on newtodenmark.dk.

Which documents are required?

- **Passport:** A copy of all pages of the applicant's passport, including the cover (if the application is submitted in one of SIRI's branch offices, only pages containing information - including the cover and any pages containing visas or stamps - are required).
- **Employment contract**, containing information on the salary and terms of employment (not more than 30 days old).
- **Temporary authorisation** (evalueringsautorisationbrev) from the Danish Patient Safety Authority, if you are employed for adaptation and training purposes.
- **Data card:** completed, signed and affixed passport photo

Fee

There is no fee for processing the application.

Further information

You can find further information about residence and work permits in Denmark on newtodenmark.dk. If you have any questions, you can also contact the Danish Agency for International Recruitment and Integration (SIRI) newtodenmark.dk/contact-siri.

For official use only – Danish Agency for International Recruitment and Integration

Date received	Received by (name and stamp) and authority stamp	Person ID

Attachments:

- | | |
|--|--|
| <input type="checkbox"/> Passport: Copy of pages containing information (visas, stamps etc.) | <input type="checkbox"/> Temporary authorisation (evalueringsautorisationbrev) from the Danish Patient Safety Authority (if employed for adaptation and training purposes) |
| <input type="checkbox"/> Employment contract | <input type="checkbox"/> signed <i>data card and passport photo</i> |
| | <input type="checkbox"/> Other information (specify) |

Notice: No payment of fee, case order ID and biometric features required

Comments:

Part 1 – to be completed by the applicant

1. The applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname		
First name(s)		
Nationality		
CPR number (or date of birth:day, month, year)	Personal ID	
Address in Denmark (street and number)	Postcode and city	
Phone number	Email	
NB: If you change your address or change your contact information, please report the change(s) to SIRI.		

2. Passport information		PLEASE COMPLETE IN CAPITAL LETTERS
Passport number	Expiry date	

3. Applicant's comments		PLEASE COMPLETE IN CAPITAL LETTERS

4. Sworn Declaration	
<p>A. Sworn declaration that I have given correct information</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>B. Information about your duty to provide the necessary information</p> <p>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.</p>	

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

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 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.

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. 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 registered by your employer about your employment

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

5. Consent to let SIRI share information from my case with my employer

When necessary in order to process your application or as part of later verification and spot check procedures of your stay in Denmark, SIRI can, without your consent, share information about you with your employer. This can for example be 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. Please note paragraph C "Information on how we process your data" in section 4 "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 employer (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your employer, 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 employer. 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. You can find our contact information on newtodenmark.dk/contact-siri.

(tick the box)

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

6. 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 section 4, paragraph A.

I also confirm that I have made a decision regarding section 5 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 Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome).

Dato and place

Signature



Personal data card for work card

Please complete and submit this personal data card. It is important that you complete the personal data card in accordance with the below instructions, in order to enable us to issue you a work card.

Instructions:

- State your Personal ID.
- State your full name and date of birth in **capital letters**.
- Sign the personal data card with a **black pen**, remaining **inside** the black frame.
- Affix your passport photo. A full list of passport photo requirements is available at politi.dk/pas.

Personal work card

Personal ID

Name

Date of birth

Signature

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

**The Danish Agency for
International Recruitment and
Integration**
Postbox 304
2500 Valby

Photo requirements

1. Cut off any write frame
2. Photo size 35mm x 45mm
3. Head between 30-36mm from tip of chin to top of hair
4. You must be facing the camera squarely
The photo must be suitable for scanning

For official use only

Personal ID:

Data card number:

Part 2 – to be completed by the employer

7. information about the employer in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of company		CVR No.	
Name of department (if applicable)			
Address (street and number)		Post code and city	
Contact Person (name)	Direct phone number	Email	

8. information – terms of employment

PLEASE COMPLETE IN CAPITAL LETTERS

What is the applicant's job title?			
What is the job description (main tasks and job functions)?			
Is the employment for adaptation and training purposes (evalueringsansættelse)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , attach the temporary authorisation from the Danish Patient Safety Authority (Styrelsen for Patientsikkerhed)			
Start date: As soon as possible <input type="checkbox"/> or (day, month, year)			
End date: Indefinite <input type="checkbox"/> or (day, month, year)			
Weekly working hours: hours			
Are the terms of employment the result of a collective bargaining agreement?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , please state which agreement:			
Is the applicant entitled to holiday under the Danish Holiday Act (FerieLOVEN)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the terms of termination comply with the Danish Salaried Employees Act (funktionærLOVEN)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If No , please state the terms of termination of the employment:			

9. Applicant (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

In order to facilitate the processing of the application, please state the applicant's name, date of birth and nationality.	
Surname	First name(s)
Date of birth (day, month, year)	Nationality

10. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

11. Declaration and information – employer

A. Sworn declaration of correctness

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

- Fine or imprisonment of up to two years.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false information.

B. Information about the requirement that you provide the necessary information

You can be required to provide the information necessary to decide whether the applicant can be granted a permit. If you do not provide this information, it may mean that the applicant will not be granted a permit.

C. Information on how we process your personal data as the contact person

SIRI is obliged to inform you how we process your data (if you are the contact person or own a one-person business) and to inform you of your rights in regards 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, 2300 Copenhagen S 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 provide to SIRI is collected and used:

- to process this application for a residence and/or work 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 applicant's residence and/or work 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 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 the 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 from the applicant to extend his or her residence permit or for a new residence and/or work permit in Denmark.

We process the following types of data about you

- General personal data, such as: information about your name, contact information and information about your position at the company

We can pass on your data to the following recipients

SIRI can pass on your information to others, and we for example pass on information to the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Ministry of Immigration and Integration, the Danish Immigration Service, the Danish Return Agency, the Regional Labour Market Councils, the Danish Parliament and the Ministry of Foreign Affairs of 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 information we process about you?

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

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 the applicant's 'lifecyle' – i.e. his or her entire life.

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 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.



E. Verification and spot-checks

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

- The accuracy of the information given.
- Whether the conditions for a residence and/or work permit if such is granted, continue to be met.
- If a foreign national is being employed without the necessary work permit or in contradiction to the conditions pertaining to the work permit.

Verification may involve the following:

- Checking public registers, such as the income register (eIncome).
- 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 the Danish Customs and Tax Administration.
- Contacting third parties
- Contacting the foreign national.
- Turning up in person at the workplace.
- Using information registered by the employer about the foreign national's employment.

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

12. Signature – Employer

By signing below on behalf of the above mentioned company, I confirm that the information I have given in this form is correct and that the company has accepted the terms laid out in section 11, paragraph A.

Date and place

Signature