



Application form

BF1_en_270619

Application for dispensation - to prevent a residence permit from lapsing

Uses

This form is to be used when requesting that your residence permit **remains valid**, even though you intend to leave Denmark for an extended period of time.

What happens if my residence permit lapses?

If your residence permit lapses, you lose your right to reside in Denmark. This means you may be denied re-entry if you have been out of Denmark for an extended period of time.

If your residence permit lapses you will need to apply for a new residence permit. Your new application will be processed according to current regulations.

How can my residence permit lapse?

Your residence permit lapses automatically if you no longer maintain an address in Denmark and you leave the country without any intention to return.

If you maintain an address in Denmark, you may leave the country for a period of:

- six months until your residence permit lapses, if you have resided legally for less than two years
- 12 months until your residence permit lapses, if you have resided legally for more than two years, and with the view to a permanent residence.

If you fail to return within the time limit, your permit will automatically lapse.

If you have been granted asylum in Denmark (residence permit as a refugee), your residence permit can lapse only if you have been granted protection in another country, or if you move back to your homeland.

How do I prevent my residence permit from lapsing?

If you expect to leave Denmark for an extended period of time and would like your residence permit to remain valid, you can apply for dispensation. Requests for dispensation must be received by the Danish Agency for International Recruitment and Integration **before** you leave Denmark, and you must have a specific purpose for residing abroad, such as:

- work
- education
- foreign posting for a Danish authority, institution, organisation or company
- foreign posting for an international institution, organisation or company headquartered in Denmark

What about family members with residence permits?

If you are granted dispensation, it can also include your spouse, registered partner or cohabiting partner as well as any children under 18 who are living with you. The length of your family members' dispensation will be the same as yours.

Family reunified spouses/partners remaining in Denmark may have their residence permits revoked after six months since the joint residency requirement would then no longer be met.

What is the maximum dispensation period?

Decisions about dispensation are made on a case-by-case basis and depend on a number of factors, such as: the purpose of your stay abroad, the length of time you have lived in Denmark and your ties to Denmark. Normally the maximum dispensation period is three years. However, extensions can be granted if you do not wish to return before the dispensation period expires. Applications for extension are made using this form (BF1).

If you do not return to Denmark before the dispensation period expires, your residence permit will lapse and you will need to apply for a new residence permit in Denmark.

Instructions

1. Complete this form and sign Section 8 (following the instructions in the form).
2. Attach the required documentation (as indicated below)
3. Send the application to the Danish Agency for International Recruitment and Integration or submit it at the Service Centre.
If you live outside Greater Copenhagen you can also submit the form at a local police station.

What documents should I include with my application?

- A copy of your passport (all pages including blank pages and cover)
- Documentation of the purpose of your stay outside Denmark – e.g. employment contract or a statement from your employer or educational institution

For more information

More information about the rules for residing outside Denmark can be found at www.newtodenmark.dk. If you have any questions, please contact the Danish Agency for International Recruitment and Integration in writing, by phone or in person (see contact information below).

For a faster reply

Your application will be processed faster if you complete the form correctly and include all necessary documentation.

It is therefore important that you carefully fill out this form and remember to submit all necessary documentation and information.



For official use only

Personal ID	Date received	Received by (stamp and name)
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Application for dispensation - to prevent a residence permit from lapsing

1. Applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname	Alien identification number (udl.nr.) / personal ID	
Given name(s)		
Nationality	CPR number	
Do you have any accompanying family members (spouse/registered partner/cohabiting partner or children under 18) who will be living outside Denmark with you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list the names and CPR number of each family member:		
Name	CPR number	
Name	CPR number	
Name	CPR number	
Name	CPR number	

2. Purpose of stay abroad	PLEASE COMPLETE IN CAPITAL LETTERS
What is the purpose of your stay outside Denmark?	
Please include documentation, e.g. employment contract or statements from your employer or educational institution	

3. Date of departure and duration of stay	PLEASE COMPLETE IN CAPITAL LETTERS
When are you scheduled to leave Denmark?	
How long do you plan to stay abroad?	



4. Contact information abroad

PLEASE COMPLETE IN CAPITAL LETTERS

Please state an address where you can be reached during your stay outside Denmark.

C/O (if applicable)

E-mail address:

Telephone number

Mobile telephone number

5. Comments

PLEASE COMPLETE IN CAPITAL LETTERS

Use the space below for additional information that should be considered when evaluating your request.

Please remember to include any documentation supporting your request.

6. Declaration and information – 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 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.

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), Njalsgade 72 A, PO box 2000, 2300 Copenhagen S or through our contact form on newtodenmark.dk/SIRI-contactform.

Please find further information on newtodenmark.dk/personaldata. Here you can read more about how we process your personal data, which kind of information we are allowed to use, and your rights.

C. Notification that information can be released to local Danish authorities

The information and documentation you submit with your application can be released to your local municipality. This can for example entail information about the grounds for your residence permit. The municipality will be informed if a decision is reached – if your residence permit has lapsed.

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.

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.

7. 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 [B] "Information on how we process your data" in section 6 "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.

(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 party to this greater extent in order to ease the processing of this application.

8. Underskrift – ansøger

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 6, paragraph A.

I also confirm that I have made a decision regarding section 7 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).

Dato og sted

Underskrift



Checklist

The Danish Agency for International Recruitment and Integration can process your request faster if all forms are filled out correctly and include the required documentation.

Before submitting your application, we suggest that you use the checklist below to make sure you have filled out the form correctly and included the necessary documents.

Before submitting your application, make sure you have included the following (please tick):

- A copy of your passport (all pages including blank pages and cover)
- Documentation of the reason for your stay abroad, such as an employment contract or statement from your employer or educational institution

Please make sure that you have:

- answered all questions *and*
- signed and dated the application in Section 8.