



# Application form

OD1\_da\_14032023

## Application for an EU permanent residence document

**What can you use this form for?**

You can use this form to apply for an EU permanent residence document in Denmark under the executive order on EU-residence.

**Who can use this form?**

You can use this form if you are a citizen of another EU/EEA country or Switzerland or if you are a family member to an EU/EEA/Swiss citizen, and have had genuine and effective residence in Denmark for at least 5 consecutive years, and throughout the period have met the conditions for one or more grounds for residence under EU regulations.

**When can I apply at the earliest?**

You can apply for an EU permanent residence document, at the earliest, 30 days before you meet the conditions for 5 consecutive years of legal stay in Denmark under EU regulations.

**How to apply**

You can submit your application online by using our online application form, or by completing this form on screen, save it digitally and send it to us through our contact form on [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform).

You can also submit the application in person to the Danish Agency for International Recruitment and Integration (SIRI). You can read more about where to find our branch offices and how you can book an appointment on [newtodenmark.dk/contact-SIRI](https://newtodenmark.dk/contact-SIRI).

**Do I need to record biometric features?***EU citizens*

As an EU citizen, you do not have to record biometric features and you will not be issued a residence card.

*Third-country nationals*

Third-country nationals, which means applicants who are not nationals of another EU or EEA country or Switzerland, must appear in person to have their biometric features (digital facial image and fingerprints) recorded for their residence card.

Read more about biometric residence cards and how to book an appointment to record biometric features on [newtodenmark.dk/residencecard](https://newtodenmark.dk/residencecard).

**Does it cost anything to submit an application?**

It does not cost any fee to submit an application under EU regulations.

**For more information**

More information about the regulations for EU residence is available on [newtodenmark.dk/eu-residence](https://newtodenmark.dk/eu-residence).

If you have any questions you can always contact SIRI. You will find our contact information on [newtodenmark.dk/contact-SIRI](https://newtodenmark.dk/contact-SIRI)



## For official use only

Date received

Received by (name)

Authority (stamp)

Personal ID

## 1. About you

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)

Danish personal ID (if applicable)

Country of birth

Place of birth (city)

Current civil status

- Unmarried/single
  Married
  Cohabiting
  Registered partner  
 Divorced/Widow(er)/Dissolved registered partnership

Gender

- Male
  Female

Do you have children?

- Yes
  No

Telephone number

Email

What languages do you speak?

Entry date in Denmark

Your address in Denmark (street, number, floor and side)

Post code and city

Is your name on the door/post box?

- Yes
  No

If **no**, please state the name on the door/post box  
C/O

SIRI cannot send you post nor residence cards, if we do not know which name is on your post box.

Last address abroad before entering Denmark (street,  
number, floor and side)

Post code, city and country



2. About your passport		PLEASE COMPLETE IN CAPITAL LETTERS
<input type="checkbox"/> Passport or <input type="checkbox"/> National ID card (only EU citizens)		
Passport/ID card number	In which country was the passport/ID card issued?	
Date of issue	Date of expiry	

3. Which grounds for residence have you had in the last 5 years?			YOU CAN CHOOSE MORE THAN ONE OPTION
<input type="checkbox"/> Work	From	To	
	From	To	
<input type="checkbox"/> Self-employed person	From	To	
	From	To	
<input type="checkbox"/> Person with sufficient funds	From	To	
	From	To	
<input type="checkbox"/> Student	From	To	
	From	To	
<input type="checkbox"/> Posted service provider for an EU company	From	To	
	From	To	
<input type="checkbox"/> Family member to an EU-citizen	From	To	
	From	To	

4. Comments	PLEASE COMPLETE IN CAPITAL LETTERS

## 5. Declarations 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 EU residence document 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 the duty to provide necessary information

It is your duty to provide the information necessary to determine whether you can obtain an EU residence document. If you do not provide this information, it may mean that you will not be issued an EU residence document.

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

#### Purpose and legal basis

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

- to process your application for an EU residence document in Denmark
- in any later application for an extension of your right to reside, permanent residence or a new EU residence document in Denmark
- for verification and spot checks of the conditions for your EU residence document in Denmark

The legal basis for processing your personal data is:

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

The information you give or have given in connection with your application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application for permanent residence, extension of your EU residence, a new EU residence document in Denmark or in connection with a possible verification and spot check.

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

#### We process the following categories of data about you:

- General personal data, such as: information about your name, civil registration number (CPR-number), citizenship, occupation, educational background, marital status, financial information and whether you have committed any legally punishable offences.
- Sensitive personal data, such as health information

#### We can disclose your data to the following recipients

SIRI may disclose information to your reference (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 (STAR), the Ministry of Foreign Affairs of Denmark, The Danish Parliament and the Agency of Family Law.

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

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

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

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

### **Particularly for third-country nationals**

If you lose your grounds for EU residence, we will inform any current or former employers that you are no longer entitled to work. This will happen, if we give you a refusal to an application for an EU residence document or for an extension of your EU residence document. This will also happen, if your EU residence document is revoked or if we find that your right to residence under the Executive Order on EU residence has expired or lapsed. The information will be given to employers who have reported wages paid to you within the last 3 months to the income register.

### **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 previous applications submitted to SIRI by you
- searches in databases, such as: the Civil Registration System (CPR), the Central Business Register (CVR), the Income Register (eIncome), the Building and Dwelling Register (BBR) and the Schengen Information System (SIS)
- other authorities, such as: municipal authorities, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board
- third-party or reference, such as family members, employers or educational institutions
- any person applying for EU residence based on your grounds for EU residence in Denmark, and this person's previous cases with SIRI
- any person on the basis of whom you are applying for an EU residence document and this person's previous cases with SIRI

### **Storage of data**

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

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension, when revoking an EU residence document, for verification and spot checks, when deciding whether a right to reside 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 an EU residence document and information on other decisions made by SIRI regarding your residence in Denmark will not be erased.

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

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 [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact SIRI.

**Complaints to the Data Protection Agency**

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

**D. Verification and spot-checks**

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

- The accuracy of the information you have given.
- Whether you meet the conditions for an EU residence document.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System (CPR)
- 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

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

## 6. Consent for SIRI to exchange information in the case with my sponsor (family member)

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. See section C "Information on how we process your data" above

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

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

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

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



## 7.1 Signature

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 5

Date and place

Signature

## 7.2 Signature on behalf of a child under the age of 18

TO BE COMPLETED ONLY IF THE APPLICANT IS UNDER THE AGE OF 18

The signature must be of the parent or custody holder.

Relation to the child

I have completed the application form on behalf of the applicant (the child) and, by signing below, I confirm that I have read, understood and accepted the terms laid out in section 5

Date and place

Signature

## Information on in-person appointment

Remember to book an appointment if you appear in person at the Danish Agency for International Recruitment and Integration (SIRI). You can read more about where to find our branch offices and how you can book an appointment on [newtodenmark.dk/contact-SIRI](https://newtodenmark.dk/contact-SIRI).

On the next page, you can find a checklist of the documents that you must attach to the application.

If you submit your application in person, we kindly ask you **not** to staple the documentation and to attach it in the order described below.

### **It must be clear whom the submitted documentation is related to**

This can be the case if, for example, your name, person number or similar is stated in the document. Documents not bearing names etc. cannot be taken into consideration when assessing the case.

**Remember that documentation in other languages than Danish, Norwegian, Swedish or English must be translated into Danish or English by a professional translator.**

## Documentation checklist

Case number (if applicable)

- Answered all questions, signed and dated the application form
- If you are a **third-country national**, copy of your passport (all pages incl. empty pages, front and back cover)
- If you are an **EU citizen**, copy of your passport (all pages incl. empty pages, front and back cover) or National ID card
- Documentation of your stay** in Denmark for a period of 5 consecutive years

If your grounds for residence changed during your stay in Denmark, please submit documentation of all of your grounds for residence.

If you are or have been a **Worker**:

- Employment contract
- Payslips
- Tax returns for the past 5 years
- Documentation for periods without pay, e.g. maternity leave or other kinds of legal leave of absence
- Other documentation for genuine and effective residence in Denmark (e.g. bank statements, doctor visits, etc.)

If you are or have been a **Self-employed person**:

- Documentation that the company has been active in the period in question (CVR registration, annual accounts, bank statements from the company's accounts etc.)
- Annual tax returns for 5 continuous years
- Other documentation for genuine and effective residence in Denmark (e.g. bank statements, doctor visits, etc.)

If you are or have been a **Person with sufficient funds**:

- Documentation that you can support yourself financially
- Other documentation for genuine and effective residence in Denmark (e.g. bank statements, doctor visits, etc.)

If you are or have been a **Student**:

- Documentation that you have either started or completed an educational programme (letter of acceptance, diplomas, certificates, etc.)
- Other documentation for genuine and effective residence in Denmark (e.g. bank statements, doctor visits, etc.)

If you are or have been a **Family member to an EU citizen**:

- Documentation for your own and your sponsor's (family member's) grounds for residence for 5 consecutive years
- The sponsor's (family member's) permanent EU residence document (if applicable)