



Application form

Application for a residence and work permit in the Faroe Islands based on salaried work at a Fast Track pre-approved employer (Fast Track Faroe Islands)

Uses

This form can be used to apply for a residence and work permit in the Faroe Islands based on **salaried work at an employer pre-approved by the Faroese Immigration Office.**

The form can be used for these types of applications:

- Application for a new residence and work permit (first time application)
- Extension of a residence and work permit

How to apply

1. The **employer** (the company) completes **part 2** (sections 9-15) of this form and signs section 17.
2. The employer completes appendix 1 and encloses the required documents (see below).
3. The **applicant** (the employee) completes **part 1** (sections 1-6) and signs section 8.
4. The applicant encloses the required documents (see below).
5. **The applicant submits the entire form** (parts 1 and 2 and any required documentation), to a Danish embassy or consulate in his or her country of residence, to the police in the Faroe Islands or to the Danish Agency for International Recruitment and Integration (SIRI).

Which documents are required?

The applicant must include the following documents:

- Copy of passport (all pages including the cover). **Note:** your passport's expiry date must be at least 3 months after your planned departure from the Faroe Islands.
- Copy of **employment contract** stating your salary and terms of employment, as well as a job description. The employment contract must generally not more than 30 days old.
- Copy of educational documents, if you are submitting a first time application.
- Copy of proof of authorisation to work in your field, if the job requires a Danish or a Faroese authorization and you are submitting a first time application.
- Other documents as indicated by the instructions in the form.

Please note that all submitted documentation must be in Danish or English. If this is not the case, the documentation must be translated into Danish or English by an authorized translator before submitting the documentation.

How to submit the application

A first time application after the fast track agreement can be submitted to a Danish representation abroad or in the Faroe Islands.

An application for an extension can be submitted to the police in the Faroe Islands, or in one of SIRI's branch offices. The applicant must bring his or her passport in order for the authorities to verify the identity of the applicant and the passport's validity.

A first time application or an application for an extension can also be sent directly to SIRI.

If an application is sent directly to SIRI, the applicant must later meet in person in order to receive the decision. This can be done at a Danish representation, at the police or in one of SIRI's branch offices in Denmark. The applicant must bring his or her passport in order for the authorities to verify the identity of the applicant.

Conditions for the residence and work permit

A number of conditions must be met in order to be granted a residence and work permit in the Faroe Islands under the Fast Track-agreement. Your employer must be pre-approved by the Faroese Immigration Office and the salary and terms of employment must correspond to Faroese standards. The position must normally be a full-time position (40 hours/week).

Accompanying family

If the applicant's spouse, cohabitant or child under the age of 18 wish to apply for a residence permit as an accompanying family member, application form FO2 "Application for a residence permit in the Faroe Islands as an accompanying family member" must be submitted by the family member.

The form can be found on newtodenmark.dk under "You want to apply".

For a faster reply

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

For more information

More information about the rules and regulations concerning Faroese residence and work permits is available at newtodenmark.dk. If you have any questions, you are always welcome to contact the Danish Agency for International Recruitment and Integration (SIRI) and receive information about the rules and regulations or guidance on how to complete the application form (see contact information at the bottom of this page).



For official use only

Date received	Received by (name stamp and signature)	Authority (stamp)	Personal ID
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FO1_en_2601121

Application for a residence and work permit in the Faroe Islands based on salaried work at a Fast Track pre-approved employer

Part 1 – to be completed by the applicant (the employee)

1. Applicant **PLEASE COMPLETE IN CAPITAL LETTERS**

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Previous nationality (if applicable)
Date of birth (day, month, year)	Personal Faroese ID-number (P-tal) (if applicable)
Personal ID (if applicable)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of birth	
Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Cohabiting	
Address in home country (street and number)	Postal code, city/town and country
Telephone number	Email address

If you are already in the Faroe Islands, you must answer the questions below regarding date of entry, address and contact information in The Faroe Islands.

Please note: If you enter an address in the Faroe Islands below and the authorities have verified your identity when you submitted your application, our decision will be sent by post to your address in the Faroe Islands. If you enter an address below and the authorities have not yet verified your identity, you will be notified as to where and when you can collect our decision.

Important: You must inform SIRI if you change your address or if your contact information changes.

Date of entry into the Faroe Islands	
Address in the Faroe Islands (street and number)	C/O (name)
Post box	Postal code and city/town
Telephone number	



2. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Your passport's expiry date must be at least **three months** after your planned departure from the Faroe Islands. You can only be granted a residence and work permit valid up until three months before the expiry date of your passport.

Passport number

Date of expiry (day, month, year)

3. The reason for the application

You must state the reason for your application. Depending on the reason for the application, you must complete different sections in the application form. Follow the instructions in the form.

The reason for the application is also important when your employer completes part 2 of the application. You must therefore inform your employer of your answer below.

What is the reason for your application? **(tick one box only)**

I want to apply for a residence and work permit in the Faroe Islands based on salaried work at a fast track pre-approved employer (Fast Track Faroe Islands). I have **not previously had a residence and work permit** in the Faroe Islands based on salaried work (first time application).

> Go to section 4

I have a **new employer in the Faroe Islands who has been pre-approved according to the Fast Track Agreement** and want to apply for a new residence and work permit in the Faroe Islands based on salaried work (first time application).

> Go to section 4

I want to **extend my residence and work permit** based on my continued salaried work with my current employer (extension).

> Go to section 5

4. Applicant's educational and work history

PLEASE COMPLETE IN CAPITAL LETTERS

You should only complete section 4 if you are submitting a **first time application**. If you are applying for an extension, you should go to section 5.

The questions below relate to your educational and work history. The questions are asked because residence and work permits are normally only issued to applicants with special qualifications, or if professional or labour market considerations warrant a residence and work permit.

<input type="checkbox"/> Vocational training	Number of years	Has the programme been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> Post-secondary education	Number of years	Has the programme been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you completed training/education relevant to the job you have been offered? Yes No

If **yes**, state your field of study and when you finished:

Field: _____

Date of completion: _____

Please include **a copy of your diploma**.

Work history (state name and address of your previous employers)

Period of employment (from - to)

Short job description

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Other qualifications or areas of study etc. relevant for the job you have been offered:		
Does the offered job require Danish or Faroese authorisation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , you must include documentation of your authorisation.		

5. Sworn declaration that you continue to meet the terms of your residence permit

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to complete Section 5 if you are applying for an **extension** of your residence and work permit. If you are applying for a new residence and work permit, skip and continue with Section 6.

In order to qualify for an extension of your residence permit, you must continue to meet the terms of your current residence permit.

This means that

- your job position and place of work must have remained unchanged throughout your employment,
- you must have worked and received your salary throughout your employment and
- your salary and terms of employment must remain unchanged.

You must enclose the following with your application:

- a copy of your current employment contract including any later additions and
- documentation of received salary for the period since your previous residence and work permit.

Below you must declare whether you continue to meet these conditions

If you are unsure whether your salary and terms of employment, your job position or your place of work has changed please check box B. You are required to enclose your current employment contract, which contains information about your salary and terms of employment.

(Tick only one box)

A. I solemnly swear that my salary and terms of employment, my job and my place of work remain the same.

B. I am unsure whether my salary and terms of employment, my job or my place of work has changed.

Note: If your salary or terms of employment, your job or place of work has changed, then you need to apply for a new residence and work permit under section 3.

You must also inform us whether you have been residing outside the Faroe Islands for extended periods of time (more than 1 month) and what the purpose of your stay abroad was.

(Tick one box only)

C. I have **not** been residing outside the Faroe Islands for one or several periods of time exceeding 1 month.

D. I have been residing outside the Faroe Islands for one or several periods of time exceeding 1 month.

If you have ticked box D, you must inform us of the length and purpose of your stay abroad:

6. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

7. Sworn declaration

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 or incomplete information.
- My residence permit can be revoked.

B. Declaration of consent to allow authorities to gather necessary information

I consent to let the Danish Agency for International Recruitment and Integration (SIRI) pass on and obtain information about my private affairs for the purpose of processing my application. Information can be passed on to or obtained from other Faroese, Danish and foreign public authorities, including the police authorities. Such information includes:

- Any previous criminal proceedings against me.
- My family relations.
- Verification that the documents submitted with my application are genuine.

I also consent to let authorities contacted by SIRI while processing my application gather information about my private affairs for use in responding to the enquiry. This includes the Faroese Government.

C. Declaration of consent to allow the authorities release of information about my application to my reference

I give my permission to SIRI and the Faroese Government to release information about me, including personal information, to my reference (e.g. employer or place of study) and/or its representative, if it is deemed necessary for processing my application.

I also give permission to SIRI and the Faroese Government to gather information about me, including personal information, from my reference and/or its representative, if it is deemed necessary for processing my application.

D. Notification that employee and employer are subject to punishment if the employee works without a valid work permit

If a foreign employee works illegally in the Faroe Islands, i.e. without a valid work permit, both employer and employee are subject to punishment.

E. Notification that information can be released to Danish intelligence agencies and prosecuting authorities

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the public prosecuting authority. This process can be initiated by SIRI, Danish intelligence agencies or the public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in or outside Denmark or the Faroe Islands, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

F. Notification that some information will be released to Faroese authorities

SIRI is permitted to release certain information to the Faroese Government or to the Faroese Police. Such information includes:

- the grounds for issuing you a residence permit
- any waivers to the conditions for your residence and work permit granted

The police will be informed if:

- Your residence and work permit is revoked or not extended.
- Your residence and work permit lapses at some point in the future.
- You are granted a permanent residence permit.

G. Notification that Danish authorities will register information about you and your private affairs

The information you submit when applying for a residence permit will be entered in SIRI's registers. The same holds true for information submitted when applying to extend your residence permit in the Faroe Islands.

The information in SIRI's registers will be used to answer questions relating to your residence in the Faroe Islands. The Danish Immigration Service (record keeping), the police (record keeping and verification) and the Ministry of Immigration and Integration (processing of appeals) will have access to the information about you contained in SIRI's registers

Other authorities or organisations will receive information about you from SIRI's registers if the information is necessary to address questions about your residence in the Faroe Islands.

You are obliged to provide the information necessary for deciding whether you are eligible for a residence permit in the Faroe Islands.

You are entitled to access information about yourself in SIRI's registers, and you are entitled to object to any information which you believe to be incorrect. Contact the Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, P.O. box 304, 2500 Valby, if we are to correct, delete or block information, which proves to be incorrect.

H. Verification of the information you submit

SIRI may seek to verify the accuracy of the information included in your application. This may happen while your application is being reviewed or after you have received your residence permit.

Verification may involve contacting other authorities.

Should authorities seek to verify your information, you may be asked to provide supplementary information.

I. 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 provide to SIRI is collected and used:

- to process your application for a residence and/or work permit in Greenland
- in any later application for an extension or for a new residence and/or work permit in Greenland
- for verification and spot checks of the conditions for your residence and/or work in Greenland

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 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 to extend your residence permit or for a new residence and/or work permit in Greenland.

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 Greenland.

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 disclose 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), the Government of Greenland, 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 Regional Labour Market Councils, 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 Greenland.

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 Dwelling Register (BBR), the Central Crime Register (KR), the Central Passport Register and 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
- any person applying for a residence permit based on your grounds for residence in Denmark, 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 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.



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.

8. Signature (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 A-C.

If I ticked the box in Section 5. A, I also confirm that I have read and accepted the terms laid out in Section 5.

Date and place	Signature
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Have you remembered everything?

If your application for a residence and work permit in the Faroe Islands is completed correctly and contains the required documents, we can process the case faster.

It is therefore important that you make certain that part 1 of this form has been completed correctly and that you have included the necessary documents.

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

Checklist (applicant)

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

- Copy of your passport (all pages including the cover).
- Copy of employment contract including a job description and information about your salary and terms of employment. The employment contract must not be more than 30 days old and must be signed.
- Copy of educational documents including an authorised translation into Danish or English, if required, if you are submitting a first time application.
- Copy of proof of authorisation to work in your field, if the job requires a Danish or a Faroese authorization and you are submitting a first time application.
- Documentation of received salary for the period covered by your previous permit if you are applying for an extension.

Please also remember to:

- answer all questions in part 1 and
- sign and date section 8

Remember to bring your original passport when you submit the application.



Part 2 – to be completed by the employer (company)

9. Information about the employer PLEASE COMPLETE IN CAPITAL LETTERS

Employer (company) name	V number
Address (street and number)	
Post box	Postal code and city/town
Telephone number	
E-mail address	
Contact person	

10. Applicant (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

The employer must state the name, date of birth and nationality of the foreign employee.

Surname	Given name(s)
Date of birth (day, month, year)	Nationality

11. The reason for submitting the application

Depending on the applicant's reason for submitting the application, the employer must complete different sections of the application form. It is therefore necessary for the employer to receive information from the applicant on which type of application the applicant is submitting.

The applicant has supplied information about this in section 3 in part 1 of the form.

Which type of application is the applicant submitting? **(tick one box only)**

- First time application for a residence and work permit
- Extension of a residence and work permit

12. Collective bargaining agreement

PLEASE COMPLETE IN CAPITAL LETTERS

In the event of a hearing of the Faroese Government, the employer must answer the following question.

Is the applicant's terms of employment covered by a valid Faroese collective bargaining agreement that you (the employer) are a party to, either due to your company's membership of an employer confederation or by having entered into a collective bargaining agreement with a labour union?

Yes No

If **yes**, please state which collective bargaining agreement



13. Information about the terms of employment

PLEASE COMPLETE IN CAPITAL LETTERS

Note that it is important to answer all questions below. It is also important that the answers are consistent with the information contained in the enclosed employment contract and with the information contained in appendix 1.

What job position will the applicant (the employee) be holding in the Faroe Islands?

Please provide a description of the job position and its primary responsibilities:

Period of employment:

From: _____ to: _____

Hourly or monthly salary before taxes, not including benefits such as employer-paid housing or other paid benefits (state amount in DKK):

DKK _____

Will the applicant (employee) receive employer-paid housing?

Yes No

If **yes**, please state the amount in DKK:

DKK _____

Is the employer providing the applicant with housing free of charge?

Yes No

If **yes**, please state the value of the free housing in DKK:

DKK _____

Will the employer be paying for other employee expenses?

Yes No

If **yes**, please list the expenses and their value in DKK:

DKK _____

Number of hours applicant is to work each week:

Does the offered job require Danish or Faroese authorisation?

Yes No

If **yes**, the applicant must include proof of authorisation.

14. Sworn declaration that the applicant's salary, terms of employment and position remain unchanged

The employer must only complete section 14 if the employee is applying for an **extension**. If the employee is submitting an application for a new residence and work permit (first time application), the employer should proceed to section 15.

In order for applicant to qualify for a residence and work permit extension, the applicant must continue to meet the conditions for the original permit.

This means that:

- the applicant's job position and place of work must have remained unchanged throughout his or her employment,
- the applicant must have worked and received his or her salary throughout this period and
- the applicant's salary and terms of employment must remain unchanged.



Note: A wage increase due to changes in the collective bargaining agreement or cost of living adjustments is not considered a change in the applicant's terms of employment.

The employer is asked to declare below whether the applicant's salary, terms of employment, position and place of employment remain unchanged.

(Tick one box only)

A. I solemnly swear that the applicant's salary, terms of employment, position and place of employment remain **unchanged**.

B. I am uncertain whether the applicant's salary, terms of employment, position or place of employment have changed.

15. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

16. Sworn declaration (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 or incomplete information.

B. Sworn declaration of compliance with Faroese occupational health legislation when hiring employees under 18 years of age

I solemnly swear that I, as an employer, comply with Faroese occupational health legislation when hiring employees under 18 year of age.

17. Signature – employer

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

If I ticked the box in Section 14. A, I also confirm that I have read and accepted the terms laid out in Section 14.

Date and place

Signature

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Have you remembered everything?

If the application form for a residence and work permit in the Faroe Islands is completed correctly and all necessary documents are enclosed, we can process the application faster.

It is therefore important that the employer makes sure that part 2 of the form has been completed correctly.

We recommend using the checklist below.



Checklist - employer

Before part 2 of the application form is sent to the applicant, it is important that the employer has (tick the box):

- answered all questions in part 2 (sections 9-15)
- signed and dated the form in section 17

For official use only

For official use only: Comments and forwarding endorsements

- Names and passport information are in compliance with shown proof of identity

Enclosed:

- Copy of passport.
- Employment contract including job description and information about salary and terms of employment. The contract may generally not be more than 30 days old.
- Documentation of educational background including authorised translation into Danish or English, if the applicant is submitting a first time application.
- Documentation of authorisation, if the job offered requires Danish or Faroese authorisation, and the applicant is submitting a first time application.
- Documentation of received salary since the applicant's previous permit if he or she is applying for an extension.
- Other.

Comments

If the application was submitted at a Danish diplomatic mission and is to be forwarded to another mission/address, please state address:

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