



Application form

GL1_en_150421

Application for a residence and work permit in Greenland based on salaried work

Uses

This form can be used to apply for a residence and work permit in Greenland based on **salaried work**.

The form can be used for these two 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 9-16) of this form and signs section 18.
2. The employer 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 representation in his or her country of residence, to the police in Greenland or Denmark or to the Danish Agency for International Recruitment and Integration (SIRI).

Which documents are required?

The applicant must include the following:

- Copy of passport, all pages including the cover. **Note:** the passport must be valid for at least 2 months after the planned departure from Greenland.
- Copy of **employment contract** stating the salary and terms of employment, as well as a job description. The employment contract must not more than 30 days old.
- Educational documents if the applicant is submitting a first time application.
- Proof of authorisation - if the job requires a Danish or Greenlandic authorization and the applicant is submitting a first time application.
- Other documents as indicated by the instructions in the form.

The employer must include the following:

- Permission to employ foreign labour in the job position - according to Landstingslov no. 27 of 30. October 1992 concerning the regulation of labour force increase in Greenland.
- Other documents as indicated by the instructions in the form.

Please note that all 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

Normally, a first time application must be submitted to a Danish representation in the applicant's home country.

A first time application can therefore only be submitted to the police in Greenland on special grounds and if the applicant is staying legally in Greenland.

An application for an extension can be submitted to the police in Greenland or in Denmark, or in the Danish Agency for International Recruitment and Integration's (SIRI's) Citizen Centre. 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 the 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 SIRI's Citizen Centre 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 Greenland. Professional or labour market considerations must warrant a residence and work permit, and the salary and terms of employment must correspond to Greenlandic standards. In addition, the local municipality must grant permission to employ foreign labour, if the position is covered by landstingslov no. 27 of 30. October 1992 concerning the regulation of labour force increase in Greenland. The position must normally also be a full-time position (40 hours/week).

Review by Greenland's Self-Government authority

The employment contract will be sent to the Greenlandic Self-Government authority for an assessment whether the salary and terms of employment correspond to Greenlandic standards.

Accompanying family

If the applicant's spouse, partner, cohabitant or child under the age of 18 wish to apply for a residence permit as an accompanying family member, application form GL2 "Application for a residence permit in Greenland 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 residence and work permit in Greenland 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 the front page).



For official use only

Date received	Received by (name stamp and signature)	Authority (stamp)	Personal ID
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GL1_en_150421

Application for a residence and work permit in Greenland based on salaried work

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)	CPR number (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 <input type="checkbox"/> Registered partnership <input type="checkbox"/> Dissolved registered partnership	
Address in home country (street and number)	Postal code, city/town and country
Telephone number	Email address

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

Note: If you enter an address in Greenland below and the authorities have already verified your identity when you submitted your application, our decision will be sent by post to your address in Greenland. 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 Greenland	
Address in Greenland (street and number)	C/O (if applicable)
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 **two months** after your planned departure from Greenland. You can only be granted a residence and work permit valid up until two 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 wish to apply for a residence and work permit in Greenland based on salaried work. I have **not previously had a residence and work permit** in Greenland based on salaried work (first time application).

> Go to section 4

I have a **new employer** in Greenland and wish to apply for a new residence and work permit in Greenland based on salaried work (first time application).

> Go to section 4

I wish 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, skip and continue with 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 an 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 enclose **a copy of your diploma**.



Work history (state name and address of your previous employers)	Period of employment (from - to)	Short job description
	—	
	—	
	—	
	—	

Other qualifications or areas of study relevant for the job you have been offered:

Does the job offered require Danish or Greenlandic authorisation? Yes No

If yes, include documentation of authorisation.

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

PLEASE COMPLETE IN CAPITAL LETTERS

You should only 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 the period,
- you must have worked and received your salary throughout the period and
- your salary and terms of employment must remain unchanged.

You must enclose the following:

- a copy of your current employment contract and any later additions
- documentation of received salary for the period since your latest 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 5.B. You are required to enclose your current employment contract, which contains information about your salary and terms of employment.

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

(Tick one box only)

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 position or place of work has changed, then you need to apply for a new residence and work permit under section 3.

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 and work 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 Greenlandic, Danish and foreign public authorities, including 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 Greenlandic Self-Government.

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

I consent to let SIRI and the Greenlandic Self-Government 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 consent to let SIRI and the Greenlandic Self-Government 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 Greenland, 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 Greenland.

F. Notification that some information will be released to authorities in Greenland

SIRI is permitted to release certain information to the Government of Greenland or to the police in Greenland. Such information includes:

- the grounds for issuing you a residence permit



- any granted waivers to the conditions for your residence and work permit

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 and work permit will be entered into SIRI's registers. The same holds true for information submitted when applying to extend your residence in Greenland.

If you take up residence in Greenland, it will be registered in the Civil Registration System (CPR).

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

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

You are obliged to provide the information necessary for deciding whether you are eligible for a residence and work permit in Greenland.

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, Njalsgade 72A, Post box 2000, DK-2300 Copenhagen S, 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 and work permit.

Verification may involve contacting other authorities.

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

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

Have you remembered everything?

If your application for a residence and work permit in Greenland is correctly filled out 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 is filled out 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:

- a copy of all pages of your passport, including the cover.
- copy of employment contract that details your salary and terms of employment, as well as a job description (not more than 30 days old).
- documentation of your educational history if you are submitting a first time application. Please submit copies of original documents together with authorised translations to Danish or English, if required.
- proof of authorisation, if the job requires a Danish or a Greenlandic authorization and you are submitting a first time application.
- documentation of received salary since 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) in Greenland

9. Information about the employer in Greenland

PLEASE COMPLETE IN CAPITAL LETTERS

Employer (company) name	CVR 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

To expedite the processing of the application 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 review by the Greenlandic Self-Government, the employer must answer the following questions. Answering the question can help expedite the review.

Is the applicant's employment covered by a valid Greenlandic collective bargaining agreement that you (the employer) are a party to, either due to your company's membership of an employer confederation or by 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.

What job position will the applicant be holding in Greenland?

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

Period of employment:

From: _____ to: _____

Monthly or hourly salary before taxes, not including benefits such as employer-paid housing or other paid benefits (state amount in Danish kroner):

DKK _____

Will the applicant (employee) receive employer-paid rent? Yes No

If **yes**, please state the amount in Danish kroner:

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 Danish kroner:

DKK _____

Will the employer be paying for other employee expenses? Yes No

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

DKK _____

Number of hours the applicant is to work each week:

Does the job offered require Danish or Greenlandic authorisation? Yes No

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

Does the employer have more than one place of operation? Yes No

If **yes**, the employer must state where the applicant (employee) will be working: (name and address):

14. Permission to employ foreign labour

Permission to employ foreign labour in Greenland must be granted for certain job positions according to Landstingslov no. 27 of 30. October 1992 concerning the regulation of labour force increase in Greenland (Landstingsloven).

The employer must contact the local municipality's labour market office directly to receive such a permission.

It is important to note that the job title and the job tasks of the position as described in the permission from the local municipality must be consistent with the same information in the applicant's employment contract.

Has the employer applied for permission to employ foreign labour in the job position from the municipality?

Yes No

If **no**, the employer must explain why:

Has the employer enclosed the municipality's permission to employ foreign labour in the job position?

Yes No

If **no**, the employer must explain why:

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

The employer should only complete section 15 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 16.

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 ordinary 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 all remain unchanged.

(Tick one box only)

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

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

16. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS



17. 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 Greenlandic occupational health legislation when hiring employees under 18 years of age

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

18. 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 15. A, I also confirm that I have read and accepted the terms laid out in Section 15.

Date and place

Signature

Have you remembered everything?

If the application form for a residence and work permit in Greenland 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 sending part 2 to the applicant, please make sure you (the employer) have:

- answered all questions in part 2 (sections 9-16),
- signed and dated the form in section 18.

It is also important that the employer has completed and enclosed

- a copy of the permission to employ foreign labour in the job position granted by the local municipality.



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 must not be more than 30 days old.

a copy of the permission to employ foreign labour in the job position or documentation that the employer.

Documentation of authorisation, if the job offered requires Danish or Greenlandic authorisation, and the applicant is submitting a first time application.

Documentation of education including authorised translation into Danish or English, if 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