



# Application form

**For official use only**

Personal ID	Date received	Received by (name and stamp)

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## Application for a residence card

**Uses**

The Danish Agency for International Recruitment and Integration (SIRI) does not routinely issue residence cards to foreign nationals holding a temporary residence permit in Greenland.

If you have been granted a temporary residence permit and wish to have a residence card as proof of your right to reside in Greenland, you must complete this form.

**Who can use this form?**

You can use this form, if you have been granted a residence and work permit in Greenland based on salaried work or studies.

You can also use this form, if you have been granted a residence permit as an accompanying family member to a foreign national holding a residence and work permit in Greenland based on salaried work or studies.

**When can you be granted a residence card?**

You can use this form to apply for a residence card if:

- You wish to have a residence card as proof of your right to reside in Greenland,
- you have lost your residence card or
- there has been changes to information on your card that needs to be updated (e.g. name changes)

**If you have lost your residence card**

If you have lost your residence card you must remember to **complete a declaration of lost residence card**. The declaration can be obtained from the police and should be submitted together with this form.

**How to apply**

1. Complete and sign this form.
2. Enclose the necessary documentation (see instructions below)
3. Submit the application in person at a local police station. If you are in Denmark, you can submit the form at the Danish Agency for International Recruitment and Integration's branch offices.

**What documents should I include with my application?**

- One passport photo affixed to Appendix 1: Personal data card.
- declaration of lost residence card (if applicable).
- documentation of the reason for submitting an application for a new residence card (if applicable).

**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.

When submitting this form, you must also present your current residence card. If you have lost your residence card, you must present another form of picture ID.

**New residence card**

Your new residence card will be sent to your address in Greenland. It is therefore important that you state your address correctly.

**For more information**

More information about the rules and regulations concerning Greenlandic residence and work permits is available at [newtodenmark.dk](http://newtodenmark.dk).

If you have any questions, you are always welcome to contact us and receive information about the rules and regulations. You can find our contact information on [newtodenmark.dk/contact-siri](http://newtodenmark.dk/contact-siri).

## 1. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Personal ID	CPR number (if applicable)
Surname	Former surname (if applicable)
Given name(s)	
Date of birth (day, month, year)	
Address (street and number)	C/O (name)
Post box	Postal code and city/town
Telephone number	E-mail address

## 2. Reason for seeking a new residence card

PLEASE COMPLETE IN CAPITAL LETTERS

Why are you applying for a new residence card?

- ☐ I have a temporary residence permit and wish to have a residence card as proof of my right to reside in Greenland
- ☐ Lost residence card – enclose declaration of lost residence card
- ☐ Name change – enclose documentation
- ☐ Other. Please explain: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 3. Applicants under 18 years of age

PLEASE COMPLETE IN CAPITAL LETTERS

If the applicant is under 18 years of age the parent/custody holder must state his or her full name.

Surname	Given name(s)
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## 3. Declarations

**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:

- My residence and work 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 or incomplete information.

**B. Information about your duty to provide the necessary information**

It is your duty to provide the information necessary to decide whether you can be granted a permit. If you do not provide this information, it may mean that you will not be granted a permit.

**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 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 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 a residence card for 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:

- Decree of commencement for Greenland of the Danish Aliens Act (the Aliens Act) in particular chapter 1 on the entry and residence of aliens in Greenland.
- Executive order no. 196 of 23<sup>rd</sup> May 1980 on aliens admission and residence in Denmark as changed by Executive order nr. 94 of 5<sup>th</sup> February 1998. (De facto valid for Greenland).
- 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 by the authorities in Greenland. 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.

It will be registered in the Civil Registration System (CPR) if you assign an address at the folkeregister 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

**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 Ministry of Immigration and Integration, the Danish immigration Service, 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.

**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), , and the Schengen Information System

(SIS)

- other authorities, such as: municipal authorities, the Danish Immigration Service 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 Greenland, 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](https://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](https://datatilsynet.dk).

### D. Verification and spot-checks

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

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and/or work permit, if such is granted to you.
- Whether you are staying and/or working in Denmark without the necessary permit.

Verification may involve the following:

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

#### 4. Signature

**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 3 A-B (If the applicant is under 15 years old, the custody holder or guardian must sign the application).**

**I also understand that the information I have given or will be giving will be registered in SIRI's registers.**

Date and place

Signature

#### For official use only: Comments and forwarding endorsements

☐ Name in compliance with shown proof of identity

☐ The applicant has signed the personal data card with a black pen and the signature has been kept within the designated area

Enclosed:

☐ one passport photo affixed to the personal data card

☐ Declaration of lost residence card

☐ Previous issued residence card

☐ Other documentation

## Appendix 1: Personal data card used for issuing residence cards

The personal data card is used to issue a residence card. It is important that it is completed according to the instructions below. Please submit the completed personal data card together with your application.

**Instructions:**

- State your personal ID.
- State your full name and date of birth. Please write in capital letters.
- Sign the personal data card with a **black pen**, keeping the signature **inside** the designated area.
- Affix a passport photo of yourself. Please be aware that this photo must fulfil the same requirements as a passport photo. A full list of passport photo requirements is available at [politi.dk](http://politi.dk).

### Personal data card

Personal ID

Name

Date of birth

Signature


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

**The Danish Agency for  
International  
Recruitment and  
Integration**Carl Jacobsens Vej 39  
2500 Valby**Photo  
requirements:**

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

**For official use only**

Personal ID:

Data card number: