



Application form

GL5_en_17122023

Application for a residence and work permit at a company that is Fast Track approved in Greenland

What can you use this form for?

You can use this form to apply for a residence and work permit in Greenland, based on **work at a company that is Fast Track approved in Greenland**.

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. **You** complete **part 1** of the form and sign your name in section 9.
2. **You** attach the required documents (see below).
3. **The employer** (the company) completes **part 2** of the form and signs in section 17.
4. **The employer** attach the required documents (see below).
5. **You or your employer submit the entire application** (both part 1 and part 2, with the required documents attached).

Which documents are required to be included in the application?

You must include the following documents:

- Copy of passport - this includes all of the empty pages, as well as the front and back cover of the passport. **Please note** that your passport must be valid for at least 2 months after the planned departure from Greenland.
- Copy of a signed employment contract stating the salary and terms of employment, as well as a job description. The employment contract must be valid, meaning that it must not be more than 30 days old.
- **Only concerning extension:** Copy of your payslips from the period of your last permit.

The employer must include the following documents: Permission to employ foreign labour in the job position in question (municipal permit). See section 13.

How to submit the application

A first time application can be submitted to the police in Greenland or in one of the Danish Agency for International Recruitment and Integration's (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 and the passport's validity.

Please note that all submitted documentation must be in either Danish, Norwegian, Swedish, German or English. If this is not the case, the documentation must be translated by an authorized translator before you submit the documentation.

How to submit the application

You can submit the application in the following ways:

- at a Danish representation in the country where you live,
- via our contact form at newtodenmark.dk/SIRI-contactform,
- at one of our branch offices in Denmark. Remember to book an appointment at newtodenmark.dk/BookingSiri,
- with a letter to our postal address or to the Greenlandic police.

If the application is sent directly to SIRI, you must show up in person at later time, in order to receive your decision. This can be done at a Danish representation, at a Greenlandic police station, or at one of SIRI's branch offices in Denmark. You must bring your original passport with you, in order for the authorities to verify your identity.

Accompanying family

If your spouse, registered 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 at newtodenmark.dk/greenland-mf.

For more information

More information about the rules and regulations concerning residence and work permit in Greenland is available at newtodenmark.dk/greenland.

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. You can find our contact information on newtodenmark.dk/contact-siri.

For a faster reply

Your application will be processed faster if the application has been completed correctly, and if you have included all of the required documentation. Therefore, it is important that you complete the form carefully and that you make sure to include all of the required documents.

If you wish to know more

You can read more about the rules concerning residence and work permits in Greenland at newtodenmark.dk/Greenland.

If you have any questions, please contact the Danish Agency for International Recruitment and Integration (SIRI) and receive guidance on how to follow the rules. You can find our contact information at newtodenmark.dk/contact-SIRI



For official use only

Date received	Received by (name stamp and signature)	Authority (stamp)	Personal ID
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If an application has been submitted to a Danish representation, but the decision of the case has to be forwarded to another representation/address, then the address of this other representation must be listed here:

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

1. Information about the type of application

PLEASE COMPLETE IN CAPITAL LETTERS

Below, you must inform us of whether you wish to apply for a new residence and work permit, or apply for an extension of your current residence and work permit.

If it is your first time applying for a residence and work permit in Greenland, or if you have gotten a new employer or a new position with your current employer, you must tick the box titled "New residence and work permit".

- New residence and work permit
 Extension of my current residence and work permit

2. Information about you

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	
Current address (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.

Please note: If you have submitted an application in person to the Greenlandic police, we will send the decision to your address in Greenland. If you have not submitted an application in person, the police will contact you and let you know where you can go to pick up your decision.

Important: If you change your address or if your contact information changes, you must inform SIRI of this.

Date of entry into Greenland



Address in Greenland (street and number)	C/O (name) (if applicable)
Post box	Postal code and city/town
Telephone number	

3. Information about your passport

PLEASE COMPLETE IN CAPITAL LETTERS

Please be aware of the fact that your passport's expiry date must be at least **2 months** after the date of your planned departure from Greenland. Therefore, you can only be granted a residence and work permit that is valid for up to 2 months before the expiry date of your passport.

Passport number	Date of expiry (day, month, year)
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4. New residence and work permit

PLEASE COMPLETE IN CAPITAL LETTERS

You must only complete section 4 if it is your first time applying for a residence and work permit in Greenland, or if you have gotten a new employer or a new position with your current employer. If you are applying for an extension of your current residence and work permit, please go to section 5.

Is your employer Fast Track approved in Greenland? Yes No

If **no**, you must not use this application form. Instead, you must use the application form GL1. You can read more about the rules and how to apply at newtodenmark.dk/greenland-work.

You must remember to attach:

- A copy of your signed employment contract

5. Extension of residence and work

PLEASE COMPLETE IN CAPITAL LETTERS

You must only complete section 5 if you are applying for an **extension**. If it is your first time applying for a residence and work permit in Greenland, or if you have gotten a new employer or a new position with your current employer, you must complete section 4, and then move on to section 6.

Have your salary and terms of employment changed while you have been staying in Greenland? Yes No
If **yes**, how?

Neither a regular salary increase due to contractual changes, nor the regular price development are viewed as changes to how your salary corresponds to Danish standards.

Has your position and place of work been the same throughout the entire period? Yes No

If your salary or terms of employment, or your position or your place of work has changed, you must apply for a **new residence and work permit**. You can do so above, in section 4.

Have you worked and received pay during the entire period? Yes No

If **no**, why not?

You must remember to attach the following:

- a copy of your current employment contract and other additions that may have relevance, and
- payslips from the period of your latest permit.

You must also inform us of whether or not you have been staying outside of Greenland for longer periods of time (for more than 1 month), and what the purpose of your trip was. We ask these questions, because a residence and work permit will lapse due to stays outside of Greenland for longer periods of time, and if you move away from Greenland.

(Only tick one box)

- A. I have **not** been staying outside of Greenland for one, or several periods of time with a duration of more than 1 month
- B. I have been staying outside of Greenland for one, or several periods of time with a duration of more than 1 month

If you have ticked the box titled B, you must inform us of the length and purpose of your stay outside of Greenland.

6. Comments, if any**PLEASE COMPLETE IN CAPITAL LETTERS****7. Sworn declaration and information****A. Sworn declaration of correctness**

I solemnly swear that the information I have given in this application form is correct. If the information is found to be false, I am subject to the following consequences:

- My residence and work permit can be revoked.
- I can be punished by receiving a fine, or face imprisonment of up to 2 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 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, you may not be granted a permit.

C. Information on how we process your personal data

SIRI is obliged to inform you of how we process your data, and to inform you of your rights in regards to how we process your data.

Data controller

SIRI is the data controller and is 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 via our contact form on newtodenmark.dk/SIRI-contactform.

Data protection officer (DPO)

You can contact our data protection officer (DPO) 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 (DPO) 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
- potential later applications 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:

- 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.

- 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 the Danish immigration authorities. The same applies 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. In some instances, this will 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, family, financial information and whether you have committed any legally punishable offences.
- Sensitive personal data, such as: health information and biometrical data, with the purpose of identification.

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 instances, SIRI also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities, when it is necessary in order for us 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 for us 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 to this, 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 Government of Greenland, 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 for us 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 Greenland, e.g. when and why you have been granted a residence permit and information on other decisions made by SIRI regarding your residence, will not be erased.

Finally, it must be mentioned that the 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 to be 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 the processing of 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 the 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. You can find the contact information for the Data Protection Agency at 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 you are granted one.
- Whether you are staying and/or working in Denmark without the necessary permit.

The verification may involve SIRI contacting other authorities.

In connection to the verification, you may be asked to send us further information.

8. Consent to let SIRI share information from my case with my employer

When necessary, in order to process your application or as part of later verification and spot check procedures of your stay in Greenland, SIRI can, without your consent, share information about you with your employer. For instance, this may be in order for SIRI to verify the accuracy of the information you have provided in the application. Please note paragraph C "Information on how we process your data" in section 7 "Sworn declaration and information".

In certain instances, it will sometimes ease the processing of your case if SIRI can, to a greater extent, share information about your personal circumstances with your employer (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your employer, you must give your consent down 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 employer. This may result in a longer processing time for your application.

You can withdraw your consent at any time. If you wish to withdraw your consent, you must inform us. You can find our contact information on newtodenmark.dk/contact-siri.

(tick the box)

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

9. 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 7 A.

I also confirm that I have made a decision regarding section 8 on consent to share information.

Date and place

Signature

Have you remembered everything?

We can process the case faster if the application has been completed correctly and contains the required documents. Therefore, it is important that you make sure that you have completed this form correctly, and that you have included the necessary documents.

We recommend that you use the checklist below, in order to verify that the application is complete and correct.

Copy of your passport (including all of the empty pages, as well as the front and back cover of the passport). Please note that the passport's expiry date must be at least 2 months after the date of your planned departure from Greenland.

Copy of a signed **employment contract and potential additions to the contract**. The employment contract must not be more than 30 days old and must include a job description and information about your salary and terms of employment.

If you are applying for an extension:

Copy of your payslips, which state number of hours, basic salary and paid overtime for the period covered by your previous permit, and up until the application date of your extension.

Please also remember to:

- read and answer all of the questions in part 1,
- make a decision regarding the declaration of consent in section 8, and
- sign and date the application in section 9.

Your employer must have:

- answered all of the sections in part 2
- signed and dated the application in section 17 in part 2

Remember to bring your original passport with you, if you submit the application at a Danish representation in the country in which you live, to SIRI's Citizens Centre, or to the Greenlandic police. You must bring your original passport with you, in order for the authorities to verify your identity as well as the validity of your passport.

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

10. 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	
Email address	
Contact person (if applicable)	

11. Information about the applicant (the 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

12. Information about Fast Track approval

PLEASE COMPLETE IN CAPITAL LETTERS

Are you fast Track approved in Greenland? Yes No

If **no**, you must not use this application form. Instead, you must use the application form GL1. You can read more about the rules and how to apply at newtodenmark.dk/greenland-work.

13. Municipal permit

PLEASE COMPLETE IN CAPITAL LETTERS

In order for you to be allowed to employ foreign labour in Greenland, it is a rule and a requirement that you must have obtained a permit (a municipal permit), which allows you to employ foreign labour for the job in question. The municipal permit can only be granted to you by the municipality in which your place of work is located.

Have you obtained the necessary municipal permit, in order for you to employ foreign labour? Yes No

It is important that you attach the municipal permit as documentation to this application, unless the position has been exempt from the requirement of the municipal permit.

14. Extension of residence and work permit

You must **only** complete section 14 if the applicant is applying for an **extension**. If the applicant is applying for a new residence and work permit, you must skip this section.

Has the applicant's salary and terms of employment changed, while the applicant has been staying in Greenland? Yes No

If **yes**, how?

Neither a regular salary increase due to contractual changes, nor the regular price development are viewed as changes to how the salary corresponds to Danish standards.



Has the applicant's position and place of work been the same throughout the entire period? Yes No

If the applicant's salary or terms of employment, or position or place of work has changed, the applicant must apply for a new residence and work permit.

Has the applicant been working and received payment throughout the entire period? Yes No

If **no**, why not?

15. Comments, if any

PLEASE COMPLETE IN CAPITAL LETTERS

16. Sworn declaration and information

A. Sworn declaration of correctness

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 consequences:

- I can be punished by receiving a fine, or face imprisonment of up to 2 years.
- I can be required by law to repay the expenses incurred by the Danish state, as a consequence of the false information.

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

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

C. Information about the requirement that you provide the necessary information

You can be required to provide the information necessary to decide whether the applicant can be granted a permit. If you do not provide this information, the applicant may not be granted a permit.

D. Information on how we process your personal data, as the contact person

SIRI is obliged to inform you of how we process your data (if you are the contact person or own a one-person business), and to inform you of your rights in regards to how we process your data.

Data controller

SIRI is the data controller and is 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 via our contact form on newtodenmark.dk/SIRI-contactform.

Data protection officer (DPO)

You can contact our data protection officer (DPO) 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 (DPO) on newtodenmark.dk/personaldata.

Purpose and legal basis

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

- to process this application for a residence and/or work permit in Greenland
- in any later applications for an extension, or for a new residence and/or work permit in Greenland
- for verification and spot checks of the conditions for the applicant's 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.
- 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 the Danish Agency for International Recruitment and Integration (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 the application, will be registered in the registers of the Danish immigration authorities. The same applies for any information you later give in connection with an application from the applicant to extend his or her residence permit, or for a new residence and/or work permit in Greenland.

We process the following types of data about you

- General personal data, such as: information about your name, contact information and information about your position at the company

We can pass on your data to the following recipients

SIRI can pass on your information to others. For instance, we may pass on information to the police, the Government of Greenland, 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 Danish Return Agency, the Danish Parliament and the Ministry of Foreign Affairs of Denmark.

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

What is the origin of the information we process about you?

The data that SIRI processes about you, have been provided by you in this application form. We will also process data that you, or the applicant, may submit to the case later.

Storage of data

SIRI will store your personal data for as long as it is necessary, in order for us 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 cases concerning citizenship. In practice, this means that SIRI will store your data for the period of the applicant's 'lifecycle' – i.e. his or her entire life.

Finally, it must be mentioned that the 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 to be 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 the processing of 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 the 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. You can find the contact information for the Data Protection Agency at datatilsynet.dk.

E. Verification and spot-checks

The accuracy of the information you have given, or will be giving in relation to your application, will be verified by the Danish Agency for International Recruitment and Integration (SIRI). This may occur during the processing of your application, and when you later receive an approval, if you are granted one.

The verification may involve SIRI contacting other authorities.

In connection to the verification, you may be asked to send us further information.

17. Signature

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 16 A-B.

Date and place

Signature

Have you remembered everything?

Before the application is submitted, it is important that you have (tick the box):

- made sure that you are Fast Track approved in Greenland,
- read and answered all of the questions in part 2 (sections 10-15),
- signed and dated the form in section 17,
- and attached the permit that grants you permission to employ foreign labour for the job position in question (municipal permit).

For official use only

Comments and forwarding endorsements

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

Enclosed:

- Copy of passport (including all of the empty pages and the front and back cover of the passport). Please note that the passport's expiry date must be at least 2 months after the date of your planned departure from Greenland.
- Copy of a signed **employment contract**, which include a job description and information about salary and terms of employment. The employment contract must not be more than 30 days old.
- Copy of the permit that grants you permission to employ foreign labour for the job position in question (municipal permit).
- If the applicant is applying for an extension** – Copy of payslips, which state number of hours, basic salary and paid overtime for the period covered by the previous permit, and up until the application date of the extension.
- Other (e.g. power of attorney from the employee).

Comments

PLEASE REMEMBER TO ALSO STATE NAME, AUTHORITY AND DATE FOR RECEPTION ON PAGE 2