



Application form

LP_SIRI_en_230125

For official use only

| | | |
|---|----------------------------------|-------------|
| Date received | Received by (name and authority) | Personal ID |
| <div> <input type="checkbox"/> CPR (registered with an active address) <input type="checkbox"/> SIS </div> <div> Does the applicant have a passport? <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> The following is enclosed with the application: <input type="checkbox"/> Birth certificate or other legitimation <input type="checkbox"/> Passport photo <input type="checkbox"/> Copy of police report <input type="checkbox"/> Other: _____ </div> | | |
| Applicant's height: _____ cm Applicant's hair colour: _____ Applicant's eye colour: _____ | | |
| Comments: | | |

Application for Laissez-Passer (emergency passport)

You can use this form to apply for a laissez-passer (i.e. an emergency passport) if you are a foreign national with a residence permit in Denmark and need to travel abroad to apply for a passport. You can also apply for a laissez-passer if you are a foreign national born in Denmark, have applied for a residence permit in Denmark and need to travel abroad to apply for a passport.

The Danish Agency for International Recruitment and Integration (SIRI) can only issue laissez-passer to a very limited extent. You must therefore note the following

- You must state a specific reason for your application
- We expect that you be issued with a passport within the period of time for which the laissez-passer is valid
- We will only issue you a laissez-passer if your home country does not have a diplomatic mission in Denmark, or if your country's diplomatic mission is unable to issue a travel document to you
- Normally we will not issue a laissez-passer valid for more than 5 days for countries in Europe or 30 days for your home country outside Europe

How to apply

In order to apply for a laissez-passer you must do the following:

- Complete this form
- Submit the form in person in one of SIRI's branch offices (book an appointment at newtodanmark.dk/bookingSIRI)
- Bring a passport photo (read about specific photo requirements on the website of the Danish police politi.dk)
- Bring documentation of your identity (e.g. birth certificate, identity card, residence card)
- Bring documentation that you cannot be issued with a travel document by the authorities in your home country (e.g. a letter from your home country's diplomatic mission)
- Bring documentation explaining why you are not in possession of a passport (e.g. a police report if you have lost or had your passport stolen)

Remember to read the form carefully

We recommend that you carefully read all information and all questions in the form before submitting it to SIRI. At the end of the form, you will find a check list which will help you to remember everything.

Laissez-passer/SIRI



Ministry of Immigration
and Integration

Danish Agency for International
Recruitment and Integration

For more information

Find more information and guidance on newtodenmark.dk.

| 1. The applicant | | PLEASE COMPLETE IN CAPITAL LETTERS |
|---|-------------------------------|------------------------------------|
| Surname | | |
| Given name(s) | | |
| Nationality | | |
| Danish CPR-number or date of birth (day, month, year) | Personal ID | |
| Your address in Denmark (street and number) | Postal code and city | |
| Telephone number | Email address | |
| Your address abroad (street and number) | Postal code, city and country | |

| 2. Reason for the application and period | | PLEASE COMPLETE IN CAPITAL LETTERS |
|--|------------------------|------------------------------------|
| Reason/purpose | Period: | |
| | From _____ until _____ | |



3. Applicants under 18 years of age

PLEASE COMPLETE IN CAPITAL LETTERS

Please note: If the applicant's parents share custody, both parents must confirm their acceptance below.

I consent to the stated issuance. At the same time I declare, subject to the criminal code's section 163*, that I am (check the relevant box)

☐ **sole** custody holder of the child**

☐ **share** custody of the child

Surname and given name(s)

Danish CPR number

Address

Date

Signature

I consent to the stated issuance. At the same time I declare, subject to the criminal code's section 163*, that I am (check the relevant box)

☐ **sole** custody holder of the child**

☐ **share** custody of the child

Surname and given name(s)

Danish CPR number

Address

Date

Signature

* Following section 163 any person who for use in legal proceedings relating to the general public, in writing or by other readable media, brings forth false statements or testifies to something about which the person in question has no knowledge, shall be punished with a fine, or imprisonment not exceeding four months.

** In the event that a parent declares that he or she holds sole custody of the child, SIRI may require documentation for the parent's sole custody of the child.

4. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

5. 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:

- My residence 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. Declaration of consent to allow authorities to gather necessary information

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

Such information includes:

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

C. 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.

D. 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 SIRI through our contact form on newtodenmark.dk/SIRI-contactform.

Data protection officer

You can contact our data protection officer 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 Denmark
- in any later application for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for your residence and/or work in Denmark

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 Denmark.

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 Denmark.

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

We process the following categories of data about you:

- General personal data, such as: information about your name, 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), 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.

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

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

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

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)
- 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.

If you have your finger prints and facial photo taken for use with your residence card and for identification and identity control, your fingerprints and photo will be stored in the immigration authorities' database. If you are granted a residence permit, your fingerprints and photo will be stored for 10 years. If you are not granted a residence permit, your fingerprints and photo will be stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

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



Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

Your rights

Under the GDPR you have a number of rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased

You have the right to request that corrections be made to personal data about you that you find inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if it is not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

The right to object

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at 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.

6. 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 5.

Date and place

Signature



Did you remember everything?

When you submit your application it is very important that you bring the following (mark with a X):

- ☐ A passport photo (read about specific photo requirements on the website of the Danish police politi.dk)
- ☐ documentation of your identity (e.g. birth certificate, identity card, residence card)
- ☐ documentation that you cannot be issued with a travel document by your home country's diplomatic mission in Denmark
- ☐ A police report if you have lost or had your passport stolen, if applicable.

It is also very important that you have done the following:

- ☐ Given answers to all questions in the form
- ☐ Signed and dated the application in section 6 and have made sure, if applicable, that the declaration of consent from both custody holders have been signed and dated (section 3)