

# Application form

## For official use only

Personal ID	Date received	Received by (stamp and name)	Sb-id / case order ID*
-------------	---------------	------------------------------	------------------------

\*) The case order ID will be created by the authorities in connection with the recording of biometric features.

BO1\_en\_010820

## Application for residence permit for a child born in Denmark

### Mandatory digital self-service

An application for residence permit for a child born in Denmark is covered by mandatory digital self-service. This means that, normally, you cannot use this application form, but must use the digital self-service solution **BO1 online**, which the Danish Immigration Service provides at [newtodenmark.dk](http://newtodenmark.dk)

You should only use this application form, if you believe that you are exempt from the requirement of digital self-service. **Read more below.**

### Use

Use this form when applying for a residence permit for your foreign national child who is born in Denmark. However you can only use the form if the child has not formerly held a Danish residence permit.

It is a requirement that at least one of the child's parents has a Danish residence permit.

### How to apply

The child's parent, who has a Danish residence permit, must do the following:

1. Fill out and sign this form.
2. Attach a copy of the child's birth certificate.

3. Submit the application at the Danish Immigration Service's Citizen Service. You must book an appointment before you show up at the Citizen Service. Read more about where the Immigration Service's Citizen Service has branch offices and how you book an appointment at [www.newtodenmark.dk/visit-us](http://www.newtodenmark.dk/visit-us). You can also send the application to the Danish Immigration Service, Farimagvej 51A, 4700 Næstved.

### Which documents should you include?

- Copy of the child's birth certificate.

### Residence card for the child

You can request a residence card for the child. The residence card is proof that the child has a Danish residence permit. The child must have his/her biometric features (digital facial image) recorded if the child is to have a residence card. Read more about biometric features in section 3 and at [www.newtodenmark.dk/recidencecard](http://www.newtodenmark.dk/recidencecard)

### For more information

More information about the rules governing residence in Denmark is available at [newtodenmark.dk](http://newtodenmark.dk), where you can also find information about processing times. If you have questions when filling out the form, you can also contact the Immigration Service. See contact information at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us).

## Mandatory digital self-service

An application for extension of a residence permit on the grounds of family reunification with a spouse is covered by the requirement of using digital self-service. This means that, normally, you cannot use this application form, but must use the digital self-service solution **FA3 online** instead, which the Danish Immigration Service provides at [newtodenmark.dk](http://newtodenmark.dk).

**You should only use this application form if you believe that you are exempt from the requirement of mandatory digital self-service.**

If you use this form and the Danish Immigration Service assess that you are not exempt from mandatory digital self-service, the Immigration service can reject your application.

You can be exempt from mandatory digital self-service if there are special circumstances which make you unable to fill in a digital application. These special circumstances can e.g. be that you lack digital qualifications or cannot use the digital self-service solution due to health issues.

If the Danish Immigration Service assess that you can be exempt from mandatory digital self-service, the Immigration Service will process your application, even though it has not been submitted digitally. When the Danish Immigration Service assess whether you can be exempt from the requirement of digital self-service, the Immigration Service will take into account whether you already have been exempt from registration of Digital Post.

It is not a requirement that third-parties, e.g. lawyers and relatives, as well as Turkish Citizens, who are covered by the Association Agreement between the EU and Turkey, have to use the digital self-service solutions.

Read more about who are exempt from digital self-service at [www.newtodenmark.dk/self-service](http://www.newtodenmark.dk/self-service)

If you believe that you are exempt from mandatory digital self-service, and you choose to hand in the application on this printable application form, please provide the following information:

Why do you believe that you are exempt from mandatory digital self-service? (mark with an X)

**A.**  I am a Turkish citizen covered by the Association Agreement between the EU and Turkey.

**B.**  I am a third-party for the applicant, e.g. lawyer or relative.

If you have marked B with an X, please state your full name and relation to the applicant (attach a power of attorney if you are a relative or similar):

---

**C.**  There are special circumstances which make me unable to use the digital self-service solution.

If you have marked C with an X, please state which circumstances (attach documentation, if possible):

---

Are you already exempt from registration for Digital Post?

Yes  No

## 1. Applicant (child)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname			
Given name(s)			
Nationality		Former nationality, if applicable	
Date of birth (day, month, year)	CPR number	Personal ID, if applicable	
Place of birth (city)		Country of birth	

## 2. Parents

PLEASE COMPLETE IN CAPITAL LETTERS

It is a requirement that at least one of the child's parents has a Danish residence permit. The parent with the Danish residence permit has to state his/her CPR number.

### Mother:

Surname	Given name(s)	Date of birth/CPR number
---------	---------------	--------------------------

### Father:

Surname	Given name(s)	Date of birth/CPR number
---------	---------------	--------------------------

## 3. Residence card

The residence card is proof of the child's Danish residence permit. If the child travels to a foreign country, the child will need the residence card to document his/her right to reenter Denmark. The child can also use the residence card to document that the child can reside without a short term visa in another Schengen country for a maximum of 90 days.

It is not a requirement that a child, below the age of 18, has to have a residence card, if the child is to reside with the custody holder in Denmark.

However, you can request a residence card for the child. If you request a residence card for the child and the child is **below the age of 6**, the child must have his/her biometric features (digital facial image) recorded for the residence card. If the child is **below the age of 2**, you can also bring a passport photo that meets the standard requirements for passport photos. If the child is **over the age of 6**, the child has to have his/her digital facial image and fingerprints recorded.

If you do not request a residence card for the child, you will receive a letter with the child's residence permit. The child will not get a residence card issued. **Please note**, the letter with the child's residence permit **cannot** be used as documentation of the child's right to reenter Denmark after travelling to a foreign country. Furthermore the letter **cannot** be used to document that the child can reside in another Schengen country for a maximum of 90 days.

Do you request a residence card for the child?

Yes    No

If **yes**, remember that the child must have his/her biometric features recorded for the residence card.

## 4. 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 (Criminal Code section 161 cf. Aliens Act section 40)
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information (Aliens Act section 40)
- My residence permit can be revoked (Aliens Act section 19)

### B. Information about data protection

#### Data controller

The Immigration Service is responsible for processing the personal data you provide in this application form and for the data about you we receive in connection with processing the case. Our contact information is: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, CVR-nr.: 77940413, telephone: +45 35 36 66 00, [www.newtodenmark.dk](http://www.newtodenmark.dk)

#### Data-protection officer

If you have questions about how we process the child's personal data, you can contact our data-protection officer who has the following contact information: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, Att: Databeskyttelsesrådgiver/Data protection officer

You can also write to our data protection officer via Digital Post (e-Boks) or through our contact form at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us)

#### Purpose and legal basis

The child's data are collected in order to process the child's application for residence and the possible following residence in Denmark and to control the requirements for this.

The legal basis for processing the child's personal data is:

- provisions of the Aliens Act (udlændingeloven), in particular: section 1 (relating to entry into Denmark and residence)
- the General Data Protection Regulation (GDPR) 6.1 (c) (relating to the processing of data in order to comply with a legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Immigration Service by the Aliens Act)
- GDPR 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims)
- The Data Protection Act section 8 (relating to the administration only being allowed to process information about criminal offences if it is necessary for the official authorities' tasks).

You are obligated to provide the information necessary for processing the child's application (Aliens Act section 40). Failure to provide the information can result in a fine or up to one year of imprisonment.

The information you supply or have supplied in connection with the child's application for a residence permit will be registered in the Danish immigration authorities' registers. The same holds true for any information you give in conjunction with an application to extend the child's residence permit. If the child receives a residence permit, the child will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

#### Types of personal data

We process the following types of data about the child:

- General personal data, such as: information about your identity; citizenship and nationality; travel routes; information about your family; memberships of associations; financial information; information about your refugee

status; and whether you have committed any legally punishable offences

- Sensitive personal data, such as: political opinions or religious beliefs; health information and biometric data collected for the purpose of establishing your identity.

#### Recipients and categories of recipients

The Immigration Service can, in certain situations, share the child's data with other authorities. We regularly share data with: the police, municipal authorities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service (in accordance with section 45 a of the Aliens Act), the public prosecutor (in accordance with section 45 c of the Aliens Act), the Immigration Appeals Board, the Refugee Appeals Board, The Ministry of Immigration and Integration, the Danish Return Agency, The Danish Agency for International Recruitment and Integration, The Danish Parliament, and the Foreign Ministry, in particular the embassies and consulates.

Data are shared when it is necessary for the Immigration Service to exercise our official authority, including when we are legally obliged to share data.

In certain situations, the Immigration Service may provide data to a third-party data processor. In addition, other authorities and private organisations can have access to this information (Aliens Act section 44a). In isolated cases, the Immigration Service will share data with other public authorities, private-sector organisations and foreign organisations and authorities.

#### Origin of information

The Immigration Service processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

In addition, we will process data obtained from:

- any of the child's possible previous cases with the Immigration Service,
- searches in databases, such as: the Civil Registration System, the income register (eIndkomst), the Central Register of Buildings and Dwellings (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS II),
- other authorities, such as: the police, municipal authorities, the Danish Agency for International Recruitment and Integration, the Immigration Appeals Board, the Refugee Appeals Board, the Danish Security and Intelligence Service, The Ministry of Immigration and Integration, the Danish Return Agency, and the Foreign Ministry, in particular the embassies and consulates,
- third-parties, such as: employers and educational institutions, and
- the person who might be sponsoring the child's application, as well as any previous cases the person may have had at the Immigration Service.

#### Storage of data

The Immigration Service will store the child's data for as long as it is necessary for us to establish or defend a legal claim to residence.

Data submitted as part of an immigration-related matter can be stored for use by the Immigration Service at a later date. The data stored by the Immigration Service can be used in applications to extend a residence permit, when revoking a residence permit, when lapsing a residence permit, applications for permanent residency, applications for naturalisation, when revoking citizenship and in the child's children's cases, or in the event they may be involved in an application for family reunification.

If data can be deleted at an earlier point, deletion will be considered. Similarly, access to data can be restricted.

Finally, it should be mentioned that data will also have to be transferred to the National Archives within 30 years, in accordance with section 13 of the Archive Act (arkivloven).

If the child has his/her fingerprints and facial photo taken for use with your residence card and for identification and identity control, the child's fingerprints and photo will be stored in the immigration authorities' database. If the child is granted a residence permit, his/her fingerprints and photo are stored for 10 years. If the child is not granted a residence permit, his/her fingerprints and photo are stored for 20 years. If the child is granted Danish citizenship, his/her fingerprints and photo will be deleted.

#### Consent

The Immigration Service does not request consents in order to process personal data, as is otherwise required by the GDPR, since processing authority is granted by 6.1 (e) and 9.2 (f) of the GDPR (see section 3).

You may be asked for legal consent. Such a consent is not the basis for the specific procession of personal data but is instead a warranty provision in accordance with e.g. the Public Administration Act (forvaltningsloven) or the Aliens Act.

#### Rights

Under the GDPR, you have certain rights:

- You have the right to access which data about you the Immigration Service is processing.
- You have the right to request that corrections are made to personal data about you that you feel are inaccurate.

- In special situations you have the right to have data about you deleted or to restrict the processing of your personal data, if the data is no longer necessary for the processing of your case.
  - You have the right to object to otherwise legal processing of your personal data.
- You can read more about your rights in the Danish Data Protection Agency's guidance about the GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact the Immigration Service.

#### 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 the child's personal data. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk)

#### **C. Notification that some information will be passed on to local Danish authorities**

Danish immigration authorities are permitted to give certain information to the municipality (kommune) in which the child lives if the child is granted a residence permit (Aliens Act section 44 a).

The municipality will be informed if

- the child's residence permit is revoked or not extended,
- the child's residence permit is found to have expired, or
- the child's residence permit is made permanent.

## 5. The signature of the parent who has a residence permit in Denmark

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 4.**

Date and place

Signature

## Biometric features required on residence cards

When a child **below the age of 6** is issued a residence card, the child has to get their biometric features (digital facial image) recorded in connection with submitting the application for a residence permit. If the child **is below the age of 2**, you can bring a photo of the child that meets the standard requirements for passport photos. If the child is **over the age of 6**, the child has to have their digital facial image and fingerprints recorded.

If you send the child's application by **post** or **fax** or if it is submitted by a **third-party** such as a lawyer, the child must appear in person to have their biometric features recorded within 14 days of the application being submitted. When the child's biometric features are recorded, please remember to bring a photocopy of the completed application form. This will allow the immigration authorities to match the biometric features with the application. Furthermore the child has to meet up in person if you are submitting a passport photo of the child.

Biometric features can be recorded at the Danish Immigration Service's Citizen Service. You must book an appointment before you show up at the Citizen Service. Read more about where the Immigration Service's Citizen Service has branch offices and how you book an appointment at [www.newtodenmark.dk/visit-us](http://www.newtodenmark.dk/visit-us).

The residence card will be sent by post to the address that you (the child's parent) have registered in the Central Person Register (CPR).

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

Name is in compliance with shown proof of identity

Enclosed:

Copy of birth certificate

Other

PLEASE REMEMBER TO FILL OUT NAME AND DATE ON PAGE 1