

Application form

IP1_en_010820

Application for residence permit as a retired employee of an international organisation

Uses

You can use this form to apply for a residence permit in Denmark if you as a foreigner held a position in Denmark with an international organisation, EU institution or the like, and you now want to retire.

You must have resided in Denmark for the past 12 years. During this entire period, you need to have held a residence permit issued under the terms of Aliens Act section 47 (1). That is granted by the Danish Foreign Ministry.

You can read more about the regulation for residence permit as a retired employee at www.nyidanmark.dk/you-want-to-apply/retired-employee

Instructions

To apply for a residence permit in Denmark you can do the following:

1. Fill out and sign this form (Form 1).
2. Attach the required documents.
3. Submit the application personally at the 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.

You can also send the application to the Immigration Service, Farimagssvej 51A, 4700 Næstved.

Which documents must you include?

The following documents must be submitted with the form:

- Documentation for paid fee
- Copy of your passport
- Copy of employment contracts covering an uninterrupted period of 12 years of residence in Denmark
- Documentation that you retired from your last place of employment
- Documentation of your last place of employment's retirement age
- Copies of the residence permits you have been granted by the Danish Foreign Ministry in the last 12 years
- Documentation of your attachment to Denmark
- Documentation that you have passed Prøve i Dansk 1 or another Danish test of an equivalent or higher level

Fee

Normally, you have to pay a fee to get your case processed at the Immigration Service. You can read more about the payment in section 2 and at www.newtodenmark.dk/fee where you can also find the current fees.

Recording of biometric features

You must appear in person to have your digital facial image and fingerprints (biometric features) recorded in connection with the application being submitted.

Read more about biometric residence cards on the last page of this form and at www.newtodenmark.dk/residencecard.

Bring your passport

You must bring your current passport when you submit the application or get your digital facial image and fingerprints (biometric features) recorded so the authorities can verify your identity.

If you have accompanying family

Your spouse or cohabitant partner and minor children living with you can be granted a residence permit as accompanying family. They can use the application form IP2, if they want to apply for a residence permit.

Missing information or documents

The Immigration Service may **refuse** an application if it does not include the necessary information or documents, or the processing time may be **longer**. We recommend, you use the check list at the end of the form.

For more information

More information about the rules governing residence permits and our application processing times is available at newtodenmark.dk. If you have questions when filling out the forms, you can also contact the Danish Immigration Service. See contact information at www.newtodenmark.dk/contact-us.



For official use only

REMEMBER TO COMPLETE THE LAST PAGE OF FORM 1

Date received	Received by (name)	Authority (stamp)	Personal ID/Alien Identification number (Udl.nr.)	Sb-id/Case order ID *
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*) The case order ID will only be created by the authorities if the applicant has not created a case order ID. If the applicant has created a case order ID, state it in section 2.1 of the form.

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Application for residence permit as a retired employee of an international organisation

1. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Given name(s)	
Surname	Former surname (if applicable)
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	CPR number (if applicable)
Personal ID (if applicable)	
Place of birth (city)	Country of birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Current marital status <input type="checkbox"/> Cohabiting/unmarried <input type="checkbox"/> Married <input type="checkbox"/> Widow/widower <input type="checkbox"/> Divorced	
Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your address (street and number)	Postal code and city
Telephone number	Email address

2. Fee

Normally, you have to pay a fee to submit an application as a retired employee of an international organisation.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is rejected. Furthermore, the fee will not be refunded if, during the processing of your case, you choose to withdraw your application. If you have not paid the fee your application will be rejected, which means that it will not be processed. If your application is rejected for any other reason, the fee will be refunded minus an administration fee. Read more about fees at www.newtodenmark.dk/fee.

How to pay

To pay the fee you have to complete the following steps in order:

1. Create a case order ID at with the case type 'Retired employee and accompanying family'
2. Pay the fee. **Please note:** Certain applicants may be exempt from paying the fee. These persons must still create a case order ID.
3. Enter your case order ID in section 2.1 of this form.
4. Enclose documentation of payment of fee.

If you have already created a case order ID and paid the fee, you can go directly to section 2.1. If not, you can read more about how to do it below.

How is a case order ID created?

Everyone can create a case order ID at newtodenmark.dk. You can create it at the relevant application page at www.newtodenmark.dk/you-want-to-apply/retired-employee.

How is a fee paid?

You can pay the fee in several ways for example with a credit or debit card, from a Danish internet bank, in the bank or at the post office. At the page on newtodenmark.dk where you created the case order ID, you can choose how you wish to pay, and you can see which information is required when paying the fee. **Please note:** The fee must be paid no later than at the same time the application is submitted. In most cases, this means that the fee will need to be paid **before** the application is submitted. You **cannot** pay the fee at the Immigration Service's Citizen Service. Please **enclose** documentation of the payment e.g. a receipt from a transfer via your net bank or a receipt from your bank or a post office.

Who is exempt from paying a fee?

There may be special cases where you can submit an application for residence permit without paying the fee. This can only be the case if payment of fee is in conflict with Denmark's international obligations or the EU regulations. At www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee.

If you believe, you are exempt from paying the fee, please tick the box "I am exempt from paying the fee". When you create a case order ID, please state that you are exempt from paying the fee. **Please note:** if the immigration authorities decide that you are in fact not exempt from paying the fee, your application will be rejected, which means that it will not be processed. However, if you have paid the fee and the immigration authorities decide that you are in fact exempt from paying the fee, the fee will be refunded.

2.1 Case order ID

PLEASE COMPLETE IN CAPITAL LETTERS

Please state your case order ID. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please **enclose** documentation that you have paid the fee. If you believe that you are exempt from paying the fee, please enter your case order ID and tick the box next to 'I am exempt from paying the fee'.

Case order ID

I am exempt from paying the fee

2.2 Information required for refunding the fee

PLEASE COMPLETE IN CAPITAL LETTERS

Give the information required for **refunding the fee, if applicable**. The fee can be refunded by transfer to a Danish Easy Account ('NEM-konto'), a Danish bank account or a foreign bank account. Please state the name of the person to whom the refund should be paid (account holder/recipient), how you wish to receive the money, and any required information.

If the refund is to be paid to a foreign bank account, we recommend that you speak with your bank first to obtain the information necessary in order to receive a transfer from Denmark. In addition to the account information, you may also need to provide the bank's address.

Please note that for a period of 180 days, your fee cannot be returned to a bank account, if you originally paid the fee with Dankort or credit card. For that period of time the payment can only be returned to the same Dankort or credit card account. After 180 days, your fee can be returned to the bank account specified by you below.

Account holder/recipient

The applicant

Other person/company, inform name:

Danish Easy Account
(NEM-konto)

CPR number

Danish Bank account

Name of bank

Registration number

Account number

Foreign bank account

Account information (account number/BIC/SWIFT/IBAN)

Other information, if applicable, e.g. the bank's address, account holder's address etc.



3. Information about your passport

PLEASE COMPLETE IN CAPITAL LETTERS

<input type="checkbox"/> National passport	<input type="checkbox"/> Other travel documentation, which?
Passport number	Date of issue
Date of expiry	In which country is the passport issued?

Enclose copy of your passport (all pages, including the cover). If you receive a new passport while your application is being processed, you must submit a copy of all pages of the new passport.

4. Information about your place of employment

PLEASE COMPLETE IN CAPITAL LETTERS

Below you must give information about your place of employment – the international organisation, EU institution or the like, you are retiring from.

It is a requirement for a residence permit, that you have held a position in Denmark with an international organisation and on that ground have held a residence permit in the last 12 years.

It is also a requirement that you have reached the pensionable age established by the organisation you work. Read more at www.newtodenmark.dk/you-want-to-apply/retired-employee

Name of your latest place of employment

What is the pensionable age established by the organisation?

Date of employment (day, month, year)	Date of retirement (day, month, year)
---------------------------------------	---------------------------------------

You must **enclose** documentation that your employment has ended because you are retiring, and for the pensionable age established by the organisation. You must also **enclose** a copy of employment contract, and copies of the residence permits you have been granted by the Danish Foreign Ministry in the last 12 years.

Have you during the last 12 years held a position in more than one organisation or the like in Denmark?

Yes No

If **yes**, state the following about your places of employment:

Name of the place of employment	Date of employment (day, month, year)	Date of resignation (day, month, year)

You must also **enclose** a copy of your employment contracts from all your previous places of employment.

5. Information about your attachment to Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

In order to be granted a residence permit as a retired employee, it is a requirement that you have formed an attachment to Denmark beyond your employment in Denmark. Therefore you must answer a number of questions in order to examine how much attachment you have to Denmark.

Do you have minor children who have attended or are attending a Danish kindergarten and/or school?

Yes No



If **yes**, state the following about the child/children:

Name	Nationality	Date of birth (day, month, year)	Gender		For how many years has the child attend a Danish kindergarten and/or school?
			Boy	Girl	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Do you have contact with any other family members living in Denmark?

Yes No

If **yes**, state the following about your family members:

Name	Nationality	Date of birth (day, month, year)	Familial relation	How often are you in contact with the person?

It may also be relevant for the assessment of your attachment to Denmark, if you have participated in a board, organization or similar.

E.g. as being a member of a parents' committee, a school board, an integration council or a senior council.

It can also be if you have participated in work for children or young people e.g. by being a trainer in a sports club or by completing a referee or trainer education. The same applies when participating in a folk high school (højskole) stay, work as a role model or involvement in other organized spare-time activities for children or young people, e.g. help with homework.

Have you performed activities like the ones mentioned above, while you have lived in Denmark?

Yes No

If **yes**, describe which activities:

You must **enclose** documentation for you attachment to Denmark.

6. Danish language test

You need to have passed Prøve i Dansk 1 or another Danish test of an equivalent or higher level. At newtodenmark.dk you can see the full list of tests that meet this requirement.

Have you passed Prøve i Dansk 1 or another Danish test of an equivalent or higher level?

Yes No

If **yes**, you must enclose documentation in form a test certificate.

7. Information about your spouse/cohabiting partner

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to fill out section 7, if you have a **spouse** or **cohabiting partner**, who is applying for a residence permit as an accompanying family member to you. If you do not have an accompanying spouse or partner, you can go to section 10.

Normally permission for residence permit cannot be granted to your spouse or partner if it is doubtful whether the marriage/cohabitation has been mutually agreed to by both parties.

If you and your spouse/cohabiting partner are closely related, the Immigration Service will consider it doubtful that the marriage/cohabitation has been entered into with the consent of both parties, unless special reasons suggest otherwise.

Are you and your spouse/cohabiting partner closely related? By closely related we mean e.g. uncles and aunts, cousins, the children of cousins, cousins of parents and the grandchildren of grandparents' brothers and sisters. This also includes close relatives of stepparents (by stepparents we mean individuals who act like a mother or a father without being a biological parent, e.g. foster parents).

Yes No

If **yes**, state how you and your spouse/cohabiting partner are related:

If **yes**, state any reasons you believe contradict the assumption that your marriage/cohabiting partnership has not been entered into voluntarily by both you and your partner:

8. Information about your marriage

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to fill out section 8, if you have a **spouse**, who is applying for a residence permit as an accompanying family member to you.

Danish legislation requires that we determine whether:

- Your marriage is valid under Danish laws.
- The marriage is entered into at the will of both spouses.
- The marriage is pro forma, i.e. with the primary reason of obtaining a residence permit for your spouse.

Please note: According to Danish law marriages conducted by proxy (where one or both spouses were not present during the ceremony) are invalid. Marriages conducted by a religious cleric and without legal authority are also considered invalid. Such unions can therefore not be used as a basis for family reunification.

The questions below are intended to help us determine whether your marriage can be claimed as grounds for family reunification. We ask these questions in all applications, and we only ask questions that are relevant for processing an application for residence permit as an accompanying spouse of a retired employee.

The name of your spouse

When did you first meet your spouse?

How did you meet your spouse?

If you and your spouse met on the internet, when did you meet for the first time in person?

Did you decide for yourselves that you should marry?

Yes No

If **no**, who did?



When was the decision made?

If you have lived together before you got married, state where and in which periods:

If you have not lived together before you got married, explain how often and under what circumstances you maintain contact with your spouse:

Did you plan your own wedding?

Yes No

If **no**, who planned your wedding?

Where and when did you marry?

Were you both present at the ceremony?

Yes No

If you have not lived together since you got married, explain how often and under what circumstances you maintain contact with your spouse:

When did you last see each other?

Which language(s) do you speak together?

9. Information about cohabitation

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to fill out section 9, if you have a **cohabiting partner**, who is applying for a residence permit as an accompanying family member to you.

Your cohabiting partner can be granted a residence permit in Denmark, even though you are not married. Normally, however, this requires that you have lived together for 18 months or longer, and that your cohabitation can be documented.

Below you must state where and when you have lived together with the applicant.

Address (street, number, postcode, city)	From date	To date

You must also **enclose** documentation of your cohabitation.

10. 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:

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

I consent to letting the Immigration Service obtain information about my pure private affairs from other Danish authorities, including the police authorities, for the purpose of enabling them to process my application (Public Administration Act section 29).

Such information includes:

- Criminal conditions
- Health conditions
- Intern family conditions
- Social conditions

C. Sworn declaration that I am not covered by a sanction list

I solemnly swear that I am not covered by a restrictive measure in the form of a restriction with regards to entry and traveling through Denmark (sanction list), decided by the United Nations or the European Union. The sanction lists more specific content can be found at the European External Action Services (EEAS) webpage, [eeas.europa.eu \(http://eeas.europa.eu/cfsp/sanctions/index_en.htm\)](http://eeas.europa.eu/cfsp/sanctions/index_en.htm).

If I am found to be covered by a sanction list, decided by the United Nations or the European Union, I can be subject to the following consequences:

- My residence permit can be revoked (the Aliens Act section 19).
- I can be expelled from Denmark (the Aliens Act section 25 a).

D. 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

Data-protection officer

If you have questions about how we process your 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

Purpose and legal basis

Your data are collected in order to process your application for residence and the possible following residence in Denmark and to control the requirements for this.

The legal basis for processing your 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 deciding whether you are eligible for a Danish residence permit (Aliens Act section 40). Failure to provide the information can result in a fine or up to one year imprisonment, as well as placing your residence permit in jeopardy (Aliens Act section 60).

The information you supply or have supplied in connection with your 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 your residence. If you receive a residence permit, it will be registered in the

Civil Registration System. The Civil Registration System is a computerised register maintained by the Ministry for Economic Affairs and the Interior.

Types of personal data

We process the following types of data about you:

- 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 your 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 your 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 your application, as well as any previous cases the person may have had at the Immigration Service.

Storage of data

The Immigration Service will store your 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 your 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 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 are stored for 10 years. If you are not granted a residence permit, your fingerprints and photo are stored for 20 years. If you are granted Danish citizenship, your 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. 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 your personal data. Information about how to do so is available at www.datatilsynet.dk

E. Notification that information can be passed on to Danish intelligence agencies and prosecuting authority

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority (Aliens Act section 45 a and section 45 c). This process can be initiated by Danish immigration authorities, Danish intelligence agencies or the Danish 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 Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

F. Notification that some information will be passed on to local Danish authorities

Danish immigration authorities give certain information to authorities in the municipality (kommune) where you will live, should you be given a residence permit (Aliens Act section 44a).

The municipality will also be informed if

- your residence permit is not renewed at a later point or has been revoked,
- your residence permit is found to be lapsed, or
- your residence permit is made permanent.

Finally, the municipality where you live will have access to information about you contained in the Danish immigration authorities' registers if the information is necessary for it to carry out its duties.

The municipality will have access to data contained in the Danish Immigration Service's registers required for processing your case, including:

- Information about existing and other earlier grounds for residence.
- Information about the status of your application, including the date it was submitted, type of application and whether a decision has been appealed, etc.
- Information about municipalities where you have previously resided.

G. Information that some information will be passed on to your employer

The Danish immigration authorities will inform your possible current and previous employers, who you have been working for within the last 3 months, if your application for residence permit is refused, if extension of your residence permit is denied, if the residence permit has lapsed or is being revoked (Aliens Act section 44a).

The immigration authorities can obtain information in the income registry (eIndkomst) about the salaries that have been paid to you within the last 3 months if necessary (Aliens Act section 44a).

H. Information regarding possible verification by the authorities of the information you have supplied

The Immigration Service may seek to verify the accuracy of the information you have given in this application. This may happen while the application is being processed or later, if you are granted a permit. If you are granted a permit and the Immigration Service finds that you no longer meet the requirements of your residence permit, your permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information, or of not meeting the requirements of your residence permit.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System.
- Comparison of information contained in the Danish immigration authorities' registers with records held by

the Civil Registration System (CPR), the Buildings and Housing Registry (BBR) or the income registry (eIndkomst).

- Contacting other authorities, such as municipalities.
- Contacting third parties, such as employers or places of study.
- Turning up in person at your residence, place of study or workplace.

You may be asked to supply additional information as part of the verification process.

I. Information about the consequences for permanent residence, if you have worked against the establishment of your identity

You are obligated to provide correct information about your identity. If you have worked deliberately against the establishment of your identity in connection with your application for residence permit/extension of residence permit, it could mean, that you cannot be granted a permanent residence permit in the future. This applies if you e.g. present falsified identity documents, or if you give untrue information about your name, date of birth (age), country of birth or citizenship.

11. Signature

I confirm that I have read, understood and accepted the terms laid out in sections 10 A-C and have read and understood the information laid out in section 10 D-I.

Name

Date and place

Signature

Have you remembered everything?

If your application for residence permit in Denmark is correctly filled out and contains the required documents, the Immigration Service can process your case with the shortest possible processing time. The expected maximum processing time can be found at www.newtodenmark.dk/us-times. If your application is not correctly filled out or is missing documents, it can be refused, or the processing time may be longer. It is therefore important that you make certain that the forms are filled out correctly and that you have included the necessary documents before submitting your application.

We recommend using the checklist below before submitting the application.

Checklist

Before submitting your application, please ensure you have enclosed the following:

- Documentation for payment of fee
- Copy of your passport (all pages including cover)
- Copy of employment contracts covering an uninterrupted period of 12 years of residence in Denmark
- Documentation that you retired from your last place of employment
- Documentation of your last place of employment's retirement age
- Copies of the residence permits you have been granted by the Danish Foreign Ministry in the last 12 years
- Documentation of your attachment to Denmark
- Documentation that you have passed Prøve i Dansk 1 or another Danish test of an equivalent or higher level
- Documentation of cohabitation if applicable (only if you have a cohabitant partner, who is applying for a residence permit as accompanying family)

It is also important to

- state your case order ID in section 2.1,
- answer all questions, and
- sign and date the application.

Furthermore, it is important that you

- remember to have your biometric features recorded within 14 days of your application being submitted, and



remember to bring your passport when you submit your application, and when you get your biometric features recorded for your residence card.

Biometric features required on residence cards

You must appear in person to submit digital facial image and fingerprints (biometric features) in connection with the application being submitted.

If you send your application by post or fax or if it is submitted by a third-party such as a lawyer, you must appear in person to have your biometric features recorded **within 14 days** of the application being submitted. When your biometric features are recorded, please remember to bring a photocopy of the first three pages of your completed application form. This will allow the immigration authorities to match your biometric features with the application.

Please note if you refuse to get your facial image or fingerprints recorded in connection with submitting your application, your application will be **rejected**.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded. In addition to your biometric features, your signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card. If you are not physically capable of providing fingerprints, you are exempt from the requirement to be fingerprinted.

Biometric features can be recorded at the 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.

Read more about residence cards and biometric features at www.newtodenmark.dk/residencecard.

For official use only: Comments and forwarding endorsements

Names and passport information in compliance with shown proof of identity

Enclosed:

Documentation for payment of fee.

Copy of passport

Copy of employment contracts

Documentation that the applicant retired from the last place of employment

Documentation of the last place of employment's retirement age

Copies of the residence permits from the Danish Foreign Ministry

Documentation of attachment to Denmark

Documentation for Prøve i Dansk 1 or another Danish test of an equivalent or higher level

Other

CPR number issued on (date)

Comments

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