

Application form

SG4_en_010820

Application for extension of a residence permit for persons with a residence permit on the grounds of special conditions

Mandatory digital self-service

Certain types of applications for extension of a residence permit on the grounds of special conditions are covered by mandatory digital self-service. This means that, in certain situations, you cannot use this application form, but must use the digital self-service solution **SG4 online**, which the Danish Immigration Service provides at newtodenmark.dk

Read more below about who can use this form and who must use the digital self-service solution.

Who can use this form?

You can use this form when applying for a temporary extension of a residence permit, if you have a residence permit issued on grounds of the following special conditions:

- Hindrance of deportation (Aliens Act section 9 c (2) or cf. the then enforced section 9 (2) (IV)).
- Unaccompanied minor (Aliens Act section 9 c (3))
- The ICORN cities of refuge system (Aliens Act section 9 c (4))
- Investigation and prosecution considerations (Aliens Act section 9 c (5))

When you fill out the form, you can **go directly to section 2**.

Who must apply online?

If you represent one of the groups mentioned below, you **cannot** use this form. Instead you must use the digital solution SG4 online. If you have residence permit on the following special conditions, you must apply online:

- Very special conditions in the areas of asylum or family reunification (Aliens Act section 9 c (1)).
- Previous Danish citizenship (Aliens Act section 9 d).
- Danish heritage or affiliation with the Danish minority in South Schleswig or in Argentina (Aliens Act section 9 c (1)).
- A person from the Province of Kosovo in the Federal Republic of Yugoslavia or from the former Yugoslavia who has a residence permit on the grounds of the then enforced sections 9 (2) (V – VI) of the Aliens Act.

You also have to apply online if the special grounds is that your residence permit has been preserved or you would like your residence permit to be preserved after:

- divorce or discontinuation of cohabitation as a result of an important affiliation to Denmark or very special conditions e.g. visitation rights with your spouse's children under the age of 18, health issues or handicap (Aliens Act section 9 (1) (I) cf. section 26 (1), or section 9 c (1) cf. section 26 (1)), or
- discontinuation of cohabitation that was caused by you or your child being exposed to violence or your spouse's death (Aliens Act section 9 (1) (I) cf. section 19 (7 or 8))

digital self-service, you can be exempt from this requirement. Read more in section 1 of this form. Please note, if you have a residence permit on the grounds of family reunification with a spouse, or a permanent cohabiting partner (Aliens Act section 9 c (1)) or have a residence permit as a family reunified child (Aliens Act section 9 c (1)) you should **not** use this application form either. Use form FA3 online (family reunified spouses) or form FA4-5 online (family reunified children).

Where can you see the grounds of your residence permit?

You can find the grounds of your residence permit in the letter you received from the Danish Immigration Service when your original residence permit was granted or the latest extension.

If you are in doubt of the grounds of your residence permit you can contact the Immigration Service. You can find our contact information at www.newtodenmark.dk/contact-us.

Fee

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

How to apply

- Fill out and sign this form.
- Fill out appendix 1 if you want your residence permit to be preserved after a divorce, received public benefits, death, violence etc. or if you have a residence permit on the grounds of very special conditions in the asylum area.
- Attach the required documents.
- Submit your 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. You can also send it to the Danish Immigration Service, Farimagvej 51A, 4700 Næstved.

Please note, that your application for extension can at the earliest be submitted 3 months before your existing residence permit expires.

Biometric features required on residence cards

You must appear in person to have your biometric features (digital facial image and fingerprints) 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.

Even though your application is covered by mandatory

What documents should you include?

The documents you have to include in your application depend on the grounds of your residence permit. In section 3 you can see which documents you have to submit with your application.

If you have children who need to extend their residence permits

If you have children under the age of 18, a separate form for each child who needs to extend a residence permit issued on the grounds of family reunification is required. Use FA4-5 online.

If you have children who need to extend a residence permit issued on the grounds of asylum (refugee), a separate form for each child must be submitted. Use form AS2.

You can find the relevant forms and online solutions at www.newtodenmark.dk/forms

To expedite the application process

Your application can be processed with the shortest possible processing time if your application is filled out correctly and the necessary documents are attached. It is therefore important that you are thorough when filling out the form and remember to attach the necessary documents.

For more information

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

Remember, you must submit an application to extend your present residence permit before it expires. If you submit your application after the date your residence permit expires, it will mean you are residing illegally in Denmark. As such, you can in some cases expect your application to be **rejected**. In this case, the Immigration Service will not process your application, and you will have to leave Denmark and apply for a new residence permit in your country of origin. This applies even if you have only been residing illegally in Denmark for a short period of time. Residing illegally in Denmark can lead to prohibition of returning to Denmark within a specified period.

For official use only

Date received	Received by (name)	Authority (stamp)	Alien identification number / Personal ID	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 it must be stated in section 2.1 in this application form.

SG4_en_290121

Application for extension of a temporary residence permit for persons with a residence permit on the grounds of special conditions

1. Mandatory digital self-service

If you belong to the group of applicants who are covered by mandatory digital self-service and you have to apply online because of this (see page 1), you can only use this application form, if you believe that you are exempt from the requirement of mandatory digital self-service.

If you despite that 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/forms

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

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

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

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

If you have marked C 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):

Are you already exempt from registration for Digital Post?

Yes No

2. Fee

Normally, you have to pay a fee to submit an application for an extension of a temporary residence permit on the grounds of special conditions, if the background for your recent residence permit is:

- Very special conditions on the family reunification area
- Your residence permit has been preserved or you would like your residence permit to be preserved after:
 - divorce or discontinuation of cohabitation as a result of an important affiliation to Denmark or very special conditions e.g. health issues or handicap, or
 - discontinuation of cohabitation that was caused by you or your child being exposed to violence or your spouse's death.

Please note, that you don't have to pay a fee and thereby fill out section 2, if you have a residence permit on the grounds of: very special conditions in the areas of asylum, hindrance of deportation, unaccompanied minor, previous Danish citizenship, Danish heritage or affiliation with the Danish minority in South Schleswig or in Argentina, a person from the former Yugoslavia who has a residence permit on the grounds of the then enforced sections 9 (2) (V – VI) of the Aliens Act, the ICORN cities of refuge system or investigation and prosecution considerations.

You can find the current fees at www.newtodenmark.dk/fee.

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 www.newtodenmark.dk/fee.
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 of this form.
4. Enclose documentation of payment of fee.

How is a case order ID created?

Everyone can create a case order ID at www.newtodenmark.dk/fee. The case order ID must be clearly stated in section 2.1 and when paying the fee, if applicable.

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 www.newtodenmark.dk/fee 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 (the applicant) can submit an application for an extension of a residence permit on the grounds of very special conditions in the family reunification area. This may be the case if the person you are family reunified with, your sponsor, in Denmark has refugee status or if your sponsor is seriously ill or has a serious handicap. You may also be exempt from paying the fee if your sponsor has a child from a previous relationship who he/she is residing with or your sponsor sees the child on a regular basis. Furthermore, you may be exempt from paying the fee if you are a Turkish citizen who is economically active as an employee, self-employed person or service provider. The same applies if you are family reunified with a Turkish citizen who is economically active as an employee, self-employed person or service provider. At www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee.

There can also be other situations in which you can apply for an extension of your residence permit without paying a fee. This can e.g. be the case if your residence permit has been preserved after divorce or discontinuation of cohabitation, and you have one or more children in Denmark, whom you live with or have a certain and ongoing involvement. Further more you can be exempt from paying fee if you are a Turkish citizen, who is economically active as an employee, self-employed person or service provider.

If you believe, you are exempt from paying the fee, please tick the box "The applicant is 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 state your (the applicant) **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 'The applicant is exempt from paying the fee'.

Case order ID

The applicant is exempt from paying the fee

2.2 Information required for refunding the fee (in case the fee is to be refunded)

Please give the information required for **refunding the fee, if applicable**. The fee can be refunded by transfer to a Danish East 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

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. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

CPR number

Given name(s)

Former surname (if applicable)

Nationality

Place of birth

Address (Street, number, postcode, city)

Daytime telephone number

Email address (if applicable)

4. Information about applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Your residence permit can only be extended up to three months before your passport expires. If you have submitted an application for a new national passport or applied to renew your passport at your country's embassy, please provide a letter from the embassy or other documentation indicating you have done so. If you receive a new passport while your application is being processed, please submit a copy of the new passport.

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

Please note, that you in some cases must submit a copy of your passport with your application. Whether or not you have to submit your passport depends upon the grounds of your application. In section 4 you can read more about which applicants that have to submit a copy of their passport.

5. The basis of the application

You must inform the basis of your application. Depending on which special conditions that are the grounds of your residence permit, it will be relevant for you to fill out different sections of the form and it will also decide whether or not you have to submit a copy of your passport. Follow the instructions in the form.

You can find the grounds of your residence permit in the letter you received from the Immigration Service when your original residence permit was granted or the latest extension.

On what grounds has your current residence permit been granted? (**Tick only one box**)

A. I have a residence permit on the grounds of very special conditions on the family reunification area (Alien Act section 9 c (1)).

> Go to section 6.

Please note, you must attach documentation for payment of fee and a copy of the first two pages in your passport.

Please also note, you can only use this form, if you believe you are exempt from the requirement about digital self-service. **Read more in section 1.**

B. I am a family reunified spouse and my residence permit has been preserved after:

- divorce or discontinuation of cohabitation (Aliens Act section 9 (1) (I) cf. section 26 (1), or section 9 c (1) cf. section 26 (1)),
- discontinuation of cohabitation because my child or I have been exposed to violence or my spouse's death (Aliens Act section 9 (1) (I) cf. section 19 (7 or 8)),
- receiving public benefits (Aliens Act section 9 (1) (I) cf. section 26 (1), or section 9 c (1) cf. section 26 (1)), or
- non-fulfillment of the housing requirement (Aliens Act section 9 (1) (I) cf. section 26 (1), or section 9 c (1) cf. section 26 (1)).

> Go to section 6.

Please note, you must attach documentation for payment of fee and a copy of the first two pages in your passport.

Please also note, you can only use this form, if you believe you are exempt from the requirement about digital self-service. **Read more in section 1.**

C. I am a family reunified spouse and the grounds of my residence permit have changed since I was granted my latest permit. I would like my residence permit preserved after:

- divorce or discontinuation of cohabitation as a result of an important affiliation to Denmark or very special conditions e.g. visitation rights with my spouse's children under the age of 18, health issues or handicap (Aliens Act section 9 (1) (I) cf. section 26 (1), or section 9 c (1) cf. section 26 (1)), or
- discontinuation of cohabitation because my child or I have been exposed to violence or my spouse's death (Aliens Act section 9 (1) (I) cf. section 19 (7 or 8)).

> Go to section 8. Remember to fill out Appendix 1.

Please note, you must attach documentation for payment of fee and a copy of the first two pages in your passport.
Please also note, you can only use this form, if you believe you are exempt from the requirement about digital self-service. **Read more in section 1.**

D. I have a residence permit on the grounds of very special conditions on the asylum area. (Alien Act section 9 c (1))

> Go to section 8. Remember to fill out Appendix 1.

Please note, you must attach a copy of all pages in your passport.

Please also note, you can only use this form, if you believe you are exempt from the requirement about digital self-service. **Read more in section 1.**

E. I am hindered of deportation (Aliens Act section 9 c (2) or the then enforced Aliens Act section 9 (2) (IV))

> Go to section 8.

Please note, you must attach a copy of all pages in your passport.

F. I have a residence permit as an unaccompanied minor (Aliens Act section 9 c (3))

> Go to section 7.

G. I am a former Danish citizen (Aliens Act section 9 d)

> Go to section 8.

Please note, you can only use this form, if you believe you are exempt from the requirement about digital self-service. **Read more in section 1.**

H. I am of Danish heritage or have an affiliation with the Danish minority in South Schleswig or in Argentina (Aliens Act section 9 c (1))

> Go to section 8.

Please also note, you can only use this form, if you believe you are exempt from the requirement about digital self-service. **Read more in section 1.**

I. I am a person from the Province of Kosovo in the Federal Republic of Yugoslavia or from the former Yugoslavia and I have a residence permit on the grounds of the then enforced sections 9 (2) (V – VI) of the Aliens Act.

> Go to section 8.

Please also note, you can only use this form, if you believe you are exempt from the requirement about digital self-service. **Read more in section 1.**

J. Other

> Go to section 8.

The Immigration Service may contact you and request further information.

Please note, if your application demands a fee, you must normally pay the fee to have you're the application processed. Read more about fees at www.newtodenmark.dk/fee

6. Declaration on the grounds of your residence permit

To obtain an extension of your current residence permit, you must still meet the grounds on which your current residence permit was issued. Please note, the basis of your current residence permit determines whether or not you have to fill out these declarations. In section 5 you can find out if you can skip this section.

The letter sent to you by the Immigration Service when you received your original residence permit or latest extension states the grounds on which the permit was issued.

Below you are asked to declare whether the grounds of your current residence permit still are present. The grounds can e.g. be visitation rights with your spouse's children under the age of 18, health issues, handicap, or that your children are under the age of 18 and are residing in and have legal residence in Denmark.

- I solemnly swear that the grounds of my current residence permit still exist.
- I solemnly swear that the grounds of my current residence permit no longer exist.
- I am not sure whether the grounds of my current residence permit still exist.

Please be aware of that the Immigration Service might obtain information which proves that you still meet the requirements of your residence permit. This information may be obtained from you personally, from your Municipality or from the police.

Please note, that if the grounds of your residence permit are related to serious health issues or handicap, you must attach documentation of it.

7. Sworn declaration regarding travels to your country of origin

When you have a residence permit as an unaccompanied minor (Aliens Act section 9 c (3)) and you are applying for an extension of your residence permit, you have to inform of any travels to you country of origin. You have to inform when, for how long time, how many times and what occasions made you travel to your country of origin.

The information you provide can be relevant for the assessment of the extension of your residence permit.

Before you fill out the column with information about your travels to your country of origin, you must inform which country is your country of origin.

Country of origin:

Information regarding travels to the country of origin

(Tick only one box)

- I declare that I have **not** travelled to my country of origin while having a temporary residence permit in Denmark.
- I declare that I **have** travelled to my country of origin at the following times while having a temporary residence permit in Denmark (further travels can be declared on the reverse of this declaration):

From (date) _____ To (date) _____ Occasion: _____

From (date) _____ To (date) _____ Occasion: _____

From (date) _____ To (date) _____ Occasion: _____

8. Declarations

A. Sworn declaration of correctness

I solemnly swear that the information 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. 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 your residence permit can be extended (Aliens Act section 40). Failure to provide the information can put the extension of your residence permit in jeopardy (Aliens Act section 60).

The information you supply or have supplied in connection with your application for an extension of a temporary residence permit will be registered in the Danish immigration authorities' registers. When you received a residence permit, it was registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Danish Ministry of Economic Affairs and the Interior. You will continue to be registered in the Central Person Register.

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

D. Notification that information can be passed on to Danish intelligence agencies and prosecuting authorities

The information and documents that you submit with your application can in special cases 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.

E. 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 you live (Aliens Act section 44 a).

The municipality will be informed if

- your residence permit is revoked or not extended,
- your residence permit is found to have expired, or
- your residence permit is made permanent.

F. 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).

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

The Immigration Service and other Danish authorities 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 an extension of your permit. If you are granted an extension of your permit and the Immigration Service assesses 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 Service's registers with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry (eIndkomst).
- Contacting other authorities, such as municipalities.
- Contacting third parties, such as employers or place 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.

H. 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.

9. Filled out on behalf of the applicant

If the applicant is an unaccompanied minor and still is under the age of 18, the applicant cannot sign the form. The application is to be signed by the temporary custody holder.

Below the temporary custody holder has to fill out information about themselves and sign the application in section 10.

Please note, if you do not have a residence permit as an unaccompanied minor, skip this section and go to section 10.

Custody holder's name

Custody holder's CPR-number

10. Signature

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 8.

Date and place

Signature

Checklist

Before submitting your application, it is important that you make certain that the form is filled out correctly and that you have attached the necessary documents. In this way, you help the Immigration Service process your application faster.

The average processing times for applications regarding extension of residence permits can be found on newtodenmark.dk.

We recommend using the checklist below to verify that the application is complete and correct.

Before submitting your application, please ensure you have included the following documents (please mark with an x):

- Documentation for payment of fee if it is relevant for your application (see section 5)
- Copy of your passport if it is relevant for your application (see section 5)
- Documentation of health issues or handicap, if applicable

It is also important that you have:

- written your case order ID in section 2.1,
- answered all questions,
- signed and dated the application, and
- filled out Appendix 1 if it is relevant for your application (see section 5).

Biometric features required on residence cards

When submitting your application, you will be asked to also submit biometric features (digital facial image and fingerprints) in connection with the application being submitted.

If you submit your application in person, your biometric features must be recorded at that time.

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 8 weeks** of the application being submitted. When your biometric features are recorded, please remember to **bring a copy** 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 that you will receive if your residence permit is extended. 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

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

Enclosed:

Copy of passport

Appendix 1, if applicable

Documentation for payment of fee, if applicable

Other

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 2 OF THIS FORM

Appendix 1: Information about personal relations and affiliation to Denmark

You must fill out this appendix if you are family reunified and you would like your residence permit preserved after:

- divorce or discontinuation of cohabitation as a result of an important affiliation to Denmark or very special conditions e.g. visitation rights with your spouse's children under the age of 18, health issues or handicap, or
- discontinuation of cohabitation because you or your child being exposed to violence or your spouse's death.

You must also fill out the appendix if you have:

- a residence permit on the grounds of very special conditions in the asylum area.

1. Information about your stay in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Danish language skills and language tests

Have you passed a Danish test?

Yes No

If **yes**, please inform which.

Danish language test 1 Danish language test 2 Danish language test 3 Other test

Please note, you must remember to attach documentation in form of a copy of your Danish language test certificate or similar.

If **no**, please inform the following:

Can you speak Danish?

Yes No

Can you read Danish?

Yes No

Can you write Danish?

Yes No

Education in Denmark

Are you studying at a vocational program or at a higher educational program in Denmark?

Yes No

If **yes**, you must give the following information about the education in Denmark.

Please note, you must to remember to attach documentation in form of e.g. an examination certificate or a copy of passed tests.

Name of the education place

Field of education

The address of the education place

When did you start the education? (date)

When do you expect to complete the education? (date)

Finished educations, if applicable			
Name of the education place	Name of the education	Education period	
		Started (date)	Completed (date)

Work in Denmark

Do you have work in Denmark?

Yes No

If **yes**, you must give the following information about your work in Denmark.

Please note, you must remember to attach documentation in form of e.g. a copy of your employment contract and your three last pay checks.

Name of the work place	Date of employment
The work place's address	
Job title	How many hours a week do you work?

Former employment, if applicable

Name of work place	Job title	Employment period		Hours per week
		From (date)	To (date)	

Leisure interests etc.

Do you have leisure interests in Denmark?

Yes No

If **yes**, you must inform which:

Are you a member of an association, board or similar?

Yes No

If **yes**, you must inform which and attach documentation in form of e.g. a statement from the chairman of the association/board:

2. Family ties to Denmark and other countries

PLEASE COMPLETE IN CAPITAL LETTERS

Marriage or cohabitation

What is your current marital status?

Married Cohabiting Single Divorced Separated Widowed

If you are married or have a cohabitant, you must inform the following

Spouse's/cohabitant's name:

Spouse's/cohabitant's place of birth (town and country):

Spouse's/cohabitant's citizenship:

What does your spouse/cohabitant do in Denmark (work, education etc.)?

If you are divorced or separated and therefore no longer reside with your spouse/cohabitant, you must inform the following

When did you (or your spouse/cohabitant) move out of your shared place of residence?

What caused the divorce/discontinuation of cohabitation?

Please note, if the divorce/discontinuation of cohabitation was caused by that you or your child were exposed to violence, misuse or another form of harm etc., you must attach documentation in form of e.g. a police report, medical statement, statement from the social services or a crisis centre.

Do you have any further comments on the divorce/discontinuation of cohabitation?

Children

Do you have children under the age of 18?

Yes No

If **yes**, you must answer the questions below. If you have more than three children, use the form's back page.

Child 1

The child's name

The child's date of birth

The child's address

The child's place of birth (town and country):

If the child lives in Denmark, you must inform the following:

Is the child or has the child been in day nursery/day care?

Yes No

If **yes**, you must inform the day nursery's/day care's name and address:

Is the child or has the child been in kindergarten?

Yes No

If **yes**, you must inform the kindergarten's name and address:

Does the child or did the child go to school?

Yes No

If yes, you must inform which grade:

0th grade 1st grade 2nd grade 3rd grade 4th grade 5th grade 6th grade 7th grade
 8th grade 9th grade 10th grade Finished school

You must also inform the school's name and address:

Do you have full custody of the child?

Yes No

Do you have joint custody of the child?

Yes No

If yes, and you don't live the child's other parent, you must state how many days in the course of a normal 4 week period (28 days) the child is living with you.

Number of days with the mother:

State which weekdays:

Number of days with the father:

State which weekdays:

Does the child stay overnight at both parents' houses?

Yes No

How many nights does the child sleep at its mother's house in the course of a normal 4 week period (28 days)?

How many nights does the child sleep at its father's house in the course of a normal 4 week period (28 days)?

If you have more information that you believe is important for the Immigration Service to know, you can write it below.

Child 2

The child's name

The child's name

The child's address

The child's place of birth (town and country):

If the child lives in Denmark, you must inform the following:

Is the child or has the child been in day nursery/day care?

Yes No

If **yes**, you must inform the day nursery's/day care's name and address:

Is the child or has the child been in kindergarten?

Yes No

If **yes**, you must inform the kindergarten's name and address:

Does the child or did the child go to school?

Yes No

If yes, you must inform which grade:

0th grade 1st grade 2nd grade 3rd grade 4th grade 5th grade 6th grade 7th grade
 8th grade 9th grade 10th grade Finished school

You must also inform the school's name and address:

Do you have full custody of the child?

Yes No

Do you have joint custody of the child?

Yes No

If yes, and you don't live the child's other parent, you must state how many days in the course of a normal 4 week period (28 days) the child is living with you.

Number of days with the mother:

State which weekdays:

Number of days with the father:

State which weekdays:

Does the child stay overnight at both parents' houses?

Yes No

How many nights does the child sleep at its mother's house in the course of a normal 4 week period (28 days)?

How many nights does the child sleep at its father's house in the course of a normal 4 week period (28 days)?

If you have more information that you believe is important for the Immigration Service to know, you can write it below.

Child 3

The child's name

The child's name

The child's address

The child's place of birth (town and country):

If the child lives in Denmark, you must inform the following:

Is the child or has the child been in day nursery/day care?

Yes No

If **yes**, you must inform the day nursery's/day care's name and address:

Is the child or has the child been in kindergarten?

Yes No

If **yes**, you must inform the kindergarten's name and address:

Does the child or did the child go to school?

Yes No

If yes, you must inform which grade:

0th grade 1st grade 2nd grade 3rd grade 4th grade 5th grade 6th grade 7th grade
 8th grade 9th grade 10th grade Finished school

You must also inform the school's name and address:

Do you have full custody of the child?

Yes No

Do you have joint custody of the child?

Yes No

If yes, and you don't live the child's other parent, you must state how many days in the course of a normal 4 week period (28 days) the child is living with you.

Number of days with the mother:

State which weekdays:

Number of days with the father:

State which weekdays:

Does the child stay overnight at both parents' houses?

Yes No

How many nights does the child sleep at its mother's house in the course of a normal 4 week period (28 days)?

How many nights does the child sleep at its father's house in the course of a normal 4 week period (28 days)?

If you have more information that you believe is important for the Immigration Service to know, you can write it below.

Additional family

Do you have any additional family in Denmark?

Yes No

If **yes**, you must give the following information about your additional family.

Name	Address	Relationship (e.g. father, mother, sister, brother, uncle, aunt etc.)

Affiliation to your country of origin and other countries

Do you have family in your country of origin?

Yes No

If **yes**, you must give the following information about your family.

Name	Address	Relationship (e.g. father, mother, sister, brother, uncle, aunt etc.)

Do you have contact to your family in your country of origin?

Yes No

If **yes**, you must inform the extent of the contact:

Have you visited your family in your country of origin while you have had a residence permit in Denmark?

Yes No

If **yes**, you must inform for what reason and in which periods:

Do you have family in other countries than Denmark and your country of origin?

Yes No

If **yes**, you must inform their names, country and you relationship to the person in question:

3. Health conditions

PLEASE COMPLETE IN CAPITAL LETTERS

Do you have health problems?

Yes No

If **yes**, you must inform which and attach documentation in form of e.g. a letter or a statement from your doctor:

Are you receiving medical treatment?

Yes No

If **yes**, you must inform what treatment you are receiving:

4. Further comments

PLEASE COMPLETE IN CAPITAL LETTERS

If you have any further comments that you believe are important for the Immigration Service to know, you can write them below:

5. Declaration

Sworn declaration of correctness

I solemnly swear that the information in this appendix 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).

6. Signature

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 5.

Date and place	Signature

7. Declaration of consent

If you have stated that you and your former spouse/cohabitant have joint custody of your children in the appendix, you have to sign the declaration of consent below.

Please note that the Immigration Service may contact your former spouse/cohabitant to confirm your information about visitation with your child/children.

I hereby give consent to allow the Immigration Service to use my case to collect information from my former spouse/cohabitant about my child's/children's visitation with both parents.

Date and place	Signature