

# Application form

RF1\_en\_010820

## Application for residence permit for religious workers

### Uses

This form is to be used when applying for a Danish residence permit as a religious worker, i.e. as a

- member of the clergy,
- missionary,
- sister of a religious order for example nun or
- brother of a religious order for example monk within a religious order or denomination in Denmark.

If the applicant is granted a residence permit as a religious worker, he/she will also be granted a work permit.

The form can also be used to apply for an **extension** of a residence permit as a religious worker.

When applying for a residence permit for a religious worker, the religious order/denomination and the applicant must fill out separate parts of this form and attach the required documentation.

### How to apply

1. **The religious order/denomination** completes **part 2** (section 10-12) of this form and signs in section 14 (following the instructions given).
  1. The religious order/denomination attaches the required documentation (see below).
  3. Once the religious order/denomination has completed part 2, it forwards the whole form with the attached documentation to the applicant.
4. **The applicant** (the religious worker) completes **part 1** (section 1-7) of this form and signs in section 9 (following the instructions given).
  2. The applicant attaches the required documentation (see below).
  3. The applicant submits the application (part 1 and 2 including required documents) at a Danish diplomatic mission in his/her country of residence. If the applicant is a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done 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 application can also be send to the Immigration Service. Read more about where and how you submit the application at [newtodenmark.dk](http://newtodenmark.dk).

### Which documents must you attach?

**The applicant** must attach the following documents:

- Documentation for payment of fee.
- Copy of passport (all pages including front page)
- Documentation for relevant background, training and/or education.
- Vow declaration regarding Danish legislation (Appendix 1).
- Sworn declaration regarding criminal offences (Appendix 2).
- Sworn declaration regarding public assistance (Appendix 3).

If the application is for extension of residence permit, the applicant must also attach:

- Documentation for completion of a course about Danish family law, individual rights and democracy (only when applying for extension)

**The religious order/denomination** in Denmark should attach the following documents:

- Description of the work the applicant is to carry out in Denmark (e.g. contract or invitation with a description of tasks and responsibilities)

### The applicant must bring his/her passport

The applicant must bring his/her original passport, when the application is submitted or when the biometric features are recorded, so the authorities can verify his/her identity.

### If this form is being used to apply for an extension

An application for an extension of a residence permit must be submitted **before** the applicant's current residence permit expires. Read more about submitting an application for extension on the next page.

In order to be granted an extension of a residence permit as a religious worker the applicant must pass the **immigration test**. Read more about the immigration test at [newtodenmark.dk](http://newtodenmark.dk)

In order to get an extension of the residence permit as a religious worker the applicant must also complete a course about Danish family law, individual rights and democracy. Read more about the course at [newtodenmark.dk](http://newtodenmark.dk) and [km.dk](http://km.dk).

### 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 1 of this form and at [newtodenmark.dk/fee](http://newtodenmark.dk/fee) where you can also find the current fees.

If the applicant submits the application to a Danish diplomatic mission (embassy), you normally also have to pay a fee to the diplomatic mission. If the application is submitted to the diplomatic mission via a service company (outsourcing) you must also pay a fee to the company. The fees can vary. The individual diplomatic mission can also make further requirements, e.g. about passport photos or copies of the application. Find out more at the diplomatic mission's web page.

**Recording of biometric features**

If the applicant resides in Denmark or a country where Denmark has a diplomatic mission, the applicant must appear in person to have his/her biometric features (digital facial image and fingerprints) recorded for use in the residence card. The applicant's biometric features must be recorded in connection with the application being submitted.

If the applicant resides in a country where Denmark has a representation agreement with another country's diplomatic mission, he/she must appear in person and submit two facial images in connection with the application being submitted. Once the applicant arrives in Denmark, his/her biometric features will be recorded.

Read more about biometric residence cards on the last page of this form and at [www.newtodenmark.dk/residencecard](http://www.newtodenmark.dk/residencecard)

**How we process personal data**

You can read more about the processing of the applicant's personal data and his/her rights in the fact sheets about data protection which you will find at the back of the applicant's part of the form.

**The national sanction list**

The religious order/denomination in Denmark must be aware that a public national sanction list has been established with foreign religious preachers who are banned from entering in consideration of the public order in Denmark. A foreign national who is placed on the list, will get an entry ban. This means that the foreign national may not travel to or reside in Denmark or any other Schengen-area country.

Persons attached to the religious order/denomination must be aware, that they can be punished, if they help a foreign national who has been placed on the sanction list to enter or reside in Denmark illegally.

You can see the sanction list at [www.newtodenmark.dk/sanctionlist](http://www.newtodenmark.dk/sanctionlist)

**For more information**

More information about the rules governing Danish residence permits 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 forms, you can also contact the Danish Immigration Service. See contact information at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us)

**If this form is used to apply for an extension of a residence permit, please note that the application must be submitted before the applicant's current residence permit expires**

If the applicant submits his/her application after the date his/her current residence permit expires, it will mean the applicant is residing and/or working illegally in Denmark. As such, you should expect the application to be **rejected**. In this case, the Immigration Service will not process the application, and the applicant will have to leave Denmark and apply for a new residence permit in his/her country of origin. This applies even if the applicant has only been residing illegally in Denmark for a short period of time. Residing and/or working illegally in Denmark can also lead to **expulsion**.

**For official use only**

Date received	Received by (name)	Authority (stamp)	Alien identification number (Udl.nr.)/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 1.1 in this application form.

RF1\_en\_010820

**Application for residence permit for religious workers****PART 1 – To be filled out by the applicant****1. Fee**

Normally, you have to pay a fee to submit an application for a residence permit for religious workers.

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](http://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 with the case type '**Religious worker and accompanying family**' or '**Extension for religious worker 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 1.1 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 1.1. 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](http://newtodenmark.dk). You can create it at the relevant application page at [www.nyidanmark.dk/you-want-to-apply/religious-workers](http://www.nyidanmark.dk/you-want-to-apply/religious-workers) or [www.nyidanmark.dk/you-want-to-extend/religious-workers](http://www.nyidanmark.dk/you-want-to-extend/religious-workers)

**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](http://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. Only a few Danish diplomatic missions will allow you to pay the fee when you submit your application. 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.

**Turkish citizens may be exempt from paying the fee**

If you (the applicant) are a Turkish citizen and are applying for a residence and work permit for religious workers, missionary, nun or monk, you may be exempt from paying the fee if you are economically active. At [www.newtodenmark.dk/fee](http://www.newtodenmark.dk/fee) you can read more about who is exempt from paying the fee. If you are a Turkish citizen, and believe that you are exempt from paying the fee, please tick the box next to "I am exempt from paying the fee" in section 1.1. 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.

**1.1 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 'I am exempt from paying the fee'.

Case order ID

 I am exempt from paying the fee

## 1.2 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, a foreign bank account, or in cash at a Danish diplomatic mission. Diplomatic missions can only repay fees in cash if the fee was originally paid there. 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			
<input type="checkbox"/> Applicant			
<input type="checkbox"/> Other person/company: (name)			
<input type="checkbox"/> Danish NEM account	CPR number		
<input type="checkbox"/> Danish bank account	Name of bank	Reg. number	Account number
<input type="checkbox"/> Foreign bank account	Account information (account number/BIC/SWIFT/IBAN)		
	Additional information (bank address, account holder's address, etc.)		
<input type="checkbox"/> Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission)	State which Danish Diplomatic mission (city and country)		

## 2. Reason for application

What is the reason for your application?

(Tick a box)

**A.**  I wish to apply for a Danish **residence permit** as a member of the clergy, missionary, nun or monk.

In the religious order/denomination I will be (mark one box):

- Member of a clergy and will perform weddings
- Member of a clergy and will not perform weddings
- Missionary
- Nun
- Monk

If you apply for residence permit as a member of a clergy and will perform weddings, it is a requirement that you have applied for permission to perform marriages at the Ministry for Ecclesiastical Affairs. Read more at [eng.andretrossamfund.dk](http://eng.andretrossamfund.dk)

- I have applied for permission to perform marriages at the Ministry for Ecclesiastical Affairs  
You must attach documentation for your application for permission to perform marriages.

B.  I wish to apply for **extension** of a Danish residence and work permit as a member of the clergy, missionary, nun or monk.

In the religious order/denomination I will be (mark one box):

- Member of a clergy and will perform weddings
- Member of a clergy and will not perform weddings
- Missionary
- Nun
- Monk

**Please note:** In order to be granted an **extension** you must normally have passed the immigration test, and that you have completed a course about Danish family law, individual rights and democracy.

If you were granted residence permit prior to 1 April 2017, and do not perform weddings (regardless of whether such marriages are valid according to civil law) you are not required to complete the course in Danish family law, individual rights and democracy.

If you as a member of a clergy perform weddings (regardless of whether such marriages are valid according to civil law) and you prior to 1 April 2017 completed a course in Danish family law you are not required to complete the course in Danish family law, individual rights and democracy and.

If you apply for an **extension** of residence permit, please tick the boxes below, if you have passed the immigration test and have completed the course in Danish family law, individual rights and democracy.

- I have passed the immigration test.
- I have completed a course in Danish family law, individual rights and democracy.  
Please **attach documentation** for completion of the course.

If you apply for extension of a residence permit as a member of a clergy and will perform weddings, you must tick the box below if you have applied for permission to perform marriages at the Ministry for Ecclesiastical Affairs.

- I have applied for permission to perform marriages at the Ministry for Ecclesiastical Affairs  
You must attach documentation for your application for permission to perform marriages and e.g. your permission.

### 3. 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)	Danish CPR number (if applicable)
Alien identification number/Personal ID (if applicable)	
Place of birth (city)	Country of birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current marital status <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Registered partner <input type="checkbox"/> Dissolved registered partnership	
Address in home country (Street and number)	Postal code, city and country

Telephone number	Email address
If you are <b>currently in Denmark</b> , please state your date of entry, address, and contact information in Denmark.	
<b>Important:</b> Your name must be on the post box. Otherwise the mail will be returned to the sender. Please inform the Immigration Service of any change to address or other contact information in Denmark.	
Date of entry into Denmark	
Address in Denmark (Street and number)	Postal code, city and country
C/o (name)	Telephone number
Mobile phone number	Email address

## 4. Information about the applicant's passport

**PLEASE COMPLETE IN CAPITAL LETTERS**

If you are granted a residence permit, it can only be valid **up to three months** before your national passport or other types of travel documents expire. If you receive a new passport while your application is being processed, you will be asked to submit photocopies of all pages of the new passport.

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

## 5. Information about the applicant's educational/training background

**PLEASE COMPLETE IN CAPITAL LETTERS**

The applicant must document a background, training and/or education relevant to the work he/she is to carry out within a religious order/denomination. Please **attach documentation for relevant background, training and/or education**.

<input type="checkbox"/> Primary and lower secondary school	Number of years	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Upper secondary school	Number of years	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Higher education	Number of years	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Knowledge of languages</i>	Native language	
	Other languages	

Previous employment (please give employer's name and address)	Period of employment	Brief job description
	—	
	—	

	—	
	—	

Other schooling, work experience, qualifications, skills, practical experience, etc.

## 6. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

## 7. Sworn declarations

### A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 1 of 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 pay back 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

You can get information about how the Immigration Service and the Ministry of Foreign Affairs of Denmark process your data and about your rights in the fact sheet at the back of this part of the form.

**E. 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 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 relevant information will be passed on to local Danish authorities**

Danish immigration authorities are permitted to give certain information to the municipality in which you settle if you receive a residence permit.

Such information includes:

- The grounds for issuing you a residence permit.

The municipality will be informed if:

- Your residence permit is revoked or not extended.
- Your residence permit is found to have expired.

**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 Danish 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 Central Person Register.
- Comparison of information contained in the Danish immigration authorities' 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 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.

**J. Information about possible consequences if you apply for a residence permit while in Denmark on a visa (short term)**

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may result in you becoming ineligible for a visa for five-years (Aliens Act section 4c).

However, the abovementioned consequence does not apply in the following cases:

- If you are a spouse or a child under 15 applying for family reunification (Aliens Act 9(1) para.1) or 2)).
- If you apply for a residence permit on the grounds of special conditions (Aliens Act section 9c(1) on the grounds of such family ties mentioned in 9(1) para.1) or 2)).
- If you apply for a residence permit on the grounds of studies or PhD studies (Aliens Act section 9i(1) or (2)).
- If you apply for a residence permit on the grounds of the cities of refuge program (Aliens Act section 9c(4)).
- If you apply for a residence permit on the grounds of work (Aliens Act section 9a(2) paras. 1) – 11) or subsection (3).
- If you apply for a residence permit on the grounds of work according to Denmark's international obligations (Aliens





Act section 9p(1), the first sentence).

- If you apply for a residence permit as a retired employee of an international organisation etc. or as an accompanying family member to a retired employee of an international organisation etc. (Aliens Act Section 9q(1), (2) or (3)).
- If you, after you have submitted the application, leaves the Schengen States in accordance with the validity of your visa.
- If there are decisive humanitarian reasons for allowing you to remain eligible for a visa.

These exceptions on apply if the reason for your application is genuine.

## 8. Signature

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 7A-C, and that have read and understood the terms laid out in section 7D-J.**

Name

Date and place

Signature



## Appendix 1: Vow declaration to abide by Danish law **PLEASE COMPLETE IN CAPITAL LETTERS**

It is a requirement to get residence permit as a religious worker that you sign a vow declaration that you will abide by Danish law in your work. This includes protecting freedom of expression, freedom of religion, gender equality, sexual orientation and an individual's right not to be discriminated against. (Section 9 f(4) of the Aliens Act).

Name

I will abide by Danish law in my work. This includes protecting freedom of expression, freedom of religion, gender equality, sexual orientation and an individual's right not to be discriminated again

**Date and place**

**Signature**

## Appendix 2: Sworn declaration regarding criminal offences

**PLEASE COMPLETE IN CAPITAL LETTERS**

You can not be granted a residence permit as a religious worker in Denmark if there is reason to believe that you will be a threat to public safety, public order, health or morals or the rights and duties of others (Aliens Act section 9 f(8)). Therefore please state whether you have been convicted under the Criminal Code for such offences and make a sworn declaration regarding these conditions. If you have committed such offenses, your application will be evaluated based on your specific information on committed criminal offenses.

Name

Have you been convicted under the Criminal Code for offences constituting a threat to public safety, public order, health or morals or the rights and duties of others, or have you been convicted for similar offences abroad?

Yes  No

If **yes**, please state all criminal offences for which you have been convicted.

I declare that during my stay in Denmark I will not do anything that constitutes a threat to public security, public order, health, morals or the rights and duties of others (Aliens Act section 9 f(7)) .

I hereby give my consent and authorise the Danish Immigration Service to procure a transcript from the Central Criminal Register and/or relevant transcripts of court records in connection with the processing of my application in case of reasonable suspicion, that I have been sentenced.

I hereby give my consent and authorise the Danish Immigration Service in case of reasonable suspicion to investigate in detail, in connection with the processing of my application, whether criminal offences falling within section 9 f(7) of the Aliens Act have been committed abroad.

I solemnly swear that the information I have given 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 pay back 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).

**Date and place**

**Signature**

## Appendix 3: Sworn declaration regarding public assistance

**PLEASE COMPLETE IN CAPITAL LETTERS**

It is a condition for a residence permit as a religious worker that the alien and persons issued with a residence permit as a result of family ties with the alien do not receive any public assistance for maintenance during their stay in Denmark. Therefore the applicant must solemnly declare that neither he/she, nor any accompanying family members, will receive public assistance during his/her/their stay in Denmark.

Name

I declare that neither I nor any accompanying family of mine will receive any public assistance during my/our stay in Denmark (Aliens Act section 9 f(6), cf. Aliens Act section 19(1)(ix)).

**Date and place**

**Signature**

## Did you remember everything?

If your application 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](http://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 – part 1

**Before submitting the application, please ensure that you have enclosed the following documents:**

- Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post office.
- Copy of passport (all pages including front page).
- Documentation for relevant background, training and/or education.
- Documentation for completion of a course about Danish family law, individual rights and democracy. **Only** if you apply for extension of residence permit.
- Documentation for your application for permission to perform marriages and e.g. your permission
- Vow declaration regarding Danish law (Appendix 1).
- Sworn declaration regarding criminal offences (Appendix 2).
- Sworn declaration regarding public assistance (Appendix 3).

**It is important that you have**

- written your case order ID in section 1.1,
- answered all questions in part 1,
- signed and dated the application,
- completed, signed and dated Appendix 1, 2 and 3.

## Biometric features required on residence cards

If you submit your application in Denmark or in a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded.

If you submit your application at the diplomatic mission of a country with which Denmark has a representation agreement, you must appear in person to submit two facial images. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

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. If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person to submit two facial images **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your facial images, 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 or when submitting your facial images. 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](http://www.newtodenmark.dk/visit-us).

If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (um.dk).

If you are an EU/EEA citizen you are not required to have your biometric features recorded. Read more about residence cards and biometric features at [www.newtodenmark.dk/residencecard](http://www.newtodenmark.dk/residencecard).

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

Names and passport information in compliance with shown documentation of identity

Enclosed:

Copy of passport

Documentation for payment of fee.

Documentation for relevant background, training and/or education

Other

CPR number issued on (date)

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 3 OF THIS FORM

## Information about data protection in the Danish Immigration Service

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

## Information about data protection in the Ministry of Foreign Affairs of Denmark

The Ministry of Foreign Affairs of Denmark is responsible for the processing of personal data, when the Ministry or a Danish Diplomatic Missions (Embassy or General Consulate) assists the Danish Immigration Service in matters regarding the Aliens Act.

### Data controller

The Ministry of Foreign Affairs of Denmark is the data controller of the processing of data collected from the application form and data collected from your case, when your application is submitted to a Danish Diplomatic Mission or a private company that has made an agreement with a Danish Diplomatic Mission or the Ministry of Foreign Affairs of Denmark regarding the handling of certain administrative tasks regarding residency. The Ministry of Foreign Affairs of Denmark is also the data controller, when the Ministry or the Danish Diplomatic Mission (Embassy or General Consulate) exercises tasks regarding the processing of your case – including interviews, DNA-tests and verification of documents.

### Data Protection Officer

If you have questions about the processing of your personal data done by the Ministry of Foreign Affairs of Denmark, please contact our Data Protection Officer: Ministry of Foreign Affairs of Denmark, Asiatick Plads 2, DK-1448, Copenhagen K, Att. *Data Protection Officer*, e-mail: [dpo@um.dk](mailto:dpo@um.dk)

### Purpose and legal basis

The purpose of collecting personal data and the legal basis for the processing of your data corresponds to the purposes and legal basis of the processing done by the Danish Immigration Service – see 'Information about data protection in the Danish Immigration Service' above.

### Types of personal data

The Ministry of Foreign Affairs of Denmark process the same category of data as the Danish Immigration Service – see 'Information about data protection in the Danish Immigration Service' above.

### Recipients or categories of recipients

The Ministry of Foreign Affairs of Denmark transfers the collected data to the Danish Immigration Service.

The Ministry of Foreign Affairs of Denmark, including the Diplomatic Missions, may in some cases transfer your data to a data processor, who will then process your data on the behalf of the Ministry of Foreign Affairs of Denmark and the Diplomatic Missions.

The Ministry of Foreign Affairs of Denmark may also transfer your data in certain isolated cases to other public authorities, private-sector organizations, foreign organizations and authorities in relation to the verification of documents.

### Origin of information

The Ministry of Foreign Affairs of Denmark processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

### Storage of your data

The Ministry of Foreign Affairs of Denmark will store your data for as long as it is necessary in order to exercise the Ministry's responsibilities in relation to the case process. As a main rule the Ministry will store your data in our filing systems for 5 years where they will be erased subsequently. In isolated cases we may store your data for a longer period of time. In this case the data will have to be passed on to the National Archives within 30 years (section 13 of the Archive Act (arkivloven)).

If you have your finger prints and facial photo taken for the use of your residence card when you apply for residency at a representative or a private company, your finger prints and facial photo will be stored in the filing systems of the Ministry of Foreign Affairs of Denmark. This information will be erased after 30 days from when a decision has been made in your case or at latest 2 years after collected.

### Consent

We refer to the paragraph on consent in 'Information about data protection in the Danish Immigration Service' above.

### Rights as a data subject

We refer to the paragraph on rights in 'Information about data protection in the Danish Immigration Service' above. You have the same rights for the processing done by the Ministry of Foreign Affairs of Denmark. If you wish to invoke your rights regarding the processing done by the Ministry of Foreign Affairs of Denmark, please contact the Ministry of Foreign Affairs of Denmark.

### 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 the Ministry of Foreign Affairs of Denmark process your personal data. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk).



## PART 2 - to be filled out by the religious order/denomination in Denmark

### 9. Information about the religious order/denomination in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

The religious order/denomination must state its size (number of members) as well as the number of religious workers affiliated with it. This is required to ensure that the number of foreign nationals holding residence permits as religious workers must be proportionate to the size of the religious order/denomination.

Name of the religious order/denomination

Address (Street and number)

Post code and city

Telephone number

Mobile phone number

Email address

Contact person

Number of members

Number of foreign religious workers affiliated with the religious order/denomination

Has the religious order/denomination been officially acknowledged or sanctioned by the Danish Ministry of Ecclesiastical Affairs or the Department of Family Affairs (after Nov. 07)?

Yes       No

### 10. Information about the applicant (the member of the clergy, missionary, nun or monk)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

Given name(s)

Date of birth (day, month, year)

Which function will the applicant have in the religious order/denomination?

Member of the clergy who will perform weddings     Member of the clergy who will not perform weddings     Missionary     Nun     Monk

The religious order/denomination must **attach** a description of the work the applicant is to carry out in Denmark (e.g. contract or invitation with a description of tasks and responsibilities).

### 11. Comments from the religious order/denomination

## 12. Sworn declaration – the religious order/denomination

### A. Sworn declaration that all information given is correct

I solemnly declare that all information given in part 2 of this form is correct.

If the information is found to be false, 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 information (Aliens Act section 40).

### B. Information regarding possible verification by the authorities of the information the religious order/denomination have supplied

The Immigration Service may seek to verify the accuracy of the information the religious order/denomination have given in this application. This may happen while the application is being processed or later, if the applicant is granted a permit. If the applicant is granted a permit and the Immigration Service finds that he/she no longer meets the requirements of his/her residence permit, his/her permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects the religious order/denomination of providing false information, or suspects the applicant of not meeting the requirements of his/her 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 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 places of study
- Turning up in person at your residence, place of study or workplace

The religious order/denomination may be asked to supply additional information as part of the verification process.

## 13. Signature – the religious order/denomination

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 12.**

Name

Date and place

Signature

## Did you remember everything?

If the application for a Danish residence permit is correctly filled out and contains the required documents, the Immigration Service can process the case faster.

It is therefore important that you make certain that part 2 of the form is filled out correctly before forwarding it to the applicant.

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

## Checklist – part 2

**Before the form is sent to the applicant, please ensure that the religious order/denomination has enclosed the following:**

- Description of the work the applicant is to carry out in Denmark (e.g. contract or invitation with a description of tasks and responsibilities).

**It is also important, that the religious order/denomination has**

- answered all questions in part 2, and
- signed and dated the application.