

For Official Use Only

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KO1/SFR_en_100114

Application for residence card (based on work or study)

Purpose

You can use this form when applying for a new residence card if you have a residence permit on the grounds of **work or study** (or if you are an accompanying family member to such) **and**

- you have lost your residence card, **or**
- you are under 18 (accompanying child), **or**
- your personal information as shown on the residence card has changed (for example, your name).

Please note: If you have a residence permit in Denmark on the grounds of asylum or family reunification you must apply for a new residence card at the Danish Immigration Service (application form KO1/US).

If you have lost your residence card

If you have lost your residence card you must remember to fill out a declaration (P 650-031) at a police station about loss of passport or identity document. You can get the declaration by contacting the police. The declaration must be signed and stamped by the police and **submitted together with this form.**

How to apply

1. Fill out and sign this form
2. Enclose the necessary documents (cf. the next paragraph)
3. Submit the application in person at the Citizen Centre at the Danish Agency for Labour Market and Recruitment. If you live outside Greater Copenhagen you can also submit the application to the local police.

What documents should you bring?

- When you submit your application you must bring
- The declaration of loss of passport or identity document **or** if needed documentation regarding other reasons for applying for a new residence card (see section 2)
 - your old residence card. If lost, you must bring another type of photo identification.

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

Fee

The fee for re-issuing a residence card is DKK 235 (2014 level).

Receiving your new residence card

The new residence card will be sent to your address as registered at the Central Person Register (CPR).

For more information

More information about residence in Denmark is available at www.newtodenmark.dk
If you have questions when filling out the form, you can also contact the Danish Agency for Labour Market and Recruitment in writing, by telephone or in person (See contact information below).

1. The Applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	Former surname (if applicable)
Given name(s)	Person ID
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	CPR number
Address (Street and number)	Post code and city
Telephone number	E-mail

2. Your reason for applying for a new residence card

What is the reason you are applying for a new residence card?

- I am under the age of 18 and need a proof of my residence permit.

I have lost my residence card.

> Enclose the declaration by the police about loss of passport or identity document.

My name has changed due to an event in Denmark, for instance marriage or divorce.

> Enclose documentation for the reason you are applying for a new residence card.

I have an old laminated residence card and would like a new (plastic) residence card.

Other, please state reason:

> Enclose documentation for the reason you are applying for a new residence card.

3. Information about one of your parents

If you are **under the age of 18**, one of your parents must state his/her full name and CPR number.

Surname

Given name(s)

CPR number

4. Sworn declarations

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete.

If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information.
- My residence permit can be revoked.

B. 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.

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, or
- your residence permit is made permanent.

C. Notification that Danish authorities have registered information about you and your affairs

The information you supply or have supplied in connection with your application for a residence card will be registered in the registers of the Danish Agency for Labour Market and Recruitment. The same holds true for any information you give in connection with an application for an extension of your residence permit.

When you received a residence permit in Denmark, you were 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 remain registered in the Central Person Register.

The information in the registers of the Danish Agency for Labour Market and Recruitment and the Central Person Register will be used to answer questions related to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Immigration Appeals Board (reviewing complaints) will have access to the information about you contained in the Danish Agency for Labour Market and Recruitment's registers and the Central Person Register.

Other authorities or organisations will receive information about you from the registers of the Danish Agency for Labour Market and Recruitment and the Central Person Register if they require the information to address questions related to your residence in Denmark.



You are obligated to provide the information necessary for processing your application. Failure to provide the information can result in a fine or up to four months of imprisonment. You are entitled to access information about yourself in the registers of the Agency for Labour Market and Recruitment and the Central Person Register. Enquiries about this can be addressed to the Danish Agency for Labour Market and Recruitment, Njalsgade 72C, PO box 2000, DK-2300 Copenhagen S.

The fingerprints recorded for use on your residence card will be deleted from the registers of the Danish Agency for Labour Market and Recruitment no later than 90 days after your residence card has been issued or your application has been turned down.

5. Signature – the applicant

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

Date and place	Signature
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5.1 Signature – one of the parents

If the applicant is **under 15 years of age** one of the parents must sign this application.

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

Date and place	Signature
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Biometric features required on residence cards

You (the applicant) must have your biometric features (facial image and fingerprints) recorded when submitting the application for a residence card. A signature will also be recorded. Your biometric features will be stored on a chip in your residence card. If the applicant is a child under 6, only the facial image will be recorded.

Biometric features can be recorded at the Citizen Centre of the Danish Agency for Labour Market and Recruitment. If you live outside Greater Copenhagen, your biometric features can also be recorded at some police stations. A list of the police stations capable of recording biometric features can be found at www.newtodenmark.dk/residencecard.

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

For official use only: Comments and forwarding endorsements

Names are in compliance with shown proof of identity

Enclosed:

Declaration about lost residence card

Former residence card

Other

Name of bank:

Registration number:

Account number:

Payment received by

Date of received payment

Police District number

Resolution

REMEMBER TO FILL OUT NAME AND DATE OF RECEIVAL AT PAGE 1 AS WELL.