

Application form

FA9_en_250115

Application for extension of residence permit for family member of a foreign national who is working or studying in Denmark

Uses

This form is to be used when applying for **extension** of a Danish residence permit if you are a

- **spouse,**
- **registered partner,**
- **cohabiting partner, or**
- **child under 18 years of age**

of a foreign national, who is residing in Denmark to work or study. Or if the applicant is a child under 18 of the foreign national's spouse, registered partner or cohabiting partner.

Each applicant fills out and submits his/her own application. If, for example, a spouse and two children wish to apply for extension of a residence permit as accompanying family members, three individual applications is to be submitted.

In this form we will use the term 'applicant' for the person applying for extension of a residence permit on the grounds of his/her spouse/partner or parent working or studying in Denmark. The term 'sponsor' will be used to refer to the spouse/partner or parent of the applicant.

How to apply

1. Complete this form and sign in section 5 and/or section 6 (following the instructions given)
2. Enclose the required documentation (see below)
3. Submit the application at the Citizen Centre of the Danish Agency for Labour Market and Recruitment. If the applicant lives outside the Greater Copenhagen area, he/she can also submit the application at the local police station. The application can also be sent to the Danish Agency for Labour Market and Recruitment, Njalsgade 72C, PO box 2000, DK-2300 Copenhagen S.

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get the application processed by the Danish Agency for Labour Market and Recruitment. You can read more about the fees in section 0 of this form, or on www.newtodenmark.dk/fee where you can also see the current fees.

Which documents are required?

- Documentation of paid fee
- Copy of passport (pages containing master data)

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.

Children under the age of 18 who are living with the custody holder in Denmark are not normally required to hold a residence card. A child can, however, request to be issued a residence card. If the child requests a residence card, the child's biometric features (digital facial image and fingerprints) must be recorded in connection with the application being submitted.

Children **not** living with the custody holder in Denmark, but are instead living with a foster parent or close relative, are required to hold a residence card. The child's biometric features (digital facial image and fingerprints) must be 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

For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at www.newtodenmark.dk. You can also contact the Danish Agency for Labour Market and Recruitment in writing, in person at the Citizen Centre or by phone. If the sponsor is studying in Denmark, you can call our **study hotline** on +45 3396 3626. If the sponsor is working in Denmark, you can call our **work hotline** on +45 3396 3628. (See more contact information at the bottom of this page.)

You must submit an application to extend your present residence permit before it expires. If you submit your application after the date your residence and/or work permit expires, it will mean you are residing and/or working illegally in Denmark. As such, you should expect your application to be **rejected**. In this case, the Danish Agency for Labour Market and Recruitment 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 and/or working illegally in Denmark can also lead to **expulsion**.

For official use only

Dato modtaget	Modtaget af (navn)	Myndighed (stempel)	Udl.nr./Person ID	Case order ID*

*) IMPORTANT: The case order ID will only be recorded by the authorities if the applicant has not created a case order ID. If the applicant has created a case order ID, this should be stated under section 0 of the application form.

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0. Information about fees

From 1 January 2011 onwards, you will normally need to pay a fee if you submit an application for a residence permit, for an extension of a residence permit, or for a permanent residence permit in Denmark. The size of the fee depends on which type of application you submit. You can find the current fees on www.newtodenmark.dk/fee.

All persons who submit an application for extension of residence permit for family members must do the following in the order below:

1. Create a case order ID. **Please note:** You must state the case order ID in the field below.
2. Pay the fee. **Please note:** Certain groups of applicants may be exempt from paying the fee. These groups must still create a case order ID.
3. Submit the application.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is turned down. 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.

How do I create a case order ID?

Anyone can create a case order ID on www.newtodenmark.dk/fee. You must clearly state the case order ID in the field below and when paying the fee (if applicable).

How do I pay the fee?

You can pay the fee in several ways, such as from a Danish internet bank, in the bank or at the post office. On 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. Only a few Danish diplomatic missions will allow you to pay the fee when you submit your application. You **cannot** pay the fee directly to the Citizen Centre of the Danish Agency for Labour Market and Recruitment or to the Danish police. Please **include documentation that you have paid the fee**, such as a receipt from a Danish internet bank or a receipt from a bank or post office.

Who is exempt from paying the fee?

There may be special cases where an application in a case category where a fee is normally required can be submitted without paying the fee. On www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee. If you believe that you (the applicant) are exempt from paying the fee, please tick the box 'The applicant is exempt from paying the fee' in the field below. If you do this you do not need to fill in the information required for refunding 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.

0.1 Case order ID

Please state your **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please include 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

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

Please give the information required for refunding the fee. The fee can be refunded by transfer to a Danish NEM

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

Applicant

Other person/company: (name)

Danish NEM account (NEM-konto) CPR number

Danish bank account Name of bank Reg. number. Account number

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

Additional information (bank address, account holder's address, etc.)

Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission) State which Danish mission (city and country)

1. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Surname		Former surname (if applicable)	
Given name(s)			
Date of birth (day, month, year)		Danish CPR number	
Nationality		Alien identification number/Personal ID	
Current marital status			
<input type="checkbox"/> Unmarried	<input type="checkbox"/> Married	<input type="checkbox"/> Registered partnership	<input type="checkbox"/> Cohabiting partner
<input type="checkbox"/> Widow(er)	<input type="checkbox"/> Divorced	<input type="checkbox"/> Dissolved registered partnership	
Address (Street and number)		Postal code and city	
C/o (name)		Telephone number	
Mobile phone number		Email address	

You (the applicant) are:

Accompanying spouse, registered partner or cohabiting partner Accompanying child under 18 years of age

Do not answer the question below unless the applicant (the child) is to live/lives with the custody holder in Denmark.

If the applicant (the child) is to live/lives with the custody holder in Denmark, the child can request to be issued a residence card, if the child is granted a residence permit or an extension of a residence permit. Please indicate below whether the child requests a residence card. If the child requests a residence card, the child's biometric features (digital facial image and fingerprints) must be recorded. The child's signature will also be recorded. If the child is under 6, only a facial image is required. No additional fee is charged for obtaining a residence card. Read more about biometric residence cards on the last page of this form and at www.newtodenmark.dk/residencecard

If the child does not request a residence card, please submit two passport photos of the child. The child's biometric features will not need to be recorded. The child can apply for a residence card at a later date, should the need arise.

Does the child request a residence card? Yes No
 If no, please submit two passport photos.

2. 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 expires, or six months before 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.

National passport Other travel documents, please state which

Passport number

Date of issue

Date of expiry

In which country was the passport issued?

3. Information about the sponsor

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, you are asked to provide information about your spouse/partner or parent (the sponsor) who is working or studying in Denmark. The information is required in order to match your application with that of your sponsor.

Surname

Given name(s)

Date of birth (day, month, year)

Danish CPR number

Nationality

Alien identification number (Udl.nr.)/Personal ID

Address (Street and number)

Postal code, city and country

C/o (name)

Telephone number

Mobile phone number

Email address

4. 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:

- My residence permit can be revoked.
- 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.

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

I consent to letting the Danish Agency for Labour Market and Recruitment (STAR) obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities. Such information includes:

- Verification that the documents submitted with my application are genuine.
- My family relations.
- Any previous criminal proceedings against me.

I also consent to giving authorities contacted by STAR while processing my application permission to gather information about my private affairs for use in responding to the enquiry.

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

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority. This process can be initiated by STAR, 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 or outside Denmark, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

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

STAR is permitted to give certain information to the municipality (kommune) 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 lapses at some point in the future.
- You are granted a permanent residence permit.

E. 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 and work permit will be registered in STAR's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.

If you receive a residence permit and take up residence in Denmark, it will be registered in the Civil Registration System (CPR). The CPR Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in STAR's registers and the CPR register will be used to answer questions relating 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 STAR's registers and the CPR register.

Other authorities or organisations will receive information about you from STAR's registers and the CPR register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. You are entitled to access information about yourself in STAR's registers, and you are entitled to object to any information which you believe to be incorrect. Contact the Danish Agency for Labour Market and Recruitment, Njalsgade 72A, PO box 2000, DK-2300 Copenhagen S, if we are to correct, delete or block information, which proves to be incorrect.

The fingerprints recorded for use on your residence card will be deleted from STAR's registers no later than 90 days after your residence card has been issued or your application has been turned down.

F. Verification and spot-checks

Your case can be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and work permit, if such is granted to you.
- Whether you are staying and/or working in Denmark without the necessary permit.

Verification may involve the following:

- Checking public registers, such as the CPR register

- Comparing information contained in STAR registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry
- 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
- Using information registered by your employer about your employment

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

5. Signature – the applicant

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section A-B.

I also understand that the information I have given or will be giving will be registered in the Danish Agency for Labour Market and Recruitment's registers and that the information contained in the registers of the Danish Agency for Labour Market and Recruitment and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Buildings and Housing Registry (BBR) and the Income Registry (eIndkomst).

Date and place	Signature

6. Signature - the custody holder

If the applicant is an **accompanying child** under 16 years, the custody holder must normally also sign the application. If the custody holder is unable to sign the declaration, another person over 18 can sign on his/her behalf. In this case, a power of attorney must be attached.

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section A-B.

I also understand that the information I have given or will be giving will be registered in the Danish Agency for Labour Market and Recruitment's registers and that the information contained in the registers of the Danish Agency for Labour Market and Recruitment and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Buildings and Housing Registry (BBR) and the Income Registry (eIndkomst).

Relation to the child	
Date and place	Signature

Did you remember everything?

If your application is correctly filled out and contains the required documents, the Danish Agency for Labour Market and Recruitment can process the case faster.

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 to verify that the application is complete and correct.

Checklist

Before submitting the application, please ensure that you (the applicant) 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 (pages containing master data)

It is important that you (the applicant) have

- answered all questions in section 0-3,
- signed and dated the application in section 5 and/or section 6

Biometric features required on residence cards

Children under the age of 18 who are living with the custody holder in Denmark are not normally required to hold a residence card. A child can, however, request to be issued a residence card. If the child requests a residence card, the child's biometric features (digital facial image and fingerprints) must be recorded in connection with the application being submitted.

Children **not** living with the custody holder in Denmark, but instead living with a foster parent or close relative, are required to hold a residence card. The child's biometric features (digital facial image and fingerprints) must be recorded in connection with the application being submitted. If the child submits an application in person, the child's biometric features must be recorded at that time. If the child's application is sent by post or fax or is submitted by a third-party such as a lawyer, the child must appear in person to have his/her biometric features recorded **within 14 days** of the application being submitted. When having the child's biometric features recorded, please remember to bring a photocopy of the first three pages of the child's completed application form. This will allow the immigration authorities to match the child's biometric features with the application. **Please note** that the processing of the child's application will not begin until his/her biometric features are submitted. When having the child's biometric features recorded, please **bring the child's passport** or travel documentation. The child's signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card. If the child is under 6, only a facial image is required.

Biometric features can be recorded at the Citizen Centre of the Danish Agency for Labour Retention and International Recruitment. If you live outside Greater Copenhagen, your child's biometric features can also be recorded at some police stations. There is no separate fee for the residence card. A list of the police stations capable of recording biometric features can be found at www.newtodenmark.dk/residencecard

If the child lives with the custody holder in Denmark and does *not* request a residence card, please submit two passport photos of the child. The child's biometric features will not need to be recorded. The child can apply for a residence card at a later date, should the need arise.

If an application from a child **not** living with the custody holder in Denmark does not include facial images or fingerprints, the application will be **rejected**. Children under 6 or children who are not physically capable of providing fingerprints, are not required to be fingerprinted.

Read more about biometric residence cards on the last page of this form and at 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 Other
- 2 passport photos (one attached to personal data card in Appendix 1)

Comments

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