

# Application form

SG3\_en\_251017

## Application for Danish residence permit based on previous Danish citizenship, Danish heritage or affiliation with the Danish minority in South Schleswig

### Uses

Use this form when applying for a Danish residence permit based on

- previous Danish citizenship,
- Danish heritage, or
- if you belong to the Danish minority in South Schleswig.

More about the rules covering residence permits granted based on the above-mentioned criteria can be found on page 2 of this form, where you will also find examples of approved documentation.

### Instructions

To apply for a Danish residence permit:

1. Fill out and sign this form (following the instructions given).
2. Include the required documents (See below).
3. Submit the application to a Danish diplomatic mission (embassy or consulate general) in the country where you live. If you are 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. If you live outside the Greater Copenhagen area the application can also be submitted at the local police.

On [newtodenmark.dk](http://newtodenmark.dk) you can find more information about who can submit an application in Denmark.

### Which documents are required?

Please include the following documents when submitting this form:

- A copy of your passport (all pages including cover) or a copy of your ID card (EU citizens only).
- Proof of previous Danish citizenship, Danish heritage or that you belong to the Danish minority in South Schleswig (see examples on page 2).

### Biometric features required on residence cards

#### Adults

If you reside in Denmark or a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded for use in your residence card. Your biometric features must be recorded in connection with 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 and submit two facial images in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded.

### Children under the age of 18

Children under the age of 18 who are to live 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, and if the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child's biometric features (digital facial image and fingerprints) must be recorded in connection with the application being submitted.

Children who are **not** to live with the custody holder in Denmark, but are instead to live with a foster parent or close relative, are required to hold a residence card. If the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child must appear in person to have his/her biometric features (digital facial image and fingerprints) recorded. The child's biometric features must be recorded in connection with the application being submitted. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person and submit two facial images in connection with the application being submitted. Once the child 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)

### Do you need to bring other documents with you when you submit your application?

Yes, you must bring your original passport or ID card (EU citizens only) to enable the authorities to identify you.

### Your application can be refused if it lacks the necessary information or documents

The Immigration Service may refuse your application if it does not include the necessary information or documents. Please remember to **use the checklist** at the end of this form before submitting this application.

### For more information

More information about the rules governing residence in Denmark 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).

**For official use only**

**PLEASE REMEMBER TO COMPLETE THE LAST PAGE OF THIS FORM**

Date received	Received by (name)	Authority (stamp)	Alien identification number / Personal ID	Case order ID*
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\*) The case order ID will be created by the authorities in connection with the recording of biometric features.

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**Application for Danish residence permit based on previous Danish citizenship, Danish heritage or affiliation with the Danish minority in South Schleswig**

**1. The applicant**

**PLEASE COMPLETE IN CAPITAL LETTERS**

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	CPR number (if applicable)
Alien identification number/Personal ID (if applicable)	
Place of birth (city)	Country of birth

Do **not** answer the question below unless the applicant is a **child under the age of 18** and the child **is to live with the custody holder** in Denmark.

If the applicant (the child) is to live with the custody holder in Denmark, the child can request to be issued a residence card, if the child is granted 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](http://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 include two passport photos.

**About previous Danish citizenship, Danish heritage and affiliation with the Danish minority in South Schleswig**

**Previous Danish citizenship**

Foreign nationals who have previously held Danish citizenship are eligible for a residence permit under the terms of section 9 d of the Aliens Act. However, you are not eligible if you have lost your citizenship in accordance with section 8 a or section 8 b of the Danish Citizenship Act. Documentation of previous Danish citizenship includes your own baptismal certificate or one of your parents' baptismal certificates.

**Danish heritage**

Other foreign nationals of Danish heritage are normally eligible for residence and work permits under the terms of section 9 c (1) of the Aliens Act, if the applicant can prove that both parents (father and mother) or both parents' parents (all four grandparents) are or were born Danish citizens. It is not required that the grandparents still retain their Danish citizenship. It is not permitted to apply for a residence permit based on Danish heritage more than once. Documentation of Danish heritage includes your parents' or your grandparents' baptismal certificates.

**Affiliation with the Danish minority in South Schleswig**

German citizens belonging to the Danish minority in South Schleswig are normally eligible for a Danish residence permit under the terms of section 9 c (1) of the Aliens Act provided they declare that they consider themselves to be Danish.

Documentation of your affiliation with the Danish minority includes for instance a diploma or letter from a school belonging to the Association of Danish Schools of South Schleswig (Den Danske Skoleforening for Sydslesvig), a membership card or letter from the Southslesvian Organisation (Sydslesvigsk Forening) or a membership card from the SSW (Sydslesvigsk Vælgerforening).

## 2. Grounds for your application

On what grounds are you applying for a Danish residence permit?

*(Choose only one)*

- Previous Danish citizenship
- Danish heritage
- Member of the Danish minority in South Schleswig

## 3. Information about you (the applicant)

PLEASE COMPLETE IN CAPITAL LETTERS

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Job title
Marital status <input type="checkbox"/> Cohabiting partner/unmarried <input type="checkbox"/> Married/registered partner <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced/dissolved registered partnership	
Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address in home country (street and number)	Postal code, city and country
Telephone no.	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> Please inform the Immigration Service of any change to address or other contact information.	
Date of entry	
Address in Denmark (street and number)	Postcode and city
C/O (name) (if applicable)	Telephone number
Email address (if applicable)	

## 4. Information about your passport and previous visits to Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

<input type="checkbox"/> National passport	<input type="checkbox"/> Other travel document. Please state which
Passport number	Date of issue
Date of expiry	In which country was your passport issued?
Have you been in Denmark before? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , please state when	

Have you lived in any other country than your home country for more than six months?

Yes  No

If **yes**, where (countries) and when?

Did you have a residence permit in this country?

Yes  No

If **yes**, **enclose** a copy of your latest residence permit in the country.

## 5. Information about your parents and grandparents

Fill out section 5 only if you are applying for a residence permit on the grounds of **Danish descent**.

Are you applying for a residence permit on the grounds that both your **parents** (i.e. father and mother) are or were born Danish citizens?

Yes  No

If **yes**, please state the following about your parents:

**Mother** (surname and given name(s))

Date of birth (day, month, year)

Nationality

Former nationality (if applicable)

**Father** (surname and given name(s))

Date of birth (day, month, year)

Nationality

Former nationality (if applicable)

Are you applying for a residence permit on the grounds that both your **parents' parents** (i.e. all four grandparents) are or were born Danish citizens?

Yes  No

If **yes**, please state the following about your parents' parents:

**Mother's mother** (surname and given name(s))

Date of birth (day, month, year)

Nationality

Former nationality (if applicable)

**Mother's father** (surname and given name(s))

Date of birth (day, month, year)

Nationality

Former nationality (if applicable)

**Father's mother** (surname and given name(s))

Date of birth (day, month, year)

Nationality

Former nationality (if applicable)

Father's father (surname and given name(s))	
Date of birth (day, month, year)	
Nationality	Former nationality (if applicable)

## 6. Information about your affiliation with the Danish minority in South Schleswig

You must fill in this section if you are applying for a residence permit based on your affiliation with the Danish minority in South Schleswig.

I declare that I consider myself to be Danish and am therefore applying for a residence permit on the basis of my affiliation with the Danish minority in South Schleswig.

You can supplement your declaration by **attaching a copy** of a diploma or letter from a school belonging to the Association of Danish Schools of South Schleswig (Den Danske Skoleforening for Sydslesvig), a membership card or letter from the Southslesvigan organisation (Sydslesvigsk Forening) or a membership card from the SSW (Sydslesvigsk Vælgerforening).

## 7. Sworn 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 Danish immigration authorities obtain and pass on information about my private affairs for the purpose of enabling them to process my application (Public Administration Act section 29 and Act on Processing of Personal Data section 6-8 and section 27). Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.

Such information includes:

- Previous criminal proceedings against me.
- My familial relations.
- Verification that the documents submitted with my application are genuine.

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

### C. 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.

### D. 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 settle if you receive a residence permit.

Such information includes:

- The grounds for issuing you a residence permit.
- Exemptions to restrictions placed on your residence permit (if any).

The municipality will be informed if:

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

#### **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 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 permit.

If you receive a residence permit, it will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in the Danish immigration authorities' registers and the Central Person Register will be used to answer questions relating to your residence in Denmark (Act on Processing of Personal Data section 6-8). 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 immigration authorities' registers and the Central Person Register. In addition, other authorities and private organizations can have access to this information (Aliens Act section 44a).

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 of imprisonment, as well as placing your residence permit in jeopardy (Aliens Act section 60). You are entitled to access information about yourself in the Danish immigration authorities' registers and the Central Person Register. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

The fingerprints and the facial image recorded for use on your residence card and for identification and identity verification will be registered in the Danish immigration authorities' registers. If you are granted a residence permit the fingerprints and the facial image will be stored for 10 years. If you are not granted a residence permit the fingerprints and the facial image will be stored for 20 years. If you become a Danish citizen the fingerprints and the facial image will be deleted.

#### **F. Information regarding possible verification by the authorities of the information you have supplied**

The Integration Service or another Danish authority may seek to verify the accuracy of the information you gave in your application. This may happen while your application is being reviewed or after you have received your residence permit. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information.

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
- 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.

#### **G. 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 have the following consequences:

- You can become ineligible for a visa for five-years (Aliens Act section 4 c).
- If someone in Denmark has posted a financial guarantee for your visa, it can be collected by the Immigration Service, which means the money will be forfeited to the state (Aliens Act section 4).

However, the abovementioned consequences do not apply in the following cases:

- If you are a child under 15 or a spouse applying for family reunification.
- If you apply for a residence permit in order to study.
- If you apply for a residence permit in order to participate in the cities of refuge program.
- If you apply for a residence permit on the grounds of work, and you meet the requirements to obtain a permit.
- If there are decisive humanitarian reasons for allowing you to remain eligible for a visa or the guarantee not to be forfeited.

These exceptions assume 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 7.**

Date and place

Signature

## ivChecklist

If your application for a Danish residence permit is filled out correctly and includes the necessary documents, the Immigration Service can give you an answer faster.

Before submitting your application, use the checklist below to make sure you have filled out the form correctly and attached the necessary documents.

**Before submitting your application, it is important to make sure you have included the following:**

- A copy of your passport (all pages including the cover) or a copy of your ID card (EU citizens only).
- Documentation that you previously held Danish citizenship, documentation of your Danish heritage or documentation of your affiliation with the Danish minority in South Schleswig.

**It is also important to**

- answer all questions, and
- sign and date the application.

**Remember to bring your passport or your ID card (EU citizens only) when submitting the application.**

## Biometric features required on residence cards – applications from adults

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** that the processing of your application will not begin until your biometric features are submitted.

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.

Biometric features can be recorded at the Danish Immigration Service's Citizen Service. 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](http://www.newtodenmark.dk/residencecard). 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](http://um.dk)).

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, your application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and you do not submit two facial images, it will likewise be rejected. If you are not physically capable of providing fingerprints, you will not be required to do so.

Read more about residence cards and biometric features at [www.newtodenmark.dk/residencecard](http://www.newtodenmark.dk/residencecard).

## Biometric features required on residence cards – applications from children under the age of 18

Children under the age of 18 who are to live 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, and if the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child's biometric features (digital facial image and fingerprints) must be recorded in connection with the application being submitted.

Children who are **not** to live with the custody holder in Denmark, but are instead to live with a foster parent or close relative, are required to hold a residence card. If the application is submitted in Denmark or a country with a Danish diplomatic mission, the child must appear in person to have his/her biometric features (digital facial image and fingerprints) recorded. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person to submit two facial images. Once the child arrives in Denmark, his/her biometric features (digital facial image and fingerprints) must be recorded. If the child's application is sent by post or fax or 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. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person to submit two facial images **within 14 days** of the application being submitted. If the child's application has been sent by post or fax or submitted by a third-party such as a lawyer, please remember to **bring a photocopy** of the first three pages of the child's completed application form when having the child's biometric features recorded. 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 Danish Immigration Service's Citizen Service. If you live outside Greater Copenhagen, your child's 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](http://www.newtodenmark.dk/residencecard). For children living 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](http://um.dk)).

If the child lives with the custody holder in Denmark and does *not* request a residence card, please submit two passport photos. 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 the child is **not** living with the custody holder in Denmark, and the child does not agree to have his/her biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, the application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and the application does not include two facial images, it will likewise be rejected. Children under 6 or children who are not physically capable of providing fingerprints, are not required to be fingerprinted.

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 proof of identity

Enclosed:

- Copy of passport / copy of ID card (EU citizens only)
- Proof of previous Danish citizenship
- Proof of Danish heritage
- Proof of belonging to the Danish minority in South Schleswig
- Other

CPR number issued on (date):





Comments

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