



# Application form

GL/AR1\_en\_191015

## Application for a residence and work permit in Greenland (salaried work)

### Uses

This form is to be used when applying for a residence and work permit in Greenland in order to take a **salaried position**.

In order to apply for a residence and work permit in Greenland, the employer in Greenland and the applicant (the foreign employee) must each complete a part of this form and submit the required documentation.

### Instructions

1. The **employer** (company) completes **Part 2** (Sections 8-12) of this form and signs Section 14.
2. The employer attaches the required documents (see below for which documents are required).
3. After having completed Part 2 the employer sends the **entire form** (Parts 1 and 2), together with required documents to the applicant (the employee).
4. The **applicant** completes **Part 1** (Sections 1-5) and signs Section 7.
5. The applicant attaches the required documents (see below for which documents are required).
6. The applicant submits the **entire form** (Parts 1 and 2), together with any required documentation to a Danish embassy or consulate in his/her country of residence.

When submitting the form in person, the applicant must present his/her passport as proof of identification and to allow immigration officials to verify that the passport is valid.

Normally, applications for residence permit in Greenland must be submitted in the applicant's home country. In certain instances, the application can be submitted to the police in Greenland or in Denmark, as well as the Danish Agency for International Recruitment and Integration.

### What documents should I include with my application?

**The applicant must include the following:**

- copy of passport (all pages with information, including cover)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.  
**Note:** Your passport expiry date must be at least two months after your planned departure from Greenland.
- employment contract stating your salary and terms of employment, as well as a job description (not more than 30 days old)
- educational documents (copy of original document together with authorised translation into Danish or English, if required)
- proof of authorisation to work in your field (if required by Danish or Greenlandic authorities)
- other documents as indicated by the instructions

**The employer must attach** a statement by the Greenlandic municipal labour market office that the employer has sought to hire a Greenlandic employee. The employer must request the statement directly from the municipal labour market office.

### Qualifying for a residence and work permit

In order to qualify for a residence and work permit, a number of conditions must be met. Basic salary and terms of employment must be similar to those for Greenlandic employees.

In general, applicants must have a full time position (normally 40 hours/week). Additionally, there can be no qualified Greenlandic applicant for the position.

### Review by the Greenlandic Self-Rule authority

The application will be sent to the Greenlandic Self-Rule authority to determine whether there is a significant work or business-related argument in favour of granting residence.

### For a faster reply

Your application will be processed faster if you and your employer complete this form correctly and include all necessary documentation.

### Accompanying family members

Spouses, partners or children applying for residence as accompanying family members should submit form GL/FA8 – Application for a residence permit in Greenland (family members of a foreign national with a work permit in Greenland). The form is available for download from [newtodenmark.dk](http://newtodenmark.dk). Click on "forms" and select "Greenland".

### For more information

More information about the rules governing residence and work permits in Greenland 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 Agency for International Recruitment and Integration. See contact information at the bottom of this page.



## Application for a residence and work permit in Greenland (salaried work)

### For official use only

Date received	Received by (name)	Authority (stamp)	Personal ID

GL/AR1\_en\_191015

### Part 1 – to be completed by the applicant (the employee)

#### 1. Applicant

PLEASE COMPLETE IN CAPITAL LETTERS

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

#### 2. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Registered partnership <input type="checkbox"/> Divorced from registered partner
Address in home country (street and number/PO box)	Postal code, city/town and country
Telephone number	E-mail address
If you are already in Greenland, please answer the following questions:	
Date of entry	
Address in Greenland (street and number/b. number/PO box)	Postal code, city/town
C/O (if applicable)	Telephone number
Mobile telephone number	E-mail address



### 3. Information about the applicant's passport PLEASE COMPLETE IN CAPITAL LETTERS

Note: Your passport expiry date must be **at least two months after** your planned departure from Greenland.

<input type="checkbox"/> National passport	<input type="checkbox"/> Other travel document. Please state which:
Passport number	Date of issue (day, month, year)
Date of expiry (day, month, year)	Country of issue (country)

### 4. Educational and work history PLEASE COMPLETE IN CAPITAL LETTERS

The questions below relate to your educational and work history. The questions are asked because residence and work permits are normally only issued to applicants with special qualifications, or if there is a significant work or business-related argument in favour of granting residence.

<input type="checkbox"/> Vocational training	Number of years	Completed studies? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Post-secondary education	Number of years	Completed studies? <input type="checkbox"/> Yes <input type="checkbox"/> No

Is the job you have been offered within your field of study?  Yes     No

If **yes**, state your field of study and when you finished:

Field: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Please include a copy of your **diploma**.

Work history (include name and address of your previous employers)	Period of employment (from-to)	Short job description
	—	
	—	
	—	
	—	

Other qualifications or areas of study that are relevant for the job you have been offered:

Does the job offered require Danish or Greenlandic certification?  Yes     No

If **yes**, include documentation that you are certified.



## 5. Comments

PLEASE COMPLETE IN CAPITAL LETTERS

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## 6. Declarations

### A. Sworn declaration of correctness

I solemnly swear that the information in this application is correct and complete in accordance with Section 161 of the Danish Criminal Code, cf. Section 40 of Ordinance No 150 of 23 February 2001 (Application of the Aliens Act in Greenland).

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

- fine or imprisonment for up to two years
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information
- my residence permit can be revoked in accordance with Section 19 of Ordinance No 150 of 23 February 2001

### B. Declaration of consent – release of information required for processing my application

I consent to allowing the Danish immigration authorities obtain and release information about my private affairs if it is necessary in order to process this application, cf. Public Administration Act Sections 28 and 29, cf. Ordinance No 1188 of 27 December 1994 (Application of the Public Administration Act in Greenland). The information can be gathered from or released to other Danish and foreign public authorities, including the police.

Such information includes:

- previous criminal proceedings against me
- information about my family
- verification that the documents submitted with my application are genuine

I also consent to giving authorities contacted by the Danish Agency for International Recruitment and Integration while processing my application permission to gather information about my private affairs in order to respond to the enquiry.

### C. Declaration of consent – release of information about my application to my employer

I give my permission to the immigration authorities and the Greenlandic Self-Rule authorities to release information about me, including personal information, to the employer or its representative, if it is deemed necessary for processing my application.

I also give permission to the immigration authorities and the Greenlandic Self-Rule authorities to gather information about me, including personal information, from an employer or its representative, if it is deemed necessary for processing my application.

### D. Notification that employee and employer are subject to punishment if the employee works without a valid work permit

If a foreign employee works illegally in Greenland, i.e. without a valid work permit or in violation of the terms of the permit, both employer and employee are subject to the following penalties in accordance with the Criminal Code for Greenland, Act No 306 of 30 April 2008, cf. § 59 in Ordinance No 150 of 23 February 2001.

### E. Notification that information can be released to Danish intelligence agencies and prosecuting authorities

The information and documentation you submit with your application can, in certain cases and based on an individual review, be released to Danish intelligence agencies and the public prosecuting authority, cf. Public Administration Act, Section 28, Paragraph 2 (4), cf. Ordinance No 1188 of 27 December 1994.

The prosecuting authority will use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark/Greenland or abroad.

### D. Notification that some information will be passed on to the Central Person Register

The Danish immigration authorities are allowed to pass on certain information to the Central Person Register (CPR), if you are granted a residence permit, cf. section 11, (8) of Ordinance No. 150 of 23 February 2001. That includes



information about the grounds for issuing you a residence permit.

### **G. Notification that Danish authorities will register information about you and your personal affairs**

The information you submit when applying for a residence permit will be entered in the Danish Agency for International Recruitment and Integration's registers. The same holds true for information submitted when applying to extend your residence permit in the Faroe Islands.

The information in the Danish Agency for International Recruitment and Integration's registers will be used to answer questions about your residence in the Faroe Islands. The police will have access to the information contained in the Danish Agency for International Recruitment and Integration's registers for record keeping and verification purposes. The Ministry of Immigration, Integration and Housing will be permitted to access the Danish Agency for International Recruitment and Integration's registers in the event of a complaint.

Other authorities or organisations will receive information about you from the Danish Agency for International Recruitment and Integration's registers if the information is necessary to answer questions about your residence in the Faroe Islands.

You are obliged to provide the information necessary for deciding whether you are eligible for a residence permit in the Faroe Islands, cf. Section 40 of Ordinance No 182 of 22 March 2001. Failure to provide the information can result in a fine or up to four months imprisonment, as well as jeopardising your residence permit. You are entitled to right of access to the information about you in the Danish Agency for International Recruitment and Integration's registers, cf. Danish law No 294 of 8 June 1978 (Public Registers). Enquiries about accessing information contained in the register can be addressed to:

The Danish Agency for International Recruitment and Integration  
Njalsgade 72C  
2300 Copenhagen S  
Denmark

### **H. Verification of the information you submit**

The Danish Agency for International Recruitment and Integration may seek to verify the accuracy of the information included in your application. This may happen while your application is being reviewed or after you have received your residence permit.

Verification may involve contacting other authorities.

Should authorities seek to verify your information, you may be asked to provide supplementary information.

## 7. Signature (applicant)

**By signing below, I confirm that I have read, understood and accepted the terms laid out in Section 6.A-6.C and that I have read and understood the terms laid out in Section 6.D-6.H.**

Date and place

Signature





## Checklist (applicant)

The Danish Agency for International Recruitment and Integration can process your application faster if it is correctly filled out and contains the required documents.

We recommend using the checklist below to verify that Part 1 of this form is complete and correct and that you have included the necessary documentation – before submitting it.

### **Before submitting your application, please make sure you have included the following:**

- copy of your passport (all pages with information, including cover).
- Two passport photos. Affix one to the personal data card in Appendix 1.
- employment contract that details your salary and terms of employment, as well as a job description (not more than 30 days old).
- statement by the municipal labour market office that the employer has sought to hire an employee in Greenland.
- documentation of your educational and work history. Please submit copies of original documents together with authorised translations to Danish or English, if required.
- proof of authorisation to work in your field (if required by Danish or Greenlandic authorities).

### **Please also remember to**

- answer all questions in Part 1 and sign and date Section 7 and
- complete and sign the personal data card used for issuing residence cards in Appendix 1.



## For official use only



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

Names and passport information in compliance with shown proof of identity

#### Enclosed:

Copy of passport

Documentation of education (authorised translation into Danish or English)

2 passport photos (one attached to personal data card in Appendix 1)  Other

Employment contract and job description (not more than 30 days old)

#### Comments

If the application was submitted at a Danish diplomatic mission and is to be forwarded to another mission/address, please state address:

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



## Part 2 – to be completed by the employer (company) in Greenland

### 8. Information about the employer

PLEASE COMPLETE IN CAPITAL LETTERS

Employer (company) name	GER number
Address (street and number/b. number/ PO box)	Postal code and city/town
Telephone number	Mobile telephone number
E-mail address	
Point of contact (if any)	

### 9. Collective bargaining agreement

PLEASE COMPLETE IN CAPITAL LETTERS

Please answer the following question. In the event that the Greenlandic Self-Rule authority conducts a review of the application process answering the question now can help expedite the review.

Is the applicant's position covered by a valid Greenlandic collective bargaining agreement that you (the employer) are a party to, either due to your company's membership of an employer confederation or by agreement with a labour union?

Yes  No

If **yes**, which collective bargaining agreement you are a party to?

### 10. Information about the applicant's position

PLEASE COMPLETE IN CAPITAL LETTERS

What is the name of the position the applicant will be holding in Greenland? Please include a description of the position and its responsibilities.

Period of employment:

From: \_\_\_\_\_ to: \_\_\_\_\_

Gross monthly pay in Danish kroner, including benefits such as employer-paid rent or other utilities:

DKK \_\_\_\_\_

Will the applicant receive employer-paid rent or utilities?

Yes  No

If **yes**, state the amount of the rent in Danish kroner:

DKK \_\_\_\_\_

Is the employer providing the applicant with housing free of charge?

Yes  No

Will the employer be paying for other employee expenses, such as food?

Yes  No

If **yes**, list the expenses and their value in Danish kroner:

Number of hours applicant is to work each week:

Does the job offered require Danish or Greenlandic authorisation?

Yes  No

If **yes**, the applicant must **include proof of authorisation**.



## 11. Applicant (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

To help expedite the application process, please provide the applicant's name, date of birth and nationality below.

Surname

Given name(s)

Date of birth (day, month, year)

Nationality

## 12. Comments

PLEASE COMPLETE IN CAPITAL LETTERS

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## 13. Declarations (employer)

### A. Sworn declaration of correctness

I solemnly swear that the information in this application is correct and complete in accordance with Section 161 of the Danish Criminal Code, cf. Section 40 of Ordinance No 150 of 23 February 2001 (Application of the Aliens Act in Greenland).

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

- fine or imprisonment for up to two years
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information

### B. Sworn declaration of compliance with Greenlandic occupational health legislation when hiring individuals under the age of 18

I solemnly swear that I, as an employer, comply with Greenlandic occupational health legislation, in accordance with Section 161 of the Danish Criminal Code, cf. Section 40 in Ordinance No 150 of 23 February 2001.

## 14. Signature (employer)

**By signing below, I confirm that I have read, understood and accepted the terms laid out in Section 13.**

Date and place

Signature

## Checklist (employer)

The Danish Agency for International Recruitment and Integration can process this application faster if it is correctly filled out and contains the required documents.

We recommend using the checklist below to verify that Part 2 of this form is complete and correct and that you have included the necessary documentation – before sending it to the applicant.

### Before returning Part 2 to the applicant, please make sure you (the employer) have

- answered all questions in Part 2 (Sections 8-12),
- signed and dated Section 14, and
- included the statement from the municipal labour market office that you have sought to hire an employee in Greenland.