

Application form

Application for a residence permit for au pairs

What is this form used for?

This form is to be used for an application for a Danish residence permit to work as an au pair with a host family in Denmark.

There are three parts to this form:

- **Part 1** must be completed and signed by the **applicant** (the au pair).
- **Part 2** (au pair contract) must be completed by the **host family** and signed by both the **host family** and the **applicant**.
- **Part 3** must be completed and signed by the **host family**.

Parts 1, 2 and 3 must all be completed and signed in order for The Danish Agency for International Recruitment and Integration (SIRI) to begin processing the application.

Instructions

1. **The host family** completes sections 11-19 of Part 2 (the au pair contract) and signs in section 20 (following the instructions given in the form).
2. The host family signs section 24 of Part 3.
3. After completing and signing part 2 and Part 3, the host family sends the form to the applicant.
4. **The applicant (the au pair)** completes sections 1-8 of Part 1, and signs in Part 10 (following the instructions given in the form).
5. The applicant signs the au pair contract (Part 2, section 20)
6. The applicant attaches the required documents (see section below)
7. The applicant submits the application at a Danish diplomatic mission in his or her country of residence. The application can in certain cases be submitted in Denmark. If the application can be submitted in Denmark, this can be done at the Citizen Centre of The Danish Agency for International Recruitment and Integration (SIRI). If the applicant lives outside the Greater Copenhagen area, he or she can also submit the application at the local police station.

On newtodenmark.dk you can find more information about who can submit an application in Denmark.

Which documents should be included with the application?

The applicant should attach the following documents:

- Documentation of paid fee
- Copy of all pages of his/her passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)
- Copy of education documents.
- Copy of birth certificate.

Are other documents required when submitting the application?

Yes, the applicant must present his or her passport to the authorities for identification when submitting the application in person.

Biometric features required on residence cards

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 passport photos in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded.

Read more about biometric residence cards on the last page of this form and at newtodenmark.dk/residencecard

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 International Recruitment and Integration (SIRI).

You can read more about the fees in section 1 of this form, or on newtodenmark.dk/fee where you can also see a list of current fees.

If the applicant submits his/her application through an application centre, he/she must pay a separate service fee to the application centre.

Similarly, a fee must be paid to a Danish diplomatic mission (embassy or consulate general) or to a Norwegian diplomatic mission receiving the application on behalf of Denmark. The fees may vary.

The individual diplomatic mission can also make further requests such as additional passport photos or duplicate copies of the application. We recommend that the applicant checks the requirements on the website of the diplomatic mission in his/her country of residence before submitting his/her application.

Host family checklist

In addition to completing Part 2 and 3 of this form, the host family should also remember the following:

CPR REGISTRATION:

- The au pair must be registered with the Central Office of Civil Registration (the CPR Office) and national health insurance system by reporting to their local citizens' service centre no later than 5 days after he or she arrives at the host family's home. The au pair must also be unregistered when he or she leaves the country.
- The Central Office of Civil Registration (the CPR Office) must be notified that any former au pairs are no longer living at the family's address. If another au pair is registered at the host family's address, the new au pair's application will normally be rejected. This can be avoided if the host family explicitly state in the application that there is an overlap of one to two weeks from the time the new au pair gets his or her permit to the time the old au pair's permit expires, after which point the host family will notify the CPR Office that he or she is no longer living with them.



INSURANCE:

- The host family must take out three types of insurance covering their au pair: insurance for work-related injuries, insurance covering leisure time and accidents, and insurance covering the costs of the au pair's return to their homeland in case of death or serious illness or accident.

When may the applicant begin?

The applicant may not assume duties as an au pair until he or she has received a residence permit. If the applicant works without a residence permit he or she can be deported. Families allowing an au pair to work without a residence permit are subject to penalty under the terms of the Aliens Act.

For how long is the residence permit valid?

Residence permits for au pairs can be granted for a maximum period of 24 months.

Why all the questions?

The Danish Agency for International Recruitment and Integration (SIRI) strives to process applications as quickly and as efficiently as possible. In order to do so, it is important that we have all the necessary information and documents when we receive the application. Only information that is required to process the application is requested. In processing the application, we seek to ensure that the au pair is not misused as a cheap labour.

For more information

More information about the rules for residence permits is available at newtodenmark.dk. You are also welcome to contact the Danish Agency for International Recruitment and Integration (SIRI) if you require information about the regulations or how to fill out this form (see contact information at the bottom of the front page.)



For official use only

Date received	Received by (name)	Authority (stamp)	Personal 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 1 of the application form.

AU1_en_300617

Application for residence permit for au pairs

PART 1 – to be filled out by the applicant (the au pair)

1. Fee

You will normally need to pay a fee if you submit an application for a residence permit in Denmark. You can find the current fees on newtodenmark.dk/fee.

All persons who submit an application for residence permits for au pairs 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 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 by credit card, through a Danish internet bank, in the bank or at the post office. On 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 International Recruitment and Integration or to the Danish police. Please **include documentation that you have paid the fee**, such as a receipt for payment by credit card, for transfer through a Danish internet bank or a receipt from a bank or post office.

As a Turkish citizen, you may be exempt from paying the fee

If you (the applicant) are a Turkish citizen and are applying for a residence permit as an au pair, you may be exempt from paying the fee. On 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 "Applicant is exempt from paying the fee". 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.

1.1 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

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**. 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 number

Name and address of account holder

Name and address of bank (incl. country)

BIC/SWIFT

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

2. 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)

You must attach a copy of your birth certificate.

Personal ID (if applicable)

Country of birth



Phone number

Email address

3. The reason for submitting the application

PLEASE COMPLETE IN CAPITAL LETTERS

What is the reason for your application? (Tick one box only and answer the accompanying question)

- I wish to apply for a Danish residence permit as an au pair. This is the **first time** I apply for a residence permit as an au pair

Why do you want to be an au pair in Denmark?

- My residence permit as an au pair is due to expire. I would like to extend my stay with the same host family, and I therefore wish to apply for an **extension** of the period of validity of my residence permit

Why do you wish to extend your stay with your current host family?

- I would like to **change host family**, and I therefore wish to apply for a new residence permit as an au pair in Denmark

Why do you wish to change host families?

4. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender

- Man Woman

Do you have children or are you expecting a child?

- Yes No

Current marital status

- Unmarried (single) Married Registered partner Cohabiting partner Widow(er) Divorced

Your address in your home country (Street and number)

Post code, city and country

Phone number

Email address

If you are **currently in Denmark**, please state your date of entry, address, and contact information in Denmark.

Please note: if you state an address in Denmark, and the immigration authorities verify your identity when you submit your application, the decision about whether your application has been approved will be sent to your Danish address. If you have stated an address in Denmark, but the immigration authorities have yet to verify your identity, you will be asked to appear at a police station or the Citizen Centre of The Danish Agency for International Recruitment and Integration when a decision about your application is ready.

Important: Please inform SIRI of any change to address or other contact information.

Date of entry into Denmark

Address in Denmark (Street and number)

Post code and city



c/o (name)	Phone number
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5. Information about the applicant's passport **PLEASE COMPLETE IN CAPITAL LETTERS**

A residence permit can only be granted for a period of **up to three months** before the date of expiry of the passport.

Passport number	Date of expiry
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Have you been to Denmark before? Yes No

If yes, please state where and when

6. Information about the applicant's educational background, previous employment and knowledge of languages **PLEASE COMPLETE IN CAPITAL LETTERS**

<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"/> Vocational training	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

Please note, you must attach copies of your educational documentation

Previous employment

Current and previous employment (please give employer's name and address)	Period of employment (from-until)	Brief job description	Position
1. <hr/>	<hr/>	<hr/>	<hr/>
2. <hr/>	<hr/>	<hr/>	<hr/>
3. <hr/>	<hr/>	<hr/>	<hr/>



Knowledge of languages

In order to be granted a residence permit as an au pair, it is a condition that you have the necessary linguistic and cultural skills to receive the full benefit of a stay as an au pair in Denmark.

You must therefore have a working knowledge of either Danish, Swedish, Norwegian, English or German.

Native language

Second language

Other languages

7. Information about the applicant's contact with the host family and any previous stays in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

How did you first make contact with your host family?

Are you related to a host family member?

Yes

No

If **yes**, what is your relation to the family?

Do you have any family or friends in Denmark?

Yes

No

If **yes**, please describe your relationship to family/friends in Denmark:

Are you presently or have you ever been an au pair with another host family in Denmark?

Yes

No

If **yes**, please state when you are moving (or moved) from this host family.

Have you previously had a residence permit in Denmark on the basis other than an au pair?

Yes

No

If **yes**, please state when

Have you ever previously been an au pair in a country other than Denmark?

Yes

No

If **yes**, please state where and when

8. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

9. 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:

- 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 International Recruitment and Integration (SIRI) 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 SIRI while processing my application permission to gather information about my private affairs for use in responding to the enquiry.

C. Declaration that I consent to allowing information about me to be passed on to my reference

I hereby consent to allowing SIRI to pass on information about me, including personal information, to my reference (e.g. employer, educational institution, au-pair host) or his/her representative, if necessary for processing this application. I also consent to allowing SIRI to obtain information about me, including personal information, from my reference or his/her representative, if necessary for processing this application.

D. 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 SIRI, 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.

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

SIRI 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.

F. 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 SIRI'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 SIRI'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 SIRI's registers and the CPR register.



Other authorities or organisations will receive information about you from SIRI'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 SIRI's registers, and you are entitled to object to any information which you believe to be incorrect. Contact the Danish Agency for International Recruitment and Integration, 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 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.

G. Verification and spot-checks

Your case may 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 SIRI 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 the applicant or the host family
- Turning up in person at the applicant's or host family's residence

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

10. Signature – the applicant

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

I also understand that the information I have given or will be giving will be registered in the Danish Agency for International Recruitment and Integration's registers and that the information contained in the registers of the Danish Agency for International Recruitment and Integration 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

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 passport photos. 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 passport photos **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your passport photos, 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 or your passport photos with the application. **Please note** that the processing of your application will not begin until your biometric features or your passport photos are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your passport photos. 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 Citizen Centre of the Immigration 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 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).

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 passport photos, 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 newtodenmark.dk/residencecard.

Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

- Documentation of paid fee Copy of birth certificate
 Copy of passport Other
 Copy of education documents

Comments

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



DEL 2 –PART 2 – to be filled out by the host family and signed by both the host family and the applicant (the au pair)

Part 2: Au pair contract

When a foreign national applies for a residence permit as an au pair in Denmark, **both** the applicant (the au pair) **and** the host family in Denmark must sign this contract (the au pair and the host family are hereinafter referred to as the parties). The au pair contract is to be completed by the host family.

The host family must be comprised of at least one parent and one child under the age of 18 who is living at home. The child must be registered at the family's address.

If the parents of the child do not live together and the au pair has agreed to live intermittently at both parents' homes, then each parent must draw up an individual au pair contract with the applicant, and each parent must also meet the conditions for being a host family.

11. This au pair contract is concluded between the au pair (the applicant)

PLEASE COMPLETE IN CAPITAL LETTERS

Name of the au pair

Date of birth

Nationality

12. and the host family in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of the host

CPR number of the host

Citizenship of the host

Name of the host's spouse/partner

CPR number of the host's spouse/partner

Citizenship of the host's spouse/partner

Address (Street and number)

Post code and city

Phone number

Email address

Mobile phone number of the host

Mobile phone number of the host's spouse/partner

During the processing of the application, if we need to correspond with the host family, our letters will be sent digitally to the host's e-boks. The host's spouse or cohabiting partner will not receive any letters from us.

13. The duration of the au pair contract

The parties are asked to state the intended duration of the au pair contract. The au pair can be granted a residence permit for the number of months the contract is valid. Please note that a residence permit as an au pair is valid for a maximum of 24 months. Any previous periods as an au pair with another host family must be subtracted from the 24 months (remember to factor in the 3 months case processing period, when you state the expected start date below).

Number of months: _____ Expected start date _____

14. The rules concerning au pairs and host families

The host family must ensure that the au pair is registered with the Central Office of Civil Registration (the CPR registry) and national health insurance system by reporting to their local citizens' service centre no later than 5 days after he or she arrives at the host family's home. The family must also ensure that the au pair is deregistered when he or she leaves the country.

The au pair is granted a residence permit but not a work permit since the chores the au pair carries out for the host family are not considered as work. The au pair must **not** carry out chores for the host family for longer than the limit set for work hours, carry out other work tasks than household chores or carry out chores for any other party than the host family.

This means among other things that the au pair and the host family cannot agree that the au pair person work for more than 5 hours a day in exchange for more days off. The au pair and the host family likewise cannot agree that the au pair receives compensation in exchange for working more than the total maximum of 30 hours per week.

Before the au pair has been granted a residence permit the following is illegal:

- All types of work for the host family
- All types of work for parties other than the host

After the au pair has been granted a residence permit the following is illegal:

- Additional work for the host family beyond the maximum 5 hours per day/6 days a week
- To carry out other tasks than household chores for the host family
- All work for other parties than the host family

As a foreign national, if you carry out illegal work you risk being expelled and both the foreign national and the employer in Denmark can be punished by fine or imprisonment.

A host family can be excluded from approval as host family for a period of **10 years** as a consequence of violation of the criminal code's sections on threats, murder, violence, sexual offences etc. against an au pair.

A host family can be excluded from approval as host family for a period of **5 years** as a consequence of illegally employing an au pair.

- A host family can in addition be given a ban for **2 years** as a consequence of abuse of the au pair scheme. A host family can therefore be given a ban if:
- An au pair with the host family has carried out chores for longer than the limit set on work hours in the granted permit or has carried out other tasks than household chores for the host family
- An au pair with the host family has not received the minimum allowance set by the immigration authorities
- An au pair with the host family has not been given a separate bedroom which has been approved for habitation.
- An au pair with the host family has not had his or her ticket to Denmark paid, when required, or his or her ticket to the home country or the country where the au pair previously resided paid, when required.
- The host family has not taken out an industrial injuries insurance, insurance covering leisure time and accidents or insurance covering the cost of the au pair's return to his or her homeland in case of death or serious illness or accident.

15. Information about the host family's home and family relations

PLEASE COMPLETE IN CAPITAL LETTERS

Number of rooms in the host family's home, approved for residential use

Which language is generally spoken in the home?

Number of adults in the family

During the entire stay, the au pair is to stay at the following address

16. Information about the children which the au pair is to look after

PLEASE COMPLETE IN CAPITAL LETTERS

The host family must have at least one child below the age of 18 living at home. The child must be registered in the CPR registry as living at the host family's address.

Does the host family have at least one child below the age of 18, living at home and registered as such in the CPR registry?

Yes No

Will the au pair be looking after other children?

Yes No

You must inform us of the name and date of birth of these other children.

First name(s) and last name

Date of birth

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

17. The au pair stay is based on the following conditions PLEASE COMPLETE IN CAPITAL LETTERS

- The au pair is entitled to a minimum monthly allowance from the host family. The minimum allowance is regulated on the January 1st every year. Read more about the current allowance amount at newtodenmark.dk/aupair under the section "Other conditions and terms". The allowance must be transferred into a Danish bank account registered in the au pair's name on the last day of banking of every month. In regard to an application for an extension of the residence permit with the same host family and on unchanged terms, the minimum allowance is the same as when the original residence permit was issued.

- Allowance of DKK _____ per month.

- The au pair is entitled to food as well as lodging, in the family's home. In addition to the au pair's bedroom, the host family must also have a common living room, as well as one bedroom for every two people registered at the residence. If the host family's building is occupied by several families, there may only be calculated two members of the same family per bedroom. Both the common living room and all bedrooms must be approved for living in.
- During periods of illness the au pair must also receive his or her allowance and be provided with food. Lodging.
- The host family must pay for the au pair's ticket to Denmark, if the au pair arrives from a country outside the EU/EES or Switzerland.
- The host family must pay for the au pair's return ticket, if the au pair after the end of the stay returns to his or her home country or previous country of residence according to the following rules:
 - If the stay as an au pair ends in connection with the end of the validity of the residence permit as an au pair, the au pair must at the latest one month before the end of the validity of the residence permit in writing inform the host family whether the au pair wishes to return to the home country or previous country of residence in order for the host family to be able to buy a return ticket. The host family must then purchase a return ticket with a departure date no later than the end date of the au pair's residence permit.
 - If the residence permit of an au pair has been revoked, the au pair must at the latest one week after the decision of SIRI in writing inform the host family whether the au pair wishes to return to the home country or previous country of residence in order for the host family to be able to buy a return ticket. The host family must then purchase a return ticket with a departure date no later than 3 weeks after the au pair in writing has informed the host family whether the au pair wishes to return to the home country or previous country of

residence.

- If the stay as an au pair with the host family is terminated in other ways than the above mentioned cases, the au pair must at the latest one week after the stay has been terminated in writing inform the host family whether the au pair wishes to return to the home country or previous country of residence in order for the host family to be able to buy a return ticket. The host family must then purchase a return ticket with a departure date no later than 3 weeks after the au pair in writing has informed the host family whether the au pair wishes to return to the home country or previous country of residence.
- If the au pair enters into an au pair contract with a new host family during the stay in Denmark, the obligation to pay for the au pair's return ticket is transferred to the new host family.
- The au pair must be regarded as a part of the family and may carry out chores such as a limited amount of domestic chores and caring for children.
- The au pair must carry out chores between 3 and 5 hours a day, i.e. between 18 and a maximum of 30 hours per week, and the au pair must be granted at least one and a half day off per week. Half a day off means that the au pair must only carry out chores for a minimum of 3 and a maximum of 5 hours for the host family either before or after 2 p.m. on the day in question.
- The au pair is entitled to take time off on official Danish public holidays.
- The au pair must during the entire stay be granted adequate free time to pursue language courses and cultivate cultural, religious or professional interests.

Termination of the contract

- The au pair can in writing terminate the au pair contract with a 2 week notice.
- The host family can in writing terminate the au pair contract with a 1 month notice. If the au pair contract is terminated and the au pair continues to stay with the host family, the host family must provide free food and lodging and pay the allowance during the notice period. If the au pair contract is terminated and the au pair does not continue to stay with the family, the host family must pay the allowance to the au pair during the notice period.
- The au pair as well as the host family can terminate the au pair can terminate the agreement with immediate effect in case of serious breach of contract on the part of one of the parties, or if other serious circumstances make necessary immediate termination.

Changing the contract

- The terms of the contract may, apart from the requirements mentioned below, not be changed by mutual agreement between the two parties.
- The allowance requirement may be changed by mutual agreement between the two parties, but not, however, to an amount which is lower than the minimum amount at the time of applying for a residence permit as an au pair.
- The au pair can be given more rooms at his or her disposal and the host family may pay for the au pair's entry and return tickets in other cases than those mentioned in the contract.
- The weekly schedule may be changed by mutual agreement between the au pair and the host family if the requirement regarding daily work hours, which must be minimum 3 hours and maximum 5 hours per day, i.e. between 18 and 30 hours per week, and the requirement regarding one and a half day off per week continue to be met.

18. Weekly schedule – the au pair

PLEASE COMPLETE IN CAPITAL LETTERS

The au pair's chores, childcare and day(s) off must normally be carried out according to the weekly schedule you complete below. Under each day of the week you must list the start and end time for time spent doing chores and on childcare. Half and whole days off must also be marked in the schedule. At the bottom of the schedule, please list the nature of the chores to be carried out by the au pair.

The au pair must carry out chores between 3 and 5 hours a day, i.e. between 18 and a maximum of 30 hours per week, and the au pair must be granted at least one and a half day off per week. **Half a day off** means that the au pair must only carry out chores for a minimum of 3 and a maximum of 5 hours for the host family **either before or after 2 p.m.** on the day in question.

Note that the total number of work hours for each weekday **must be** min. 3 and max. 5 hours. The five-hour limit may not be exceeded. Granting the au pair more than one and a half day off per week does not mean that the au pair may work more than 5 hours on other days.

At the bottom of the page, you will be able to see the total number of hours for the entire week. You will also be able to add your comments to the weekly schedule.



Weekday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work hours							
Work hours (state the start and end time)							
Work hours (state the start and end time)							
Work hours (state the start and end time)							
Work hours (state the start and end time)							
Work hours (state the start and end time)							
Whole day off (check box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half day off (check box)	<input type="checkbox"/> A.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> A.M.
	<input type="checkbox"/> P.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> P.M.
Total (daily number of hours)							
	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours
Total (weekly number of hours)	_____ Minimum 18 and maximum 30 hours per week						
What types of chores will the au pair be responsible for?							
<input type="checkbox"/> Child care <input type="checkbox"/> Tidying up <input type="checkbox"/> Grocery shopping <input type="checkbox"/> Washing and ironing				<input type="checkbox"/> Bring child/children to and from institution/school <input type="checkbox"/> Cooking <input type="checkbox"/> Cleaning <input type="checkbox"/> Other, please state which: _____			



19. Comments concerning the weekly schedule

PLEASE COMPLETE IN CAPITAL LETTERS

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20. Signature

We (the au pair and the host family) hereby confirm that we have read and understood and that we accept the content of this contract.

<i>Date and place</i>	<i>Au pair's signature</i>
<i>Date and place</i>	<i>Host's signature</i>
<i>Date and place</i>	<i>Signature of the host's spouse/partner</i>

PART 3 – to be filled out by the host family

21. Information about contact with the applicant and any current au pair

PLEASE COMPLETE IN CAPITAL LETTERS

How did you (host family) first make contact with the applicant?

Are any members of your family related to the applicant?

Yes

No

If **yes**, how are they related?

Do you presently have an au pair?

Yes

No

If **yes**, when is the au pair scheduled to leave your home?

Please note: There may only be one au pair with a host family at one time. However, it is allowable for a new au pair to train with their host family prior to their predecessor's departure for up to 14 days.

22. Sworn declaration regarding misuse of the au pair scheme – the host family

I (the host) hereby solemnly declare that in the past ten years I have not been sentenced to imprisonment, suspended or otherwise, or other punishment for a criminal offence against an au pair living with my family that involves or leaves open the possibility of imprisonment for violations of one or more of the following sections of the criminal code:

- sec. 216 or 217, sec. 224 or 225, cf. sec. 216 or sec. 217, or sec. 228, sec. 229 (1) – Sexual offences
- sec. 237 or sec. 244-246 and sec. 250 – Offences of violence against the person
- sec. 260, sec. 261 and sec. 262 a – Offences against personal liberty
- sec. 266 – Threats

Moreover, I declare that within the past five years I have neither been convicted of, nor received a fine for violating section 59 (4) of the Aliens Act (illegal employment of a previous au pair living with my family).

I give **my permission** to The Danish Agency for International Recruitment and Integration to request a report from the Central Crime Register or other relevant copies of sentences regarding the abovementioned sections of the Danish Criminal Code.

If the applicant is granted a residence permit, and this declaration is later found to be false, the residence permit can be revoked as a consequence. Moreover, if my declaration is later found to be false, I am subject to

- a fine, imprisonment of up to two years, and
- I can be required to reimburse the Danish state for expenses incurred as a result of the false information.

23. Sworn declarations – the host family

A. Sworn declaration of correctness

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

If the information is false, 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

B. Acknowledgement of the conditions of the au pair's residence permit

I am aware of the conditions attached to the au pair's residence permit. I am also aware that violations of these conditions can result in:

- The revocation of the au pair's residence permit
- Me being punished with a fine or imprisonment (in the case of illegal employment)
- Me being registered on a special register/watch list by The Danish Agency for International Recruitment and Integration
- Me being excluded from approval as host family for a period of 10 years as a consequence of violation of the criminal code's sections on threats, murder, violence, sexual offences etc. against an au pair.



- Me being excluded from approval as host family for a period of 5 years as a consequence of illegally employing an au pair.
- Me being given a ban for 2 years as a consequence of abuse of the au pair scheme, if:
 - The au pair with the host family has carried out chores for longer than the limit set on work hours in the granted permit or has carried out other tasks than household chores for the host family.
 - The au pair with the host family has not received the minimum allowance set by the immigration authorities.
 - The au pair with the host family has not been given a separate bedroom which has been approved for habitation.
 - The au pair with the host family has not had his or her ticket to Denmark paid, when required, or his or her ticket to the home country or the country where the au pair previously resided paid, when required.
 - The host family has not taken out an industrial injuries insurance, insurance covering leisure time and accidents or insurance covering the cost of the au pair's return to his or her homeland in case of death or serious illness or accident.

C. Declaration regarding public assistance

I hereby solemnly declare under section 161 of the Danish Penal Code, cf. section 40 of the Danish Aliens Act and section 59-60 of the Danish Aliens Act, that I am not receiving public assistance under the terms of the Active Social Policy Act. If this is found to be untrue, I am liable for fine or imprisonment for up to 4 months, or, under aggravating circumstances, imprisonment for up to 2 years. Furthermore, I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information.

D. Declaration regarding insurance

I hereby solemnly declare under section 161 of the Danish Penal Code, cf. section 40 of the Danish Aliens Act and section 59-60 of the Danish Aliens Act that I, if a residence permit is granted, will take out an insurance covering the repatriation of the au pair in case of death, serious illness or accident.

E. Declaration regarding The Danish Agency for International Recruitment and Integration's permission to share information with other Danish authorities

I hereby give the Danish Agency for International Recruitment and Integration permission to share any of the information given in the above declarations to the Danish local authorities. Furthermore, I give the local authorities permission to share information about my situation, including my financial situation, with the Danish Agency for International Recruitment and Integration and other Danish authorities.

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 given.
- If the conditions for the residence and work permit, if such is granted, continue to be met.
- If a foreign national is being employed without the necessary work permit or in contradiction to the conditions pertaining to the work permit.
- If a foreign national is residing in Denmark without the necessary permit.

Verification may involve the following:

- Checking public registers, such as the CPR register or the income registry
- Comparison of information contained in SIRI 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 the applicant or host family

In connection with the spot check, both the applicant and the host family can be requested to provide further information.

24. Signature – the host family

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-F.

Date and place	Host's signature
Date and place	Signature of the host's spouse/partner

Did you remember everything?

If your application for a Danish residence permit is correctly filled out and contains the required documents, SIRI 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.

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

It is possible to send documents to work@siri.dk, if there are specific documents which you are unable to have ready when you submit the application. It is important that you know that the service goal is calculated from the date when we have received all necessary documents. If you submit additional documents later, the applicant must therefore expect to wait longer before he/she will receive a decision.

Checklist

Before submitting the application, please ensure that the applicant (the au pair) has included 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 all pages of his/her passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)
- Copy of educational documents
- Copy of birth certificate

It is important that the applicant has

- answered all questions in part 1 (section 1 to 8),
- signed and dated part 1 (the application) in section 10,
- signed and dated part 2 (the au pair contract) in section 20

It is also important that the host family has

- answered all questions in part 2 (the au pair contract) section 11 to 19,
- signed and dated part 2 (the au pair contract) in section 20, and has
- signed and dated part 3 in section 24.