WH1

Application form

Ministry of Immigration, Integration and Housing

Danish Agency for International Recruitment and Integration

WH1_en_011115

Application for residence and work permit for Working Holiday

Uses
This form can be used to apply for a residence and work permit in Denmark, if you are an **Argentine, Australian**, **Canadian**, **Chilean**, **Japanese**, **New Zealand** or **South Korean citizen** wishing to come to Denmark on a Working Holiday.

You can also use this form to apply for an **extension** of your permit for Working holiday, resulting in a one year permit in total.

How to apply
1. Fill out and sign this form (following the instructions given)
2. Attach 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 Citizen Centre of the Danish Agency for International Recruitment and Integration. If you live outside the Greater Copenhagen area, you 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 are required?
Regardless of your nationality, you must attach the following documents:
- A copy of your passport (all pages including the cover)
- Documentation that you have a return ticket or sufficient funds to buy one

*If you are an **Argentine citizen**, please attach the following:*
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name
- Documentation for complete health insurance coverage, to the extent that you are not covered by the Danish National Health Insurance.

*If you are an **Australian citizen**, please attach the following:*
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 18,000, e.g. a bank statement or similar which shows your full name

*If you are a **Canadian citizen**, please attach the following:*
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name
- Documentation for complete health insurance coverage which includes accident, life and home transport. The insurance must be valid during your entire stay

*If you are a **Chilean citizen**, please attach the following:*
- Documentation that you have sufficient funds for food and lodging during your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name
- Documentation for complete health insurance coverage, to the extent that you are not covered by the Danish National Health Insurance

*If you are a **Japanese citizen**, please attach the following:*
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name

*If you are a **New Zealand citizen**, please attach the following:*
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 24,000, e.g. a bank statement or similar which shows your full name
- Documentation for complete health insurance coverage. The insurance must be valid during your entire stay

*If you are a **South Korean citizen**, please attach the following:*
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name
- Documentation for complete health insurance coverage, to the extent that you are not covered by the Danish National Health Insurance.

Are any other documents required when submitting the application?
Yes, if you submit the application, you must bring your original passport for identification.

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 facial images 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

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Does it cost anything to submit an application?
There is no fee to be paid to the Danish Agency for International Recruitment and Integration for processing an application for a residence permit for Working Holiday in Denmark. If you, however, submit your application to a Danish diplomatic mission (embassy or consulate general) you will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that you check the requirements on the website of the diplomatic mission in your country before submitting the application.

For more information
You can find more information about residence and work permits in Denmark at newtodenmark.dk, where you can also find information about processing times. If you have questions when filling out the form, you can also contact the Danish Agency for International Recruitment and Integration.

For official use only

Date received	Received by (name)	Authority (stamp)	Personal ID	Case order ID*

*) The case order ID will be created by the authorities in connection with the recording of biometric features.

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Application for residence and work permit for Working Holiday

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)	Danish CPR number (if applicable)
Personal ID (if applicable)	
Place of birth (city)	Country of birth

2. Reason for application

PLEASE COMPLETE IN CAPITAL LETTERS

What is the reason for your application? (Tick only one box)

☐ I would like to apply for a residence and work permit for Working Holiday in Denmark. This is the **first time** I apply for a residence and work permit for Working Holiday in Denmark

☐ My residence and work permit for Working Holiday in Denmark is due to expire. I would therefore like to apply for an **extension** of the period of validity of my residence and work permit for Working Holiday in Denmark

How long do you expect to stay in Denmark?

From (day, month, year) To (day, month, year)

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3. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender ☐ Male ☐ Female

Do you have children? ☐ Yes ☐ No

Current marital status

☐ Unmarried ☐ Married ☐ Registered partnership ☐ Widow(er)

☐ Divorced ☐ Dissolved registered partnership

Your address in your home country (Street and number)	Post code, city and country

Telephone 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 the Danish Agency for International Recruitment and Integration 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)	Telephone number

4. 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

Have you been to Denmark before? ☐ Yes ☐ No

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

_____

5. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

6. 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. 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.

D. 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.

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

The information you supply or have supplied in connection with your application for a residence and work permit will be registered in 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 recorded for use on your residence card will be deleted from SIRI's registers no later than 90 days

after your residence card has been issued or your application has been turned down.

F. Verification and spot-checks

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

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

Verification may involve the following:

- Checking public registers, such as the CPR register
- Comparing information contained in 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 third parties, such as employers or places of study
- Turning up in person at your residence, place of study or workplace
- Using information registered by your employer about your employment

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

7. Signature

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

I also understand that the information I have given or will be giving will be registered in the Danish Agency for 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

Did you remember everything?

If your application for a Danish residence permit is correctly filled out and contains the required documents, we can process your case faster.

It is therefore important that you make certain that the form is filled out correctly and that you have included the necessary documents before submitting your application.

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

Checklist

Before submitting the application, please ensure that you have enclosed the following:

☐ Copy of your passport (all pages including the front page)

☐ Documentation that you have a return ticket or sufficient funds to buy one

*If you are an **Argentine citizen**, please ensure that you have also enclosed:*
☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name.
☐ Documentation for complete health insurance coverage, to the extent that you are not covered by the Danish National Health Insurance.

*If you are an **Australian citizen**, please ensure that you also have enclosed:*
☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 18,000, e.g. a bank statement or similar which shows your full name.

*If you are a **Canadian citizen**, please ensure that you also have enclosed the following:*

☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name.

☐ Documentation for complete health insurance coverage which includes accident, life and home transport. The insurance must be valid during your entire stay.

*If you are a **Chilean citizen**, please ensure that you also have enclosed the following:*

☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name.

☐ Documentation for complete health insurance coverage, to the extent that you are not covered by the Danish National Health Insurance.

*If you are a **Japanese citizen**, please ensure that you also have enclosed:*

☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name

*If you are a **New Zealand citizen**, please ensure that you also have enclosed the following:*

☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 24,000, e.g. a bank statement or similar which shows your full name.

☐ Documentation for complete health insurance coverage. The insurance must be valid during your entire stay.

*If you are a **South Korean citizen**, please ensure that you also have enclosed the following:*

☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name.

☐ Documentation for complete health insurance coverage, to the extent that you are not covered by the Danish National Health Insurance.

It is important that you have

☐ answered all questions, and have

☐ signed and dated the application in section 7.

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 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 Citizen Centre of the Danish Agency for International Recruitment and Integration. 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 facial images, it will likewise be rejected. If you are not physically capable of providing fingerprints, you will not be required to do so.

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Danish Agency for International Recruitment and Integration

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

For official use only – Comments and forwarding endorsements

☐ Names and passport information are in compliance with shown documentation of identity

Enclosed:

☐ Copy of passport

☐ Documentation for return ticket or sufficient funds

☐ Documentation for sufficient funds for food and lodging

☐ Documentation for health insurance coverage

☐ Other

Comments

PLEASE REMEMBER TO STATE NAME AND DATE OF RECEIPT ON PAGE 2