



# Application form

GL/AR2\_en\_191015

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

### Uses

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

This form can only be used if the applicant's **workplace** and **the terms of employment are the same** as when the original residence and work permit were issued. If the applicant has changed workplaces or if the terms of employment have changed, a new permit must be applied for using form GL/AR1. The application form can be downloaded from [newtodenmark.dk](http://newtodenmark.dk). Click "Forms" and select "Greenland".

**Note:** Wage increases due to cost of living adjustments are not considered a change in the applicant's terms of employment.

In order to apply for an extended 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 **applicant** completes **Part 1** (Sections 1-4) of this form and **signs Section 6**.
2. The **employer** completes **Part 2** (Sections 7-10) of this form and **signs Section 12**.
3. The **applicant** sends the **entire form** (Parts 1 and 2), together with required documentation to: The Danish Agency for International Recruitment and Integration, Njalsgade 72C, 2300 Copenhagen, Denmark.

The application can also be submitted at a police station in Greenland.

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

**The applicant must include the following:**

- copy of passport (all pages, including cover)  
**Note:** Your passport expiry date must be at least two months after your planned departure from Greenland.
- two passport photos. Please affix one photo to the personal data card in Appendix 1
- employment contract (required only if the previous contract has expired or if you are uncertain whether it still meets the conditions for issuing a work and residence permit)
- proof of authorisation to work in your field, if required by Danish or Greenlandic authorities (required only if your previous authorisation has expired)
- other documents as indicated below

**The employer must include the following:**

- a statement from the municipal labour market office confirming that the employer has sought to hire Greenlandic labour, in accordance with Greenlandic Law No 27 of 30 October 1992 (Regulation of Foreign Labour in Greenland)

**Note:** The employer must request a statement directly from the municipal labour market office. The statement must be included with this application.

### Do I need other documents when submitting the application?

Yes. You must present your passport so the authorities can verify your identity.

### For a faster reply

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

### 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.



## For official use only

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

GL/AR2\_en\_191015

## Application to extend a residence and work permit (salaried work)

### 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)		
Date of birth (day month year)	CPR number	
Nationality	Personal ID	
Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Registered partner <input type="checkbox"/> Former registered partner		
Address (street and number/b. number/PO box)	Postal code, city/town	
C/O (if applicable)	Telephone number	
Mobile telephone number	E-mail address	

2. Information about the applicant's passport		PLEASE COMPLETE IN CAPITAL LETTERS
Please 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)	Place of issue (country)	



## 3. Declaration that I still qualify for a residence permit

In order for your residence permit to be extended, you must still meet the original requirements for receiving a residence permit. That is to say that:

- your salary and terms of employment may not have changed *and*
- your position and place of employment may not have changed

Please tick the appropriate box below regarding whether you still qualify for a residence permit.

If you are uncertain whether your salary, terms of employment, position or place of employment have changed, tick box B below and include a valid employment contract stating your salary and terms of employment.

(Tick only one)

A.  My salary, terms of employment, position and place of employment all remain unchanged.

B.  I am uncertain whether my salary, terms of employment, position or place of employment have changed. I am including a valid employment contract that states my salary and terms of employment.

**Note:** If your salary, terms of employment, position or place of employment have changed you must apply for a **new residence and work permit** using form GL/AR1.

## 4. Comments

PLEASE COMPLETE IN CAPITAL LETTERS

---



---



---



---



---

## 5. Declarations

### A. Sworn declaration of correctness

I solemnly swear that the information in this application is correct and complete.

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

- 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 that I consent to allowing information about me to be passed on to my employer

I hereby consent to allowing the immigration authorities to pass on information about me, including personal information, to my employer or his/her representative, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about me, including personal information, from my employer or his/her representative, if necessary for processing this application.

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

If a foreign employee works illegally in Greenland, i.e. without a valid 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.

**F. Notification that some information will be released to Greenlandic authorities**

Danish immigration authorities are permitted to release certain information to the Self-Rule authorities or to Greenlandic Police, cf. Public Administration Act, Section 28, Paragraph 3, cf. Ordinance No 1188 of 27 December 1994.

Such information includes:

- the grounds for issuing you a residence permit
- any waivers granted

The police will be informed if:

- your residence permit is revoked or not extended
- your residence permit is found to have expired *or*
- your residence permit is made permanent

**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.



## 6. Signature (applicant)

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 5. If I have ticked Box A in Section 3, I also confirm that I have read, understood and accepted the terms laid out in Section 3.**

Date and place

Signature



## Appendix 1: Personal data card used for issuing residence cards

Foreign nationals who are granted a Danish residence permit will normally be issued a residence card. The personal data card below is used to create the residence card and it is important that it be filled out according to the instructions below. Please submit the completed personal data card together with your application, placing it as the **first page** of the application.

### Instructions:

- State your Alien Identification Number/personal ID (if applicable).
- State your full name and date of birth. Please write in capital letters.
- Sign the personal data card with a **black pen**, remaining **inside** the designated area.
- Affix a passport photo of yourself. A full list of passport photo requirements is available at [www.politi.dk](http://www.politi.dk).

## Personal data card

Alien Identification Number/personal ID (if applicable)

Name

Date of birth

Signature

┌	-	-	┐
.			.
└	-	-	┘

Please note: Sign with a **black pen**. The signature must be kept **inside** the designated area.

Styrelsen for International  
Rekruttering og Integration  
Njalsgade 72C  
2300 København S

### Photo requirements:

1. Cut off any white frame
2. Photo size 35mm x 45mm
3. Head between 30-36mm from tip of chin to top of hair
4. You must be facing the camera squarely. The photo must be suitable for scanning.

### For official use only

Personal ID:

Data card number:



## Checklist – Part 1 (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, including cover)
- two passport photos. Affix one to the personal data card in Appendix 1.
- employment contract (required only if your previous contract has expired or if you are uncertain whether it still meets the conditions for issuing a work and residence permit)
- proof of authorisation to work in your field, if required by Danish or Greenlandic authorities (required only if your previous authorisation has expired)

### **Please also remember to:**

- answer all questions Part 1,
- sign and date Section 6, and
- complete and sign the personal data card used for issuing residence cards in Appendix 1.



## For official use only



### Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

Copy of passport

Documentation for educational background (copy of an authorised Danish or English translation)

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

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

Comments:

If the application is submitted at a Danish diplomatic mission, but the decision needs to be sent to another diplomatic mission/address, then we request the address to be given here.

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

### 7. Information about the employer

PLEASE COMPLETE IN CAPITAL LETTERS

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

### 8. Collective bargaining agreement

PLEASE COMPLETE IN CAPITAL LETTERS

Please answer the following question. In the event of an enquiry by the Greenlandic Self-Rule authority, answering the question now can help expedite the enquiry.

Is the applicant's position covered by a valid Greenlandic collective bargaining agreement that employer is a party to, either due to its membership of an employer confederation or by agreement with a labour union?  Yes  No

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

### 9. Declaration that the applicant's salary, terms of employment and position remain unchanged

In order for the applicant to qualify for a residence permit extension, the original requirements stipulated by the original permit. This means that:

- the applicant's salary and terms of employment may not have changed *and*
- the applicant's position and place of employment may not have changed

**Note:** Wage increases due to cost of living adjustments are not considered a change in the applicant's terms of employment.

Please tick the appropriate box below declaring whether the applicant's salary, terms of employment, position and workplace remain unchanged.

If you are uncertain whether the applicant still qualifies, a copy of the applicant's current employment contract can be submitted with this form.

(Tick only one)

A.  The applicant's salary, terms of employment, position and place of employment all remain **unchanged**.

B.  I am uncertain whether the applicant's salary, terms of employment, position or place of employment have changed. The applicant's employment contract is included with this application.

### 10. Comments

COMPLETE USING BLOCK CAPITALS

---



---



---



## 11. Declarations (employer)

### A. Sworn declaration of correctness

I solemnly swear that the information in this application is correct and complete.

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

- fine or prison 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 employees under 18

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

## 12. Signature (employer)

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 11. If I have ticked Box A in Section 9, I also confirm that I have read, understood and accepted the terms laid out in Section 9.**

Date and place

Signature

## Checklist – Part 2 (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 sending Part 2 to the applicant, please make sure you (the employer) have:

- Answered all questions in Part 2 (Sections 7-10)
- Signed and dated Section 12
- Included a statement from the municipal labour market office that you have tried to hire a Greenlandic employee