



# Application form

AR2\_en\_300617

## Application for a residence and work permit for self-employed persons (non-EU/EEA citizens)

### Uses

This form is to be used when applying for a Danish residence and work permit as a **self-employed person**.

This form is only for use by **non-EU/EEA citizens**. Please see [www.newtodenmark.dk](http://www.newtodenmark.dk) for further information about the rules for EU/EEA citizens.

### How to apply

1. Complete this form and sign in section 8 (following the instructions given)
2. Attach the required documentation (see below).
3. Submit the application at a Danish diplomatic mission in your country of residence. 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 (SIRI). If you live outside the Greater Copenhagen area, you can also submit the application at the local police station

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

### Which documents are required?

- Documentation of paid fee
- Copy of all pages of your 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)
- Documentation for CVR registration (in the central company register of the Danish Business Authority)
- Annual report or budget (preferably reviewed by an accountant)
- Documentation for equity interest or company equity
- Business plan, which includes type of business, innovative aspects of company or prospects for growth, including expected number of workplaces
- Documentation for any partnerships with or other form of support from Danish companies
- Documentation for any contracts or other agreements you have entered into
- Documentation for relevant training/education, previous experience as a self-employed person and/or work experience from the field in question
- Documentation for personal capital (e.g. bank statements)
- Documentation for relevant authorisation (only applicable if the job/running of the company requires a Danish authorisation)

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

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

### 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 0 of this form, or on [newtodenmark.dk/fee](http://newtodenmark.dk/fee) where you can also see a list of current fees.

### 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](http://newtodenmark.dk/residencecard)

### How long is the residence and work permit valid for?

The residence and work permit can be granted for a period of one year. After this time, you can apply for an extension of your permit. You can find the relevant application form at [www.newtodenmark.dk](http://www.newtodenmark.dk).

### When can you begin work?

You can begin work when you have received your residence and work permit. If you work in a self-employed capacity and/or start an independent company in Denmark illegally, you risk expulsion, fine or imprisonment.

### For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at [www.newtodenmark.dk](http://www.newtodenmark.dk). You can also contact the 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 this page).

**If your company ceases to exist, if the company goes through a change, or you start a new company**

Your residence and work permit can be revoked if your company ceases operations or if there is a significant change in its type of activity. You are obliged to inform the Danish Agency for International Recruitment and Integration (SIRI) if any of these should happen.

If you wish to start a new company, you must apply for a new residence and work permit.

**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 0 of the application form.

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**Application for a residence and work permit for self-employed persons (non-EU/EEA citizens)****0. Information about fees**

You will normally need to pay a fee if you submit an application for a residence and work permit in Denmark. You can find the current fees on [newtodenmark.dk/fee](http://newtodenmark.dk/fee).

All persons who submit an application for residence and work permit on the grounds of salaried work 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](http://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](http://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 and work permit on the grounds of salaried work, you may be exempt from paying the fee. On [newtodenmark.dk/fee](http://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.



## 0.1 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

## 0.2 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

IBAN

Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission)

State which Danish mission (city and country)

## 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)
Alien identification number/Personal ID (if applicable)	
Country of birth	Place of birth (city)

## 2. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Current marital status <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Registered partner <input type="checkbox"/> Dissolved registered partnership	
Your address in your home country (Street and number)	Postal code, city and country
Telephone number	Email address
<p>If you are <b>currently in Denmark</b>, please state your date of entry, address, and contact information in Denmark.  <b>Please note:</b> 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.</p> <p><b>Important:</b> Please inform SIRI of any change to address or other contact information.</p>	
Date of entry into Denmark	
Address in Denmark (Street and number)	Postal code, city and country
C/o (name)	Telephone number

## 3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

<p>If you are granted a residence permit, it can only be valid up to <b>three months before</b> your national passport expires, or six months before other types of travel documents expire. If you receive a new passport while your application is being processed, you will be asked to submit photocopies of all pages of the new passport, including the cover (if you submit your copy in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required).</p>	
Passport number	Date of expiry



## 4. Information about the applicant's training/education, previous experience as a self-employed person and work experience from the field in question

PLEASE COMPLETE IN CAPITAL LETTERS

Below are some questions about your educational background and your experience as a self-employed person. We ask these questions because you can normally only be granted a residence and work permit as a self-employed person if you have special qualifications, or if professional or labour market considerations warrant it. As such, residence and work permits are not granted to persons with only economic and financial interests in the company (e.g. investors or shareholders).

<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

Have you completed/are you following an educational programme relevant to the field in question?  Yes  No

If **yes**, please state which type of educational programme, and the date on which you completed it/expect to complete it.

Type 1 \_\_\_\_\_ Completed \_\_\_\_\_

Type 2 \_\_\_\_\_ Completed \_\_\_\_\_

Type 3 \_\_\_\_\_ Completed \_\_\_\_\_

Type 4 \_\_\_\_\_ Completed \_\_\_\_\_

Please attach your **diploma/certificate** or **documentation that you are following an educational programme**.

Do you have previous experience as a self-employed person and/or work experience from the field in question?  Yes  No

If **yes**, please state which type of experience, and for which period of time

Type 1 \_\_\_\_\_ Period \_\_\_\_\_ - \_\_\_\_\_

Type 2 \_\_\_\_\_ Period \_\_\_\_\_ - \_\_\_\_\_

Type 3 \_\_\_\_\_ Period \_\_\_\_\_ - \_\_\_\_\_

Type 4 \_\_\_\_\_ Period \_\_\_\_\_ - \_\_\_\_\_

Please attach **documentation for relevant experience**.

Does the job/running of the company require a Danish authorisation?  Yes  No

If **yes**, please attach **documentation for authorisation**.

Language skills	Native language	Second language
	Other languages	

## 5. Additional Comments by the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

## 6. Declarations and information

### 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 and the facial image recorded for use on your residence card and for identification and identity verification will be registered in the Danish immigration authorities' registers. If you are granted a residence permit

the fingerprints and the facial image will be stored for 10 years. If you are not granted a residence permit the fingerprints and the facial image will be stored for 20 years. If you become a Danish citizen the fingerprints and the facial image will be deleted.

#### F. 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 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 and work permit is correctly filled out and contains the required documents, SIRI 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.

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 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 your 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)
- Documentation for CVR registration (in the central company register of the Danish Business Authority)
- Annual report or budget (preferably reviewed by an accountant)
- Documentation for equity interest or company equity
- Business plan, which includes type of business, innovative aspects of company or prospects for growth, including expected number of workplaces
- Documentation for any partnerships with or other form of support from Danish companies
- Documentation for any contracts or other agreements you have entered into



- Documentation for relevant training/education, previous experience as a self-employed person and/or work experience from the field in question
- Documentation for personal capital (e.g. bank statements)
- Documentation for relevant authorisation (only applicable if the job/running of the company requires a Danish authorisation)

**It is important that you have**

- answered all questions,
- signed and dated the application in section

## 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](http://newtodenmark.dk/residencecard). If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions ([um.dk](http://um.dk)).

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, your application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and you do not submit two 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](http://newtodenmark.dk/residencecard).

## For official use only – Comments and forwarding endorsements

- Names and passport information in compliance with shown documentation of identity

Enclosed:

- Copy of passport

- Documentation regarding self-employment (i.e. checklist)

- Other

Comments

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