

Application packet

SG1_en_010717

Application for family reunification with other family members

Uses

Use this application packet if you would like to apply for family reunification with a person who lives in Denmark who is **neither** your spouse / cohabiting partner **nor** your parent.

Normally, applicants for family reunification in Denmark are only granted residence permits if they are:

- A spouse / cohabiting partner or
- A child under the age of 15

Under Danish law, family members who are **not** a spouse / cohabiting partner or child under the age of 15 can only be granted family reunification in the case of extenuating circumstances. Please note that an application for family reunification made by a person other than those mentioned above will normally be turned down. Please note: Spouses / cohabiting partners should use application packet FA1, and children under the age of 18 should use application packet FA6 or FA7.

Contents

This application packet contains two forms:

- Form 1 - Application for family reunification in Denmark
- Form 2 - Information form for applicant's family member in Denmark

How to use the forms

Both Form 1 and 2 are to be used when applying for family reunification.

Form 1 is to be used by the person who **does not** currently have the right to reside in Denmark as family reunified (the applicant). He / she should:

- Fill out Form 1
- Attach the required documents
- Submit the application to a Danish diplomatic mission (embassy or consulate general) in his/her country of residence. If the applicant is 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 Danish Immigration Service's Citizen Service. If the applicant lives outside the Greater Copenhagen area, he/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.

Form 2 is to be used by the person who already **has** the right to reside in Denmark. He / she should:

- Fill out Form 2
- Attach the required documents
- Submit Form 2 to the Danish Immigration Service. If both spouses reside in Denmark, both forms should be submitted together

The specific instructions and the required documents are given on the first page of each form. There is a checklist at the back of the forms that can be used to keep track of whether they have been filled out correctly and whether all the required information has been included.

Can the application be submitted in Denmark?

If you are currently in Denmark legally, the application can normally be submitted in Denmark. You are in Denmark legally if you:

- have a valid visa (please note: If your family member in Denmark was required to post an economic guarantee, the money will be forfeited if you apply in Denmark),
- are exempt from visa requirements or
- already hold a Danish residence permit.

Fee

Normally, you (the applicant) have to pay a fee to get your case processed at the Immigration Service. You can read more about the payment in section 1 of this form and at newtodenmark.dk/fee where you can also find the current fees.

If you (the applicant) submit an application to a Danish diplomatic mission, embassy or consulate, you normally have to pay the fee to the diplomatic mission. The size of the fee can vary. The individual diplomatic mission can make further requirements, e.g. passport photos or copies of the application. We recommend that you look at the diplomatic mission's web page and check it before submitting the application.

Your application can be refused if it lacks the necessary information or documents

The Immigration Service may refuse your application if it does not include the necessary information or documents. Please remember to **use the checklist at the end of both forms** before submitting this application.

Can an applicant work while the application is being processed?

No. Applicants may not work in Denmark while the Immigration Service processes applications for residence permit.

Family reunification under EU regulations

If an applicant wishes to apply for family reunification with a Danish citizen under EU regulations, please contact the State Administration.

For more information

More information about the rules governing family reunification is available at 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 Immigration Service. See contact information at www.newtodenmark.dk/contact-us.

For official use only PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON THE LAST PAGE OF FORM 1

Date received	Received by (name)	Authority (stamp)	Alien Identification number (Udl.nr.)/Personal ID	Case order ID*
---------------	--------------------	-------------------	--	----------------

*) The case order ID will only be created by the authorities, if the applicant has not created a case order ID. If the applicant has created a case order ID it must be stated in section 1.1 in this application form.

SG1a_en_010717

FORM 1 (SG1a)

Application for family reunification in Denmark

How to apply

When applying for family reunification, the applicant and the person who already has the right to reside in Denmark each needs to fill out a different form.

Below are instructions for the applicant, i.e. the person who **does not** already have the right to reside in Denmark as a family reunified person.

You (the applicant) need to:

1. Fill out and sign this form (Form 1), following the instructions given.
2. Attach the required documents
3. Submit the application to a Danish diplomatic mission (embassy or consulate general) 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 Immigration Service's Citizen Service. 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 should you include?

Please submit the following documents with Form 1:

- Documentation for payment of fee.
- A copy of your passport (all pages, including the cover) or a copy of your ID card (EU citizens only)

Biometric features required on residence cards **Adults**

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.

Children under the age of 18

Children under the age of 18 who are to live with the custody holder in Denmark are not normally required to hold a residence card. A child can, however, request to be issued a residence card. If the child requests a residence card, and if the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child's biometric features

(digital facial image and fingerprints) must be recorded in connection with the application being submitted.

Children who are **not** to live with the custody holder in Denmark, but are instead to live with a foster parent or close relative, are required to hold a residence card. If the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child must appear in person to have his/her biometric features (digital facial image and fingerprints) recorded. The child's biometric features must be recorded in connection with the application being submitted. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person and submit two facial images in connection with the application being submitted. Once the child arrives in Denmark, his/her biometric features will be recorded.

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

Do you need to bring other documents with you when you submit your application?

Yes, you must bring your original passport or ID card (EU citizens only) to enable the authorities to identify you.

To expedite the application process

Your application can be processed using the 'self-service' procedure and be processed faster if:

- you and your family member fill out Forms 1 and 2 correctly and include the required documentation,
- the application seems to meet the standard requirements for family reunification, and
- form 2 is submitted no more than 14 days after Form 1 has been submitted, if you are applying from abroad. If you are applying from Denmark, both forms should be submitted together.

Your application can be refused if it lacks the necessary information or documents

The Immigration Service may refuse your application if it does not include the necessary information or documents. Please remember to **use the checklist at the end of both forms** before submitting this application.

For more information

More information about the rules governing family reunification is available at 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 Immigration Service. See contact information at www.newtodenmark.dk/contact-us.

1. Fee

Normally, you have to pay a fee to submit an application for family reunification with other family members.

You can find the current fees at www.newtodenmark.dk/fee.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is rejected. 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. Read more about fees at www.newtodenmark.dk/fee.

How to pay

To pay the fee you have to complete the following steps in order:

1. Create a case order ID at www.newtodenmark.dk/fee.
2. Pay the fee. **Please note:** Certain applicants may be exempt from paying the fee. These groups must still create a case order ID.
3. Enter your case order ID in section 1.1 of this form.
4. Enclose documentation of payment of fee.

How is a case order ID created?

Everyone can create a case order ID at www.newtodenmark.dk/fee. The case order ID must be clearly stated in section 1.1 and when paying the fee, if applicable.

How is a fee paid?

You can pay the fee in several ways, for example with a debit or credit card from a Danish internet bank, in the bank or at the post office. At www.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. You **cannot** pay the fee at the Immigration Service's Citizen Service or at a Danish police station. Please enclose **documentation of the payment** e.g. a receipt from a transfer via your net bank or a receipt from your bank or a post office.

Who is exempt from paying a fee?

There may be special cases where you (the applicant) can submit an application for family reunification without paying the fee. This may be the case if your sponsor in Denmark has refugee status, is seriously ill or has a serious handicap. You may also be exempt from paying the fee if your sponsor has a child from a previous relationship who he/she is residing with or your sponsor sees the child on a regular basis. Furthermore, you may be exempt from paying the fee if your sponsor is a Turkish citizen who is economically active as an employee, self-employed person or service provider. At www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee.

If you believe, you are exempt from paying the fee, please tick the box "The applicant is exempt from paying 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 (the applicant) **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please enclose 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, if applicable**. The fee can be refunded by transfer to a Danish East Account ('NEM-konto'), a Danish bank account or a foreign bank account. 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			
<input type="checkbox"/> Applicant			
<input type="checkbox"/> Other person/company, inform name:			
<input type="checkbox"/> Danish Easy Account (NEM-konto)	CPR number		
<input type="checkbox"/> Danish bank account	Name of bank	Registration number	Account number
<input type="checkbox"/> Foreign bank account	Account information (account number/BIC/SWIFT/IBAN)		
	Other information, if applicable, e.g. the bank's address, account holder's address etc.		
<input type="checkbox"/> Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission)	State which Danish diplomatic mission (city and country)		

2. Applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	
Given name(s)	
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	CPR number (if applicable)
Alien identification number (Udl.nr.) / Personal ID (if applicable)	
Place of birth (city)	Country of birth
Telephone no.	Email address

3. Name and CPR number of the person with the right to reside in Denmark and with whom you seek family reunification

PLEASE COMPLETE IN CAPITAL LETTERS

All Danish citizens and persons with a Danish residence permit have a CPR number. Your family member in Denmark can tell you his / her CPR number.

Name (given name (s) and surname)	CPR number
-----------------------------------	------------

4. Grounds for seeking a residence permit

PLEASE COMPLETE IN CAPITAL LETTERS

Why are you seeking a Danish residence permit?

5. Information about you (the applicant)

PLEASE COMPLETE IN CAPITAL LETTERS

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Job title
Marital status <input type="checkbox"/> Cohabiting partner/unmarried <input type="checkbox"/> Married/registered partner <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced/dissolved registered partnership	
Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address abroad/in home country (street and number)	Postal code, city and country
Telephone no.	Email address

Receiving your ruling in a foreign country

If you are granted a residence permit, the case ruling will be sent to the Danish diplomatic mission where you submit your application (form 1). Thereafter you will receive the ruling from the diplomatic mission. Above you have stated in which country you have residence. If you do not submit the application (form 1) at a Danish diplomatic mission, the ruling will normally be sent to the Danish diplomatic mission in country where you have stated that you have residence. If there is no Danish diplomatic mission in the country where you have residence, you can inform us below about which Danish diplomatic mission you would like to receive your ruling from. A list of the diplomatic missions is available at www.um.dk. Please note that you generally have to have been residing in the country in question for the last 3 months. If the Immigration Service assesses that we cannot send your ruling to the stated diplomatic mission, we will contact you.

From which Danish diplomatic mission would you like to receive your ruling?

Receiving your ruling in Denmark

If you are **currently in Denmark**, you must 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 Immigration Service's Citizen Service when a decision about your application is ready.

Important: Please inform the Immigration Service of any change to address or other contact information.

Date of entry

Address in Denmark (street and number)	Postcode and city
C/O (name) (if applicable)	
Telephone no.	Email address

Do **not** answer the question below unless the applicant is a **child under the age of 18** and the child **is to live with the custody holder** in Denmark.

If the applicant (the child) is to live with the custody holder in Denmark, the child can request to be issued a residence card, if the child is granted a residence permit. Please indicate below whether the child requests a residence card. If the child requests a residence card, the child's biometric features (digital facial image and fingerprints) must be recorded. The child's signature will also be recorded. If the child is under 6, only a facial image is required. No additional fee is charged for obtaining a residence card. Read more about biometric residence cards on the last page of this form and at www.newtodenmark.dk/residencecard.

If the child does *not* request a residence card, please submit two passport photos of the child. The child's biometric features will not need to be recorded. The child can apply for a residence card at a later date, should the need arise.

Does the child request a residence card?

 Yes

 No

If **no**, please submit two passport photos.

6. Information about your passport and previous visits to Denmark and other countries

PLEASE COMPLETE IN CAPITAL LETTERS

National passport Other travel document. Please state which

Passport number

Date of issue

Date of expiry

In which country was your passport issued?

Have you been to Denmark before? Yes No

If **yes**, please state when:

Have you lived outside of your country of origin for more than six months at any one time? Yes No

If **yes**, please state which country (countries) and period of residence:

7. Information about your spouse / cohabiting partner (if applicable)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

Former surname (if applicable)

Given name(s)

Nationality

Former nationality (if applicable)

Date of birth (day, month, year)

If you are married, please state where and when the marriage was made official

City and country of birth

Address (street and number)

Postcode and city

Country

Telephone number

8. Information about the person with the right to live in Denmark and with whom you are seeking family reunification

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	City and country of birth
Address (street and number)	Postcode and city
Country	Telephone number
Email address (if applicable)	
Are you related to the person? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please state how you are related:	
Has the person supported you financially? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please state the time period:	

9. Information about your children, including children living in your home country

PLEASE COMPLETE IN CAPITAL LETTERS

Given name(s)	Nationality	Date of birth (day, month, year)	Gender		Is the child living in Denmark?		Is the child also seeking a residence permit? If yes, the child needs to fill out and submit a separate application for family reunification (SG1)	
			Male	Female	Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Information about your parents		PLEASE COMPLETE IN CAPITAL LETTERS
Father (surname and given name(s))	Date of birth	
Address (street, number, postcode, city and country)	Nationality	
Mother (surname and given name(s))	Date of birth	
Address (street, number, postcode, city and country)	Nationality	

11. Comments	PLEASE COMPLETE IN CAPITAL LETTERS

12. Declarations and information – the applicant
<p>A. Sworn declaration of correctness I hereby solemnly swear that the information in this application is correct and complete.</p> <p>If the information is found to be false or incomplete, I am subject to the following penalties:</p> <ul style="list-style-type: none"> • Fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40). • I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information (Aliens Act section 40). • My residence permit can be revoked (Aliens Act section 19). <p>B. Declaration of consent to allow authorities to gather necessary information I consent to letting the relevant authorities obtain and pass on information about my private affairs for the purpose of enabling them to process my application (Public Administration Act section 29 and Act on Processing of Personal Data section 6-8 and section 27). Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.</p> <p>Such information includes:</p> <ul style="list-style-type: none"> • Previous criminal proceedings against me • My familial relations • Verification that the documents submitted with my application are genuine <p>I also consent to giving authorities contacted by the Danish Immigration Service while processing my application permission to gather information about my private affairs for use in responding to the Immigration Service's enquiry.</p> <p>C. Notification that information can be passed on to Danish intelligence agencies and prosecuting authorities The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority (Aliens Act section 45 a and section 45 c). This process can be initiated by Danish immigration authorities, Danish intelligence agencies or the Danish public prosecutor.</p> <p>The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.</p> <p>D. Notification that some information will be passed on to local Danish authorities Danish immigration authorities give certain information to authorities in the municipality (kommune) where you will</p>

live, should you be given a residence permit or are issued a registration certificate or residence card based on EU regulations (Aliens Act section 44a).

The municipality will also be informed if

- your residence permit is not renewed at a later point or has been revoked,
- your residence permit is found to be lapsed, or
- your residence permit is made permanent.

Finally, the municipality where you live will have access to information about you contained in the Danish immigration authorities' registers if the information is necessary for it to carry out its duties.

The municipality will have access to data contained in Aliens Register required for processing your case, including:

- Information about existing and other earlier grounds for residence
- Information about the status of your application, including the date it was submitted, type of application and whether a decision has been appealed, etc.
- Information regarding your progress in Danish classes
- Information about municipalities where you have previously resided

Other relevant authorities or organisations, including the police, the regional state administration, the tax authority (SKAT) and language centres, also have access to similar information.

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 permit will be registered in the Danish immigration authorities' 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, it will be registered in the Civil Registration System. The Civil Registration System is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in the Danish immigration authorities' registers and the Civil Registration System will be used to answer questions relating to your residence in Denmark (Act on Processing of Personal Data section 6-8). 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 the Danish immigration authorities' registers and the Civil Registration System. In addition, other authorities and private organizations can have access to this information (Aliens Act section 44a).

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit (Aliens Act section 40). Failure to provide the information can result in a fine or up to one year of imprisonment, as well as placing your residence permit in jeopardy (Aliens Act section 60). You are entitled to access information about yourself in the Danish immigration authorities' registers and the Civil Registration System. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

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. Information regarding possible verification by the authorities of the information you have supplied

The Integration Service may seek to verify the accuracy of the information you have given in this application. This may happen while the application is being processed or later, if you are granted a permit. If you are granted a permit and the Immigration Service finds that you no longer meet the requirements of your residence permit, your permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information, or of not meeting the requirements of your residence permit.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System
- Comparison of information contained in the Danish immigration authorities' registers with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry (eIndkomst)
- 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

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

G. Information about possible consequences if you apply for a residence permit while in Denmark on a visa (short term)

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may have the following consequence:

- You can become ineligible for a visa for five-years (Aliens Act section 4 c).

However, the abovementioned consequence do not apply in the following cases:

- If you are a child under 15 or a spouse applying for **family reunification**.
- If you apply for a residence permit in order to **study**.
- If you apply for a residence permit in order to participate in the **cities of refuge program**.
- If you apply for a residence permit on the grounds of **work**, and you **meet the requirements** to obtain a permit.
- If there are decisive **humanitarian reasons** for allowing you to remain eligible for a visa.

These exceptions assume the reason for your application is genuine.

13. Signature

I am applying for family reunification in Denmark. **By signing below, I confirm that I have read, understood and accepted the terms laid out in section 12.**

Date and place

Signature

Did you remember everything?

If your application for family reunification is correctly filled out and contains the required documents, the Immigration Service can guarantee an answer within a specified length of time. You can find the case processing times on newtodenmark.dk.

If your application is not correctly filled out or is missing documents, it can be refused by the Immigration Service. Please make sure that the forms are 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 your application, please ensure you have included the following documents:

- Documentation for payment of fee.
- Copy of your passport (all pages including cover) or a copy of your ID card (EU citizens only)
- In the case of applications from children only:* copy of or original birth certificate with an authorised translation in either Danish or English

It is also important to

- write your case order ID in section 1.1,
- answer all questions, and
- sign and date the application.

Remember to bring your current passport or your ID card (EU residents only) when you submit your application.

Biometric features required on residence cards – applications from adults

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 Immigration Service's Citizen 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 www.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.

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

Biometric features required on residence cards – applications from children under the age of 18

Children under the age of 18 who are to live with the custody holder in Denmark are not normally required to hold a residence card. A child can, however, request to be issued a residence card. If the child requests a residence card, and if the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child's biometric features (digital facial image and fingerprints) must be recorded in connection with the application being submitted.

Children who are **not** to live with the custody holder in Denmark, but are instead to live with a foster parent or close relative, are required to hold a residence card. If the application is submitted in Denmark or a country with a Danish diplomatic mission, the child must appear in person to have his/her biometric features (digital facial image and fingerprints) recorded. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person to submit two facial images. Once the child arrives in Denmark, his/her biometric features (digital facial image and fingerprints) must be recorded. If the child's application is sent by post or fax or submitted by a third-party such as a lawyer, the child must appear in person to have his/her biometric features recorded **within 14 days** of the application being submitted. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person to submit two facial images **within 14 days** of the application being submitted. If the child's application has been sent by post or fax or submitted by a third-party such as a lawyer, please remember to **bring a photocopy** of the first three pages of the child's completed application form when having the child's biometric features recorded. This will allow the immigration authorities to match the child's biometric features with the application. **Please note** that the processing of the child's application will not begin until his/her biometric features are submitted.

When having the child's biometric features recorded, please **bring the child's passport** or travel documentation. The child's signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card. If the child is under 6, only a facial image is required.

Biometric features can be recorded at the Immigration Service's Citizen Service. If you live outside Greater Copenhagen, your child's 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 www.newtodenmark.dk/residencecard. For children living 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 the child lives with the custody holder in Denmark and does *not* request a residence card, please submit two passport photos. The child's biometric features will not need to be recorded. The child can apply for a residence card at a later date, should the need arise.

If the child is **not** living with the custody holder in Denmark, and the child does not agree to have his/her biometric

features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, the application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and the application does not include two facial images, it will likewise be rejected. Children under 6 or children who are not physically capable of providing fingerprints, are not required to be fingerprinted.

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

For official use only: Comments and forwarding endorsements

Names and passport information in compliance with shown proof of identity

Enclosed:

Copy of passport / copy of ID card (EU citizens only)

Documentation for payment of fee.

Birth certificate, if applicable (only children)

Other

CPR number issued on (date)

Who submitted the application?

Applicant

Sponsor/reference

Other (indicate whom) _____

Comments

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

FORM 2 (SG1b)

Information form for applicant's family member (the person the applicant will be living with) in Denmark

SG1b_en_010717

How to apply

When applying for family reunification, the applicant and the person who already has the right to reside in Denmark each needs to fill out a separate form.

Below are instructions for the person who **already has** the right to reside in Denmark (the applicant's family member). You need to:

1. Fill out and sign this form, following the instructions given.
2. Attach the required documents.
3. Your family member (the applicant) submits Form 2 at a Danish diplomatic mission in his/her country of residence. If the applicant is 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 Immigration Service's Citizen Service. If the applicant lives outside the Greater Copenhagen area, he/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.

To expedite the application process

Applications can be processed using the 'self-service' procedure and be processed faster if

- you and your family member fill out Forms 1 and 2 correctly and include all required documentation,
- the application seems to meet the standard requirements for family reunification, and
- Form 2 is submitted no more than 14 days after Form 1 has been submitted, if your family member is applying from abroad. If your spouse is applying from Denmark, both forms should be submitted together.

The application can be refused if you fail to submit all required documents or information

Failing to fill out the forms correctly or to attach the required documents will lengthen processing time. If substantial amounts of information or documents are missing, the Immigration Service may refuse the application.

For more information

More information about the rules governing family reunification is available at 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 Immigration Service. See contact information at www.newtodenmark.dk/contact-us.

1. Information about you (the person, whom the applicant will be staying with in Denmark)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Former nationality (if applicable)
CPR number (CPR-nr.)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of birth (city)	Country of birth
Telephone number	Email address (if applicable)

2. Information about the person applying for a residence permit (applicant)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	
Given name(s)	
Nationality	
Date of birth (day, month, year)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
CPR number (CPR-nr.) (if applicable)	Alien identification number (Udl.nr.) (if applicable)
Telephone number	Email address (if applicable)

3. Information about your attachment to Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Where were you born and raised?

When did you arrive in Denmark for the first time?

Have you lived in Denmark ever since?

Yes

No

Do you have close family in Denmark?

Yes

No

If **yes**, please state your family relation:

Do you have parents or children who have previously been granted a residence permit on the grounds of family reunification?

Yes No

If **yes**, please state their names:

Do you have or have you had any serious illnesses or handicaps?

Yes

No

If **yes**, please state which and when:

4. Information about you and the applicant's attachment to each other

PLEASE COMPLETE IN CAPITAL LETTERS

Are you related to the applicant?

Yes

No

If **yes**, please state how you and the applicant are related to each other:

Has the applicant lived with you either in Denmark or abroad?

Yes

No

If **yes**, please state which time period(s):

Have you supported the applicant financially?

Yes

No

If **yes**, please state which time period(s):

Is the applicant seriously ill or handicapped?

Yes

No

If **yes**, please state the illness/handicap (enclose documentation):

Does the applicant have family members or another form of network in his/her country of origin?

Yes

No



5. Information about your parents

PLEASE COMPLETE IN CAPITAL LETTERS

	Father	Mother
Surname		
Given name(s)		
Date of birth (day, month, year)		
In which country is he/she residing?		
Marital status	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried

6. Information about your siblings

PLEASE COMPLETE IN CAPITAL LETTERS

Do you have siblings in **Denmark**? Yes No

If **yes**, please state the following:

	Brother/sister 1	Brother/sister 2	Brother/sister 3	Brother/sister 4
Surname				
Given name(s)				
Date of birth (day, month, year)				
Address				
Marital status (married/unmarried)	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried

Do you have siblings **abroad**? Yes No

If **yes**, please state the following:

	Brother/sister 1	Brother/sister 2	Brother/sister 3	Brother/sister 4
Surname				
Given name(s)				
Date of birth (day, month, year)				
Address				
Marital status (married/unmarried)	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried

7. Information about the applicant's children

PLEASE COMPLETE IN CAPITAL LETTERS

Does the applicant have children? Yes No

If **yes**, please state the following:

	Child 1	Child 2	Child 3	Child 4
Surname				
Given name(s)				
Nationality				
Date of birth (day, month, year)				
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Is the child applying for a residence permit in Denmark?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Other relevant information

PLEASE COMPLETE IN CAPITAL LETTERS

9. Declarations and information – reg. the applicant’s family member in Denmark

A. Sworn declaration of correctness

I hereby solemnly swear that the information in this form is correct.

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

- Fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40).
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false information (Aliens Act section 40).
- The applicant’s residence permit can be revoked (Aliens Act section 19).

B. Sworn declaration that I have not been convicted of crimes against a spouse / registered partner / cohabiting partner

I solemnly swear that I have not been found guilty of a serious criminal offence against a spouse, registered partner or cohabiting partner within the past ten years. ‘Serious criminal offence’ includes crimes for which I have been sentenced to imprisonment, suspended or otherwise, or other punishment of a criminal offence that involves or leaves open the possibility of imprisonment.

Such violations of the Danish Criminal Code include:

- sec. 213 – Offences against family relationships
- sec. 216 or 217, sec. 224 or 225, cf. sec. 216 or 217, sec. 228, sec. 229 (1) – Sexual offences
- sec. 237 or sec. 244-246 and sec. 250 – Offences of violence against the person
- sec. 260, 261 and 262 a – Offences against personal liberty

- sec. 266 – Threats

If the declaration is found to be false, I am subject to the following penalties:

- Fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40)
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false declaration (Aliens Act section 40).
- The applicant's residence permit can be revoked (Aliens Act section 19).

C. Declaration of consent to allow authorities to gather necessary personal information for use in processing the application for family reunification

I consent to letting the relevant Danish authorities obtain and pass on information about my private affairs for the purpose of enabling them to process the application for family reunification (Public Administration Act section 29 and Act on Processing of Personal Data section 6-8 and section 27). Information can be obtained from or passed on to other Danish and foreign public authorities, including the police.

Such information includes:

- Previous criminal proceedings against me (if applicable)
- My familial relations
- Whether I have received public assistance
- Verification that the documents submitted with this form are genuine

I further consent to allowing immigration authorities to inform any previous spouses / partners with whom I have children, that I am involved in an application for residence permit.

I also consent to allowing authorities contacted by the Immigration Service while processing the application permission to gather information about my private affairs for use in responding to the Immigration Service's enquiry.

D. Information regarding possible verification by the authorities of the information you have supplied

The Integration Service may seek to verify the accuracy of the information you have given in this application. This may happen while the application is being processed or later, if the applicant is granted a permit. If the applicant is granted a permit and the Immigration Service finds that he/she no longer meets the requirements of his/her residence permit, his/her permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information, or suspects the applicant of not meeting the requirements of his/her residence permit.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System
- Comparison of information contained in the Danish immigration authorities' registers with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry (eIndkomst)
- 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

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

10. Signature

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 9

Date and place

Signature

Did you remember everything?

If your application for family reunification with your family member is correctly filled out and contains the required documents, the Immigration Service can guarantee an answer within a specified length of time. The case processing times can be found on www.newtodenmark.dk.

If your application is not correctly filled out or is missing documents, it can be refused by the Immigration Service. Please make sure that the forms are 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 your application, please ensure you have included the following documents:

- Documentation that you have changed your name (if applicable)

It is also important to

- answer all questions, and
- sign and date the information form.