



# Application form

MF1\_en\_130622

## Application for residence permit for a family member of a foreign national who is to work or study in Denmark

### Uses

This form is to be used when applying for a Danish residence permit, if you are

- **spouse,**
- **registered partner,**
- **cohabiting partner, or**
- **child under 18 years of age**

of a foreign national, who will reside in or is already residing in Denmark to work or study. Or if you are a child under 18 of the foreign national's spouse, registered partner or cohabiting partner.

Each applicant fills out and submits his/her own application. If, for example, a spouse and two children wish to apply for a residence permit as accompanying family members, three individual applications is to be submitted.

**Please note:** In this form we'll use the term '**applicant**' for the person applying for residence and work permit on the basis of his/her spouse's/partner's or parent's working or studying in Denmark. The term '**sponsor**' will be used to refer to the spouse/partner or parent of the applicant.

This form will require that both the applicant and the sponsor provide information supporting the application. Only information necessary to process the application according to Danish law will be required.

### How to apply

- Complete this form and sign in section 9 and/or section 10 (follow the instructions in the form).
- Enclose the required documentation (see below).
- Submit the application to a Danish diplomatic mission in the country in which you live. If you are a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at one of SIRI's branch offices.

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 the applicant's 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).
- If **the sponsor is studying** in Denmark, documentation that the sponsor can support you during your stay must be attached

- If **the sponsor has been granted a permit under the establishment scheme**, documentation that the sponsor can support you during your stay must be attached
- If **the sponsor has been granted a permit under the Greencard scheme**, documentation that the sponsor can support you during your stay and documentation of the sponsor's salary and terms of employment in Denmark must be attached
- If **the sponsor has been granted a permit under the Start-up Denmark scheme**, documentation that the sponsor can support you during your first year in Denmark must be attached
- If **the sponsor is a guest researcher in Denmark**, documentation that the sponsor can support you during your stay in Denmark must be attached
- If **the sponsor is a PhD student who do not receive a salary**, documentation that the sponsor can support you during your stay in Denmark must be attached
- If **the sponsor is applying for a residence permit in Denmark with the intention to qualify for an authorization as a medical doctor or dentist**, documentation that the sponsor can support you during your stay in Denmark must be attached

Read more about the financial requirements on [newtodenmark.dk](http://newtodenmark.dk).

*If you (the applicant) is an **accompanying spouse/partner**, please also attach:*

- Proof of marriage/registered partnership or proof of cohabitation.

*If the applicant is an **accompanying child**, please also attach:*

- The child's birth certificate (name of the parents must be stated in the certificate).
- Proof of consent from the other parent. Only in cases of joint custody where the child's other parent will *not* reside in Denmark.

### 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. You can read more about the fees in section 1 of this form, or on [newtodenmark.dk/fee](http://newtodenmark.dk/fee) where you can also see the current fees.

If the applicant submits his/her application to a Danish diplomatic mission (embassy or consulate general) he/she will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that the applicant checks with the requirements on the website of the diplomatic mission in his/her country before the application is submitted.



## For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at [newtodenmark.dk](http://newtodenmark.dk). You can also contact the Danish Agency for International Recruitment and Integration in writing, in person at our Citizen Centre or by phone. Contact details are found at the bottom of the first page of this form.

## Biometric features required on residence cards

You must appear in person to have your biometric features (digital facial image and fingerprints) 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.

## Accompanying child

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 two pages of this form and at [newtodenmark.dk/residencecard](http://newtodenmark.dk/residencecard)



## For official use only

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

\*) IMPORTANT: The case order ID will only be recorded by the authorities if the applicant has not created a case order ID. If the applicant has created a case order ID, this should be stated under section 1.1 of the application form.

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## Application for residence permit for a family member of a foreign national who is to work or study in Denmark

### 1. Information about fees

In order for your application to be processed, you must pay a case processing fee. The fee will cover the processing of your case and will not be refunded if your application is turned down, or if you withdraw your application. The fee must be paid by the time we receive your application.

The fee is regulated annually on 1 January. Please make sure to create your Case Order ID and pay the fee in the same calendar year that you submit your application. If you pay the fee one calendar year (before 1 January), but submit your application the following calendar year (after 1 January), you will have paid too little.

You can find further information about current fees, how to create a Case Order ID and how to pay the fee at [newtodenmark.dk/fee](http://newtodenmark.dk/fee).

#### To pay the fee you must:

1. Create a Case Order ID.
2. Pay the fee.

Please enter the Case Order ID in this form, and remember to attach documentation that the fee has been paid.

#### How do I pay the fee?

You can pay the fee in several ways, for example, using a Danish debit card (Dankort), credit card, a Danish internet bank or a foreign bank. You can choose how you wish to pay, and see which information is required when paying the fee at [newtodenmark.dk/fee](http://newtodenmark.dk/fee).

**Please note:** If you pay the fee using a Danish internet bank or foreign bank, make sure to submit the Case Order ID together with the payment. You cannot pay the fee in connection with submitting your application in person. However, at certain embassies this is possible. Find more information at [newtodenmark.dk/feelist-embassies](http://newtodenmark.dk/feelist-embassies).

#### Who is exempt from paying the fee?

Certain case categories are exempt from paying the fee. There may also be specific instances where an application can be submitted without paying the fee even though a fee is normally required. You can read more about who is exempt from paying the fee [newtodenmark.dk/fee](http://newtodenmark.dk/fee). If you believe that you (the applicant) are exempt from paying the fee, please tick the box 'Applicant is exempt from paying the fee' in the field above. 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 we 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 we decide that you are in fact exempt from paying the fee, the fee will be refunded to you.

### 1.1 Case order ID

Please state your **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please include documentation that you have paid the fee. If you believe that you are exempt from paying the fee, please enter your case order ID and tick the box next to 'The applicant is exempt from paying the fee'.

Case order ID

The applicant is exempt from paying the fee

### 1.2 Information required for refunding the fee (in case the fee is to be refunded)

Please give the information required for refunding the fee. The fee can be refunded by transfer to a Danish NEM account ('NEM-konto'), a Danish bank account, a foreign bank account, or in cash at a Danish diplomatic mission. Diplomatic missions can only repay fees in cash if the fee was originally paid there. Please state the name of the person to whom the refund should be paid (account holder/recipient), how you wish to receive the money, and any



required information.

If the refund is to be paid to a foreign bank account, we recommend that you speak with your bank first to obtain the information necessary in order to receive a transfer from Denmark. In addition to the account information, you may also need to provide the bank's address.

Please note that for a period of 180 days, your fee cannot be returned to a bank account, if you originally paid the fee with Dankort or credit card. For that period of time the payment can only be returned to the same Dankort or credit card account. After 180 days, your fee can be returned to the bank account specified by you below.

Account holder/recipient	
<input type="checkbox"/> Applicant	
<input type="checkbox"/> Other person/company: (name)	
<input type="checkbox"/> Danish NEM account (NEM-konto)	CPR number
<input type="checkbox"/> Danish bank account	Name of bank
	Reg. number.
	Account number
<input type="checkbox"/> Foreign bank account	Account information (account number/BIC/SWIFT/IBAN)
	Additional information (bank 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 mission (city and country)

## 2. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	Danish CPR number (if applicable)
Alien identification number (Udl.nr.)/Personal ID (if applicable)	
Country of birth	Place of birth (city)

## 3. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

You (the applicant) are applying for residence permit as an:

Accompanying spouse, registered partner or cohabiting partner       Accompanying child under 18 years of age

Gender       Male       Female      Do you (the applicant) have children?       Yes       No

Current marital status       Unmarried       Married       Registered partnership       cohabiting partner



<input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Dissolved registered partnership	
Address in your home country (Street and number)	Postal code, city and country
Telephone number	Mobile phone 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>Important:</b> Please inform the Danish Agency for International Recruitment and Integration of any change to address or other contact information.</p>	
Date of entry into Denmark	
Address in Denmark (Street and number)	Postal code and city
C/o (name)	Telephone number
Mobile phone number	Email address
<p>Do <b>not</b> answer the question below unless the applicant (the child) <b>is to live/lives with the custody holder</b> in Denmark.</p> <p>If the applicant (the child) is to live/lives with the custody holder in Denmark, the child can request to be issued a residence card, if the child is granted a residence permit or an extension of 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 <a href="http://newtodenmark.dk/residencecard">newtodenmark.dk/residencecard</a></p> <p>If the child does <i>not</i> 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.</p>	
Does the child request a residence card? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>no</b> , please submit two passport photos.	

## 4. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

If you are granted a residence permit, it can only be valid up to **three months before** 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.

Passport number	Date of expiry
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## 5. Information about the sponsor

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, you are asked to provide information about your (the applicant's) spouse/partner or parent (the sponsor) who will be working or studying in Denmark, or who is already doing so. The information is required in order to match your application with that of the sponsor.

Surname	
Given name(s)	
Date of birth (day, month, year)	Nationality
Alien identification number (Udl.nr.) (if applicable)	Danish CPR number (if applicable)



Address in home country (Street and number)	Postal code, city and country
If the sponsor is currently in Denmark, please provide the following information:	
Address in Denmark (Street and number)	Postal code and city
C/o (name)	Telephone number
Mobile phone number	Email address
If the applicant is an <b>accompanying child</b> , please answer the following question:	
Are both the child's parents (custody holders) to reside in Denmark? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>no</b> , please attach a signed consent from the other parent (custody holder) that the child may reside with the sponsor in Denmark.	
<p><b>If the applicant is accompanying child</b> If only one of the child's parents (custody holders) is to reside in Denmark, please attach a signed consent from the other parent (custody holder) that the child may reside with the sponsor in Denmark.</p>	

## 6. Information about cohabitation

PLEASE COMPLETE IN CAPITAL LETTERS

Section 6 should only be completed if you and the sponsor are cohabiting partners i.e. you are not married or registered partners. If you are married/registered partners, please continue to section 7.

You are eligible for a residence permit even if you are not married or a registered partner. Normally, in order to be eligible, you must document that you have been living together for at least 18 months. Acceptable documentation includes a joint lease agreement with both your names on, letters addressed to the same residence, a letter from a landlord, employers or civil registrar.

Please state where and when you have lived together with the sponsor. **Documentation of your cohabitation must be enclosed.**

Address (street, number, postal code, city and country)	Period

## 7. Declaration and information - applicant

### A. Sworn declaration that I have given correct information

I solemnly swear that the information I have given in this application is correct. If the information is found to be false, 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 information.

### B. Information about your duty to provide the necessary information

It is your duty to provide the information necessary to decide whether you can be granted a permit. If you do not provide this information, it may mean that you will not be granted a permit.

### C. Information on how we process your personal data

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

#### Data controller

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, PO box 304, 2500 Valby or through our contact form on [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform).

#### Data protection officer

You can contact our data protection officer by writing to the aforementioned address (Att. Data protection officer) or by using our contact form at [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](https://newtodenmark.dk/personaldata).

#### Purpose and legal basis

The personal data you give to SIRI is collected and used:

- to process your application for residence and/or work in Denmark
- in any later applications for extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for your residence and/or work

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Danish Agency for International Recruitment and Integration by the Aliens Act).
- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give or have given in connection with your application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application to extend your residence permit or for a new residence and/or work permit in Denmark.

Some of your data will be registered in the Civil Registration System (CPR). This will in some instances happen immediately when you are granted a permit. In other situations the registration will take place only when you take up residence in Denmark.

#### We process the following categories of data about you:

- General personal data, such as: information about your name, possible civil registration number (CPR-number), ; citizenship, occupation, education, marital status, financial information and whether you have committed any legally punishable offences
- Sensitive personal data, such as: health information and biometric data collected for the purpose of establishing your identity.

#### We can pass on your data to the following recipients

SIRI can pass on your data to your sponsor (e.g. your employer, place of study, host or family member), municipal

authorities, the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish immigration Service, the Danish Agency for Labour Market and Recruitment, the Ministry of Foreign Affairs of Denmark and The Danish Parliament.

In isolated cases, SIRI also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities when it is necessary to exercise our official authority.

Furthermore, data from SIRI's registers and the CPR register are shared with other relevant authorities or organisations via the Aliens Information Portal (Udlændingeinformationsportalen) if they need the data in order to process aspects of your stay in Denmark.

SIRI shares data when it is necessary in order to exercise our official authority, including when we are legally obliged to share information.

If you lose your residence permit, we will inform your current or previous employers, if any, that you no longer have the right to work. This will happen, if we issue a refusal to an application for a residence permit or to an extension of a residence permit. It will also happen if we revoke your residence permit or if we establish that your residence permit has lapsed. Employers who within the last three months have reported salary payments to you to the income register will be informed.

### **What is the origin of the data we process about you?**

The personal data that SIRI processes about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition, we will process data obtained from:

- any of your previous applications submitted to SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Income Register (eIncome), the Building and Housing Registry (BBR), the Schengen Information System (SIS II)
- other authorities, such as: municipal authorities, the Regional State Administration, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board,
- third-parties or sponsors, such as: your au pair- or internship host, employer or educational institutions
- any person applying for a residence permit based on your grounds for residence in Denmark, and this person's previous cases with SIRI.
- Any person, who you base an application for a residence permit on, and this person's previous cases with SIRI.

### **Storage of data**

SIRI will store your personal data for as long as it is necessary in order to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases concerning any family members. In practice this means that SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding your stay in Denmark, e.g. when and why you have been granted a residence permit and information on other decisions made by SIRI regarding your residence in Denmark will not be erased.

If you have your finger prints and facial photo taken for use with your residence card and for identification and identity control, your fingerprints and photo will be stored in the immigration authorities' database. If you are granted a residence permit, your fingerprints and photo will be stored for 10 years. If you are not granted a residence permit, your fingerprints and photo will be stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

### **Your rights**

Under the GDPR you have a number of rights in relation to our processing of data about you:

*The right to know what kind of data we process about you*

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

*The right to rectification (data correction) and the right to have your data erased*

You have the right to request corrections made to personal data about you that you find are inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if they are not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

#### *The right to restriction of processing*

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

#### *The right to object*

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at [datatilsynet.dk](https://datatilsynet.dk). If you would like make use of your rights under the GDPR, contact SIRI.

#### **Complaints to the Data Protection Agency**

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at [datatilsynet.dk](https://datatilsynet.dk).

#### **D. 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/or 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 Civil Registration System (CPR)
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (E-income).
- 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 about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration, the Danish Tax Agency, The Danish Agency for Labour Market and Recruitment as well as municipal councils can impose the use of digital logbooks on employers.

You may be asked to supply additional information as part of the verification and spot-check process.

## 8. Consent to let SIRI share information from my case with my sponsor or potential third party

SIRI can share information about you with your sponsor (e.g. in order to enable SIRI to verify the accuracy of the information you have provided in the application, or in order to check whether you continue to meet the conditions of your permit) without your consent, when necessary in order to process your application or as part of later spot-checks. Please note paragraph [C] "Information on how we process your data" in section 7 "Declaration and information – applicant".

However, it will sometimes ease the processing of your case if SIRI to a greater extent can share information about your personal circumstances with your sponsor or potential third party (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor or a third party, you must give your consent below.

If you do not wish to give your consent to let SIRI share information in these situations, we will instead get the information from you (the applicant) and abstain from sharing information with your sponsor or third party. This may result in a longer processing time for your application.



You can at any point in time withdraw your consent. If you wish to withdraw your consent you must inform us. Please find our contact information at [newtodenmark.dk/contact-siri](http://newtodenmark.dk/contact-siri).

(tick off)

**I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with my sponsor or a third party to this greater extent in order to ease the processing of this application.**

## 9. Signature – the applicant

**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 7, paragraph A.**

**I also confirm that I have made a decision regarding section 8 on consent to share information.**

**I also understand that the information I have given or will be giving will be registered in SIRI's registers and that the information contained in the registers of SIRI and the Danish Immigration Service can be compared with records held in the Civil Registration System (CPR), the Buildings and Housing Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome).**

Date and place

Signature

## 10. Signature - the custody holder

If the applicant is an **accompanying child** under 18 years, the custody holder must normally also sign the application. If the custody holder is unable to sign the declaration, another person over 18 can sign on his/her behalf. In this case, a power of attorney must be attached.

**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 7, paragraph A.**

**I also confirm that I have made a decision regarding section 8 on consent to share information.**

**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), the Central Business Register (CVR) and the Income Registry (eIndkomst).**

Relation to the child

Date and place

Signature

## Did you remember everything?

If your application is correctly filled out and contains the required documents, we can process your application faster.

It is therefore important that you make certain 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 – accompanying spouse/partner

**Before submitting the application, please ensure that you (the applicant) have enclosed 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).
- Proof of marriage/registered partnership.
- Proof of cohabitation (if applicable). **Only** to be enclosed if you (the applicant) are an accompanying cohabiting partner i.e. you are not married or a registered partner to the sponsor.
- Proof that the sponsor can support you during your stay in Denmark.

**It is important that you (the applicant) have**

- answered all questions in section 1-6, and have
- signed and dated the application in section 9.

### Checklist – accompanying child

**Before submitting the application, please ensure that you (the applicant) have enclosed 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 the child's 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).
- The child's birth certificate (name of the parents must be stated in the certificate).
- Proof of consent from the other parent. Only in cases of joint custody where the child's other parent will *not* reside in Denmark.
- Proof that the sponsor can support the child during his/her stay in Denmark.

**It is important that you (the applicant) have**

- answered all questions in section 1-6, and have
- signed and dated the application in section 9 and/or section 10.

## Biometric features required on residence cards – accompanying spouse/partner

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.

If you are in Denmark, you can get your biometrics recorded in one of the Agency for International Recruitment and Integration's branch offices. ([um.dk/en](http://um.dk/en)).

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

## Biometric features required on residence cards – accompanying child

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.

If you are in Denmark, you can get your biometrics recorded in one of the Agency for International Recruitment and Integration's branch offices. ([um.dk/en](http://um.dk/en)).

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 [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

Proof of marriage/registered partnership

Proof of cohabitation

Documentation of support from sponsor

Other

Comments

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