

# Application form

BF1\_en\_011115

## Application for dispensation - to prevent a residence permit from lapsing

### Uses

This form is to be used when requesting that your residence permit **remains valid**, even though you intend to leave Denmark for an extended period of time.

### What happens if my residence permit lapses?

If your residence permit lapses, you lose your right to reside in Denmark. This means you may be denied re-entry if you have been out of Denmark for an extended period of time.

If your residence permit lapses you will need to apply for a new residence permit. Your new application will be processed according to current regulations.

### How can my residence permit lapse?

Your residence permit lapses automatically if you no longer maintain an address in Denmark and you leave the country without any intention to return.

If you maintain an address in Denmark, you may leave the country for a period of:

- six months until your residence permit lapses, if you have resided legally for less than two years
- 12 months until your residence permit lapses, if you have resided legally for more than two years, and with the view to a permanent residence.

If you fail to return within the time limit, your permit will automatically lapse.

If you have been granted asylum in Denmark (residence permit as a refugee), your residence permit can lapse only if you have been granted protection in another country, or if you move back to your homeland.

### How do I prevent my residence permit from lapsing?

If you expect to leave Denmark for an extended period of time and would like your residence permit to remain valid, you can apply for dispensation. Requests for dispensation must be received by the Danish Agency for International Recruitment and Integration **before** you leave Denmark, and you must have a specific purpose for residing abroad, such as:

- work
- education
- foreign posting for a Danish authority, institution, organisation or company
- foreign posting for an international institution, organisation or company headquartered in Denmark

### What about family members with residence permits?

If you are granted dispensation, it can also include your spouse, registered partner or cohabiting partner as well as any children under 18 who are living with you. The length of your family members' dispensation will be the same as yours.

Family reunified spouses/partners remaining in Denmark may have their residence permits revoked after six months since the joint residency requirement would then no longer be met.

### What is the maximum dispensation period?

Decisions about dispensation are made on a case-by-case basis and depend on a number of factors, such as: the purpose of your stay abroad, the length of time you have lived in Denmark and your ties to Denmark. Normally the maximum dispensation period is three years. However, extensions can be granted if you do not wish to return before the dispensation period expires. Applications for extension are made using this form (BF1).

If you do not return to Denmark before the dispensation period expires, your residence permit will lapse and you will need to apply for a new residence permit in Denmark.

### Instructions

1. Complete this form and sign Section 7 (following the instructions in the form).
2. Attach the required documentation (as indicated below)
3. Send the application to the Danish Agency for International Recruitment and Integration or submit it at the Service Centre.  
If you live outside Greater Copenhagen you can also submit the form at a local police station.

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

- A copy of your passport (all pages including blank pages and cover)
- Documentation of the purpose of your stay outside Denmark – e.g. employment contract or a statement from your employer or educational institution

### For more information

More information about the rules for residing outside Denmark can be found at [www.newtodenmark.dk](http://www.newtodenmark.dk). If you have any questions, please contact the Danish Agency for International Recruitment and Integration in writing, by phone or in person (see contact information below).

### For a faster reply

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

It is therefore important that you carefully fill out this form and remember to submit all necessary documentation and information.



## For official use only

Personal ID	Date received	Received by (stamp and name)
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## Application for dispensation - to prevent a residence permit from lapsing

1. Applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname	Alien identification number (udl.nr.) / personal ID	
Given name(s)		
Nationality	CPR number	
Do you have any accompanying family members (spouse/registered partner/cohabiting partner or children under 18) who will be living outside Denmark with you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list the names and CPR number of each family member:		
Name	CPR number	
Name	CPR number	
Name	CPR number	
Name	CPR number	

2. Purpose of stay abroad	PLEASE COMPLETE IN CAPITAL LETTERS
What is the purpose of your stay outside Denmark?	
Please include documentation, e.g. employment contract or statements from your employer or educational institution	

3. Date of departure and duration of stay	PLEASE COMPLETE IN CAPITAL LETTERS
When are you scheduled to leave Denmark?	
How long do you plan to stay abroad?	

4. Contact information abroad	PLEASE COMPLETE IN CAPITAL LETTERS
Please state an address where you can be reached during your stay outside Denmark.	



C/O (if applicable)	E-mail address:
Telephone number	Mobile telephone number

## 5. Comments

PLEASE COMPLETE IN CAPITAL LETTERS

Use the space below for additional information that should be considered when evaluating your request.

Please remember to include any documentation supporting your request.

## 6. Sworn declarations

### A. Sworn declaration of correctness

I hereby solemnly swear that the information in this application is correct and complete. If the information is later found to be false or incomplete, I can be punished with fine or imprisonment for up to two years.

### B. Notification that some information will be passed on to local Danish authorities

The Danish immigration authorities might give certain information to authorities in your municipality (kommune). This includes information about the grounds for issuing you a residence permit. The municipality will be informed if your residence permit is found to be lapsed.

### C. Notification that information can be released to Danish intelligence agencies and prosecuting authorities

The information and documentation you submit with your application can be released 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.

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.

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

The information you supply or have supplied in connection with your application will be registered in the Danish Agency for International Recruitment and Integration's registers. The same holds true for any information you give in conjunction with an application to extend your residence.

If you receive a residence permit, it will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in the Danish Agency for International Recruitment and Integration's registers and the Central Person Register will be used to answer questions relating to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Immigration Appeals Board (reviewing complaints) will have access to the information about you contained in the Danish Agency for International Recruitment and Integration's registers and the Central Person Register.

Other authorities or organisations will receive information about you from the Danish Agency for International Recruitment and Integration's registers and the Central Person Register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. Failure to provide the information can result in a fine or up to four months imprisonment. You are entitled to right of access to the information about you in the Danish Agency for International Recruitment and Integration's



registers and the Central Person Register. Enquiries about this can be addressed to the Danish Agency for International Recruitment and Integration, Njalsgade 72C, PO box 2000, DK-2300 Copenhagen S.

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

The Danish Agency for International Recruitment and Integration as well as other authorities 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 an extension of your residence permit. If you are granted an extension and the Danish Agency for International Recruitment and Integration 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 Danish Agency for International Recruitment and Integration 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 Central Person Register
- Comparison of information contained in the Danish Agency for International Recruitment and Integration registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry
- Contacting other authorities, such as municipalities
- Contacting third parties, such as employers or places of study
- Turning up in person at your residence, place of study or workplace

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

## 7. Signature

**By signing below, I confirm that I have read, understood and accepted the terms laid out in Section 6 A and that I have read and understood the terms laid out in Section 6 B - E.**

Date and place

Signature

## Checklist

The Danish Agency for International Recruitment and Integration can process your request faster if all forms are filled out correctly and include the required documentation.

Before submitting your application, we suggest that you use the checklist below to make sure you have filled out the form correctly and included the necessary documents.

**Before submitting your application, make sure you have included the following (please tick):**

- A copy of your passport (all pages including blank pages and cover)
- Documentation of the reason for your stay abroad, such as an employment contract or statement from your employer or educational institution

**Please make sure that you have:**

- answered all questions *and*
- signed and dated the application in Section 7