



# Application form

BF2\_en\_011115

## Application for a residence permit not to be considered as lapsed (adults as well as any accompanying children)

### Uses

Use this form if you would like to apply for your residence permit to **remain** valid, even though you:

- have stayed outside Denmark for an extended period of time
- no longer maintain an address in Denmark *or*
- are otherwise not included in the Central Person Register (Folkeregistret)

### 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 apply to have my residence permit reinstated?

Under certain conditions The Danish Agency for International Recruitment and Integration can reinstate your residence permit. In such cases, you must prove that:

- you intended to return to Denmark within the time limit (six or 12 months)
- you were prevented from returning to Denmark due to unforeseen circumstances beyond your control, such as: illness, detainment, war, natural disasters or problems leaving the country in which you were staying

You must apply as soon as possible to have your residence permit reinstated, that is as soon as you are able to return to Denmark.

### Instructions

1. Fill out this form and sign Section 8 (following the instructions)
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 Center. If you live outside Greater Copenhagen, you can submit the form at the local police. If you are outside of Denmark, the form can be submitted at the Danish embassy or consulate in the country in which you are staying.

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

- A copy of your passport (all pages including blank pages and cover)
- Documentation of the unforeseen circumstance, such as a doctor's statement

### 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) |
|-------------|---------------|------------------------------|

BF2\_en\_011115

## Application to reinstate a lapsed residence permit (adults as well as any accompanying children)

### 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 of your accompanying family members (spouse/registered partner/cohabiting partner or children under 18) who will be residing outside Denmark with you? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
| If yes, please list the names and CPR numbers of each family member:  |   |
| Name  | CPR number  |
| Name  | CPR number  |
| Name  | CPR number  |
| Name  | CPR number  |

### 2. Information about your travels to and from Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

**Note:** Section 2 should only be completed if you **have left** Denmark. If you are applying for reinstatement because you are no longer included in the Central Person Register (Folkeregistret), you can skip this section and continue to Section 3.

|   |                           |
|---|---------------------------|
| Latest address in Denmark (street and number)   | Postal code and city/town |
| When did you leave Denmark?   |                           |
| For how long have you been outside Denmark?   |                           |
| Did you intend to return to Denmark before your residence permit lapsed? <input type="checkbox"/> Yes <input type="checkbox"/> No |                           |
| If yes: What prevented you from returning in time?  |                           |
| Please include proof of your delay. Acceptable documentation includes doctors' statement.   |                           |



Where did you travel?

Where did you live while abroad? Please include any C/O addresses and relationship if the individual you stayed with is a member of your family.

What was the purpose of your travel?

Was it your own decision to leave Denmark?  Yes  No

If no: Whose decision was it? (State individual's name and relationship to you.)

Were you travelling alone?  Yes  No

If no: Who were you travelling with? (State names of any travelling companions and their relationship to you.)

What did you do with your residence in Denmark while you were abroad?

What did you do with your possessions (furniture etc.) when you left Denmark?

If you are currently in Denmark: When did you return?

Please include documentation, e.g. airplane ticket or the like.

Did you deregister yourself in the Central Person Register (Folkeregistret)  Yes  No

If yes: Did you personally deregister?  Yes  No

If no: Who did?

Why?

What is your current address and contact information?  
(Please include any C/O address, telephone number and e-mail address where you can be reached.)



## 3. Your addresses in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

**Note:** Section 3 is to be completed only if you have not departed Denmark and are applying for a reinstatement of your residence permit because you are no longer included in the Central Person Register (Folkeregistret).

Where did you live during the period in question?

Please include documentation.

If you took short trips outside Denmark, please state when and the purpose of your trips.

Who did you live with during the period in question? Please include name, address, telephone number and relationship to you.

Please include documentation.

Were you employed during the period in question?  Yes  No

If yes, please include documentation.

Did you personally request to be taken off the Central Person Register (Folkeregistret)  Yes  No

If no: Who did?

Why?

Were you in contact with the authorities during the period in question?  Yes  No

If yes, please include documentation.

What is your current address and contact information?  
(Please include any C/O address, telephone number and e-mail address where you can be reached.)

What was your previous address prior to your current address?



## 4. Information about your attachment to Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

**Note:** Section 4 is to be completed only if you have a residence permit in Denmark on the grounds of asylum.

Do you speak Danish?  Yes  No

Do you read Danish?  Yes  No

Do you write Danish?  Yes  No

Have you attended school in Denmark?  Yes  No

If yes: Please state the name and address of the school and please specify which classes you have attended, and for how long.

Please include documentation, if any.

Did you accomplish any education in Denmark apart from primary school?  Yes  No

If yes, please state the name and the address of your educational institution and which education you accomplished.

Please include documentation, if any.

Have you worked in Denmark?  Yes  No

If yes, please state the name and the address of your working place **and specify what job you had.**

Please include documentation, if any.

Do you have family members living in Denmark?  Yes  No

If yes, please state name, address and family relationship.

Have you lived together with the above-mentioned family members?  Yes  No

If yes, please state with whom you have lived.



## 5. Information about your attachment to your native country/the country of your residence

PLEASE COMPLETE IN CAPITAL LETTERS

**Note:** Section 5 is to be completed only if you have a residence permit in Denmark on the grounds of asylum.

Do you stay in a country which is not your native country?  Yes  No

If yes: Do you have a residence permit in the country?  Yes  No

If yes: Which kind of residence permit?

For how long time is the residence permit valid?

In which period(s) of time have you resided in your home country/country of residence?

Do you speak the language of your home country/country of residence?  Yes  No

Do you read the language of your home country/country of residence?  Yes  No

Do you write the language of your home country/country of residence?  Yes  No

What have you been doing while you were abroad?

Attending school

What school/schools?

In which period of time/periods of time have you attended school?

Which courses did you attend?

Being enrolled in education

What education?

Being employed

What kind of work?

In which period(s) of time have you been employed?

Other

Please include documentation, if any.



Do you have family members living in your native country/country of residence?

Yes

No

If yes, please state the name, address and family relationship.

Have you lived together with the above-mentioned family members?

Yes

No

If yes, please state with whom you have lived.

Did you marry during your stay in your native country/the country of your residence?

Yes

No

If yes, please state the date of the marriage

Who decided that you should marry?

Did you have any children during your stay in your native country/the country of your residence?

Yes

No

If "yes", please state the children's names, date of birth and place of residence.

## 6. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

Please add any information that may have an impact on the evaluation of your application.

Please include documentation, if any.

## 7. 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. Declaration of consent – release of information required for processing my application

I consent to allowing the Danish immigration authorities to release and obtain information about my private affairs if it is necessary in order to process this application. The information can be released to or gathered from other Danish and foreign public authorities, including the police.

Such information includes:

- previous criminal proceedings against me
- information about my family
- information about the documents submitted with my application, including verification that they are genuine

I also consent to giving authorities contacted by the Danish Agency for International Recruitment and Integration while processing my application permission to gather information about my private affairs in order to respond to the enquiry.

### C. 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 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.

### 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 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 are granted a residence permit, you will be registered in the Central Person Register. The Central Person Register is a computerized 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 organizations 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.

### F. 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.

## 8. Signature (applicant)

**By signing below, I confirm that I have read, understood and accepted the terms laid out in Section 7A-B and that I have read and understood the terms laid out in Section 7C-F**

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, please make sure you have included the following (please tick):**

- A copy of your passport (all pages including blank pages and cover)
- Documentation of the unforeseen event that prevented you from returning to Denmark, such as a doctor's statement (if necessary) (refer to Section 2)
- Documentation of your return to Denmark, such as an airplane ticket (if necessary) (refer to Section 2)
- Documentation that you were attending school or working (if applicable)
- Documentation of your whereabouts, if you were not included in the Central Person Register (folkeregistret) (refer to Section 3)

**Please also make sure that you have:**

- answered all relevant questions and
- signed and dated the application in Section 8