OD1/A

Application form

Ministry of Immigration and Integration

Danish Agency for International Recruitment and Integration

OD1_en_19012026

Application for an EU residence document, when you are a citizen of an EU/EEA country or Switzerland or you are posted by an EU company to provide a service in Denmark

What can you use this form for?
You can use this form to apply for an EU residence document in Denmark, if you are a citizen of an EU/EEA country or Switzerland, or if you a worker posted by a company in the EU to provide a service in Denmark.
The EU residence document affirms the right to reside in Denmark under EU-regulations.
You must have an EU residence document in order to apply for a Danish CPR number from the municipality in which you live.

Who can use this form?
You can use this form if you are a citizen in another EU/EEA country or Switzerland and wish to apply for an EU residence document in Denmark as:

- worker
- self-employed person
- person with sufficient funds
- student or
- wish to change grounds for residence

You can also use this form if you are a citizen of a country outside the EU/EEA or Switzerland (third-country national) and you are a worker posted by a company in the EU to provide a service in Denmark.

If you wish to apply for an EU residence document as a family member to an EU citizen, please use form OD1/B.

If you wish to apply for permanent residence as EU citizen or as family member to an EU citizen, please use form OD1/C.

How to apply
To submit the application, you can print and complete the form and take it with you when you appear in person at the Danish Agency for International Recruitment and Integration (SIRI). Alternatively, you can complete the form on screen, save it digitally and send it to us through our contact form at newtodenmark.dk/send-application

Regardless of whether you apply by handing in this application form in person or by sending it digitally to us through our contact form, your application is only regarded as submitted when you **appear in person** at SIRI. You can read more about where to find our branch offices and how you can book an appointment at newtodenmark.dk/contact-siri.

If you wish to change grounds for residence
If you wish to change your grounds for residence (e.g. from student to worker), you do **not** need to appear in person. It is enough to submit the application either online or through our contact form.

You can find our online form on newtodenmark.dk/eu-residence. Alternatively, you can send this form through our contact form or with secure communication. Read more on newtodenmark.dk/contact-SIRI.

We will contact you if we need to see you in person in one of our branch offices, for example because you have been out of Denmark for a longer period of time.

Remember to bring passport and documentation
When you submit the application, remember to bring your original and valid passport or national ID card.

You can read more about the documentation that you need to bring in this form's checklist on page 7.

Especially for you who are a third-country national and apply as a posted worker
You must submit the application **in person** in one of our branch offices. Remember to bring your valid passport and the proof that you have the right to reside in another EU country.

At the appointment you will have your biometric features (digital facial image and fingerprints) and signature recorded for their residence card in Denmark.

Does it cost anything to submit an application?
It does not cost any fee to submit an application under EU regulations.

For more information
More information about the regulations for EU residence is available on newtodenmark.dk/eu-residence. If you have any questions you can always contact SIRI.

You will find our contact information on newtodenmark.dk/contact-SIRI.

OD1/A

Udlændinge- og Integrationsministeriet

Styrelsen for International Rekruttering og Integration

OD1_en_19012026

For official use only

Date received	Received by (name)	Authority (stamp)	Personal ID

1. About you

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)
Danish personal ID (if applicable)	
Country of birth	Place of birth (city)

Current civil status

☐ Unmarried/single ☐ Cohabiting ☐ Married ☐ Registered partner
☐ Divorced/Widow(er)/Dissolved registered partnership

Gender	Do you have children?
☐ Male ☐ Female	☐ Yes ☐ No
Telephone number	Email
What languages do you speak?	
Entry date in Denmark	
Your address in Denmark (street, number, floor and side)	Post code and city

Is your name on the door/post box?

☐ Yes ☐ No

If **no**, please state the name on the door/post box
C/O

SIRI cannot send you post nor residence cards, if we do not know which name is on your post box.

Last address abroad before entering Denmark (street, number, floor and side)	Post code, city and country

2. About your passport

PLEASE COMPLETE IN CAPITAL LETTERS

☐ Passport or

☐ National ID card (only EU citizens)

Passport/ID card number	In which country was the passport/ID card issued?
Date of issue	Date of expiry

3. About your residence in Denmark

PLEASE CHOOSE ONLY ONE OPTION

Choose your grounds for residence

☐ Worker

☐ Student

☐ Self-employed person

☐ Posted service provider

☐ Person with sufficient funds

- ☐ I support myself
- ☐ I am supported by another person

If you already have a EU residence document in Denmark but have now changed your grounds for residence, you must choose your new grounds for residence.

4. Comments

PLEASE COMPLETE IN CAPITAL LETTERS

5. Declarations and information

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 EU residence document 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 the duty to provide necessary information
It is your duty to provide the information necessary to determine whether you can obtain an EU residence document. If you do not provide this information, it may mean that you will not be issued an EU residence document.

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 through our contact form on newtodenmark.dk/SIRI-DPO

Data protection officer
You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-DPO. You can read more about SIRI as data controller and about SIRI's data protection officer on newtodenmark.dk/personaldata.

Purpose and legal basis
The personal data you provide to SIRI is collected and used:

- to process your application for an EU residence document in Denmark
- in any later application for an extension of your right to reside, permanent residence or a new EU residence document in Denmark
- for verification and spot checks of the conditions for your EU residence document in Denmark

The legal basis for processing your personal data is:

- Executive order on EU residence
- 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 SIRI 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 for permanent residence, extension of your EU residence, a new EU residence document in Denmark or in connection with a possible verification and spot check.

Some data, including biometric data, will be registered in the Schengen Information System (SIS) under certain circumstances. This applies if you have been given a time limit for departure in relation to your application or your residence in Denmark. It also applies if you have been banned from the Schengen area.

We process the following categories of data about you:

- General personal data, such as: information about your name, civil registration number (CPR-number), citizenship, occupation, educational background, marital status, financial information and whether you have committed any legally punishable offences.
- Sensitive personal data, such as health information

We can disclose your data to the following recipients
SIRI may disclose information to your reference (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 Return Agency, the Danish Agency for Labour Market and Recruitment (STAR), the Ministry of Foreign Affairs of Denmark, The Danish Parliament and the Agency of Family Law.

SIRI may also disclose information about you, including information from your case, to the Department of the Ministry of Immigration and Integration. The Department may process your information when this is necessary for the performance of a task carried out in the exercise of official authority, including the preparation of statistics, drafting and evaluation of legislation, assistance to the Danish Parliament, processing enquiries from the media and requests for public access, and in the performance of other such official tasks of the Ministry of Immigration and Integration. The Department may also process information about you from other public authorities, for instance personal data relating to criminal convictions and offences, information about your taxes or information about your employment.

You can find more information about the Department's processing of your personal data at uim.dk/processing-of-your-personal-data

On the website you will find the Department's contact information, information about the Department's Data Protection Officer (DPO), further information about the Department's legal basis for the processing of your personal data, and about your rights in relation to our data processing activities.

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.

Personal data will be shared with the relevant authorities in the other Schengen states, when SIRI is legally obliged to do so. These authorities will have access to the information registered in SIS by SIRI when it is relevant to their case processing.

Furthermore, data from SIRIs 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

Particularly for third-country nationals
If you lose your grounds for EU residence, we will inform any current or former employers that you are no longer entitled to work. This will happen, if we give you a refusal to an application for an EU residence document or for an extension of your EU residence document. This will also happen, if your EU residence document is revoked or if we find that your right to residence under the Executive Order on EU residence has expired or lapsed. The information will be given to employers who have reported wages paid to you within the last 3 months to the income register.

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 previous applications submitted to SIRI by you
- searches in databases, such as: the Civil Registration System (CPR), the Central Business Register (CVR), the Income Register (eIncome), the Building and Dwelling Register (BBR) and the Schengen Information System (SIS)
- other authorities, such as: municipal authorities, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board
- third-party or reference, such as family members, employers or educational institutions
- any person applying for EU residence based on your grounds for EU residence in Denmark, and this person's previous cases with SIRI
- any person on the basis of whom you are applying for an EU residence document 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, when revoking an EU residence document, for verification and spot checks, when deciding whether a right to reside 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 an EU residence document and information on other decisions made by SIRI regarding your residence in Denmark will not be erased.

Personal data registered in the Schengen Information System (SIS) in relation to a deadline for departure are normally stored in SIS until your exit from the Schengen area is registered. If the data are registered in relation to an

entry ban to the Schengen area, these data will, as a rule, be stored until the entry ban has expired.

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 that corrections be made to personal data about you that you find inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if it is 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 www.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 www.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 an EU residence document.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System (CPR)
- 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 and spot-check process.

6. Signature

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 5

Date and place	Signature

Information on in-person appointment

Udlændinge- og Integrationsministeriet

Styrelsen for International Rekruttering og Integration

Regardless of whether you apply by handing in this application form in person or by sending it digitally to us through our contact form, your application is only regarded as submitted when you appear in person at the Danish Agency for International Recruitment and Integration (SIRI). You can read more about where to find our branch offices and how you can book an appointment at newtodenmark.dk/contact-siri.

On the next page, you can find a checklist of the documents that you must attach to the application.

We kindly ask you **not** to staple the documentation and to attach it in the order described below.

It must be clear whom the submitted documentation is related to
This can be the case if, for example, your name, person number or similar is stated in the document. Documents not bearing names etc. cannot be taken into consideration when assessing the case.

Remember that documentation in other languages than Danish, Norwegian, Swedish or English must be translated into Danish or English by a professional translator.

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Udlændinge- og Integrationsministeriet

Styrelsen for International Rekruttering og Integration

Documentation checklist

Case number (if applicable):

☐ All questions are answered and the application form is signed and dated

☐ If you are a **third-country national**, copy of your passport (all pages incl. empty pages, front and back cover)

☐ If you are an **EU citizen**, copy of the data page in your passport or National ID card

If you have chosen **Worker** under section 3, please attach:

- ☐ Employment contract and/or
- ☐ Declaration by the employer

The documentation must be signed/verified by the employer **less than 60 days** prior to SIRI receiving it

If you have chosen **Self-employed person** under section 3, please attach:

- ☐ Budget of the business's first year of operation
- ☐ Registration of the business with the Danish Business Authority
- ☐ Annual accounts for the business. If your business has been operating in Denmark for more than one accounting period, your accounts for the entire period should be submitted instead of a budget
- ☐ Receipts or another form of documentation for paid VAT
- ☐ Bank statements for your business accounts
- ☐ Invoices your business has sent or received
- ☐ Documentation of inventory
- ☐ Lease or other indication of where the business is to be operated from

If you have chosen **Person with sufficient funds** under section 3, please attach:

If you *support yourself*:

- ☐ Statement from your bank account (date, balance, currency, name of bank and account ownership must be stated and the statement must not be older than 30 days when received by SIRI)
- ☐ Documentation of scholarships, if applicable
- ☐ Documentation of other funds, if applicable, e.g. pension funds from your home country, unemployment benefits, salary from abroad

If you are *supported by another person*:

- ☐ Declaration of financial support
- ☐ The supporter's photo ID
- ☐ Statement from your supporter's bank account (date, balance, currency, name of bank and account ownership must be stated and the statement must not be older than 30 days when received by SIRI)
- ☐ Declaration by the employer and/or confirmed employment contract (no more than 60 days old) from your supporter's employer
- ☐ Documentation that you are family related to your supporter, e.g. marriage or birth certificate
- ☐ Documentation that you have access to your supporter's funds if you are not related to the supporter, for example ongoing transfers between your supporter and you, or that you have your own card linked to the supporter's account

If you have chosen **Student** under section 3, please attach:

- ☐ Letter of acceptance from the Danish educational institution
- ☐ Declaration of self-support

If you have chosen **Posted service provider** under section 3, please attach:

- ☐ Service agreement between the EU company and the Danish company or private individual in Denmark
- ☐ Agreement between the EU company and its subcontractor(s), if the service to the Danish company is provided by more than one company
- ☐ Employment contract between the EU company and you, who will be posted
- ☐ Posting agreement to Denmark (must include the period of time you will be posted, a description of the job tasks and refer to the service agreement between the EU and the Danish company)

If you are a *third-country national* you must also attach:

- ☐ Proof that you have legal residence and the right to work in the country in which the company where you are employed is located (e.g. in the form of a residence and work permit or a residence card)