



Application form

Application for a residence card based on the EU regulations

What can you use this form for?

You can use this application form to apply for a new residence card, if you are residing in Denmark based on the **EU regulations**

and if

- you are under the age of 18 and need proof of your right to reside in Denmark,
- you have lost your residence card,
- you have not received your residence card,
- there has been changes to your personal data as they appear on the residence card (e.g. name change), or
- you have already permanent residence based on the EU regulations, but your residence card has expired or expires in 3 months.

If you have lost your residence card

If you have lost your residence card you must remember to fill out a declaration concerning a lost passport or identification papers (P 650-031) at a police station. You can get the declaration by contacting the police. The declaration must be signed and stamped by the police and submitted together with this form.

Please note: If you are not residing in Denmark based on the EU regulations, but have a residence permit based on work or studies, you must use the application form KO1/SIRI. If you have a residence permit in Denmark on grounds of asylum or family reunification, you must apply for a new residence card at the Danish Immigration Service (application form KO1/US).

How to apply

1. Complete and sign this form
2. Enclose the necessary documents
3. Submit the application in person at one of the branch offices of the Danish Agency for International Recruitment and Integration (SIRI). You must have your biometric features recorded when you submit your application in person.

Biometric features required on residence cards

You must appear in person to have your biometric features (facial photo and fingerprints) recorded when submitting this application. **You must bring your passport with you.** When you have your biometric features recorded, you will also have your signature recorded. You can read more about residence cards and biometric features at newtodenmark.dk/biometrics.

If you have not received your residence card

You do not have to submit the form personally and have your biometric features recorded if you are submitting the application because you have not yet received the residence card that we have sent to you. Instead, you can send us the form via our contact form at newtodenmark.dk/SIRI-contactform.

Which documents should you bring together with the form?

- Police declaration concerning a lost passport or identification papers (P 650-031), if you have lost your residence card
- Power of attorney, if you are completing the form for someone else
- Documentation regarding other reasons for applying for a new residence card, if applicable

If your old residence card has not been lost, you must bring your old residence card with you when you submit the application.

Receiving your new residence card

The new residence card will be sent to your address as registered at the Central Person Register (CPR). It is important that your full name is visible on the mailbox.

For more information

You can find more information about residence in Denmark at newtodenmark.dk.

If you have any questions regarding rules and regulations or how to complete the form you can always contact SIRI. See our contact information at newtodenmark.dk/contact-SIRI.



For official use only

Date received	Received by (name)	Authority (stamp)	Person ID	Case order ID*
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*) Case order ID is created by the authority, in connection with the recording of biometric features

1. Applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Person ID	
Surname	Former surname (if applicable)
Given name(s)	
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	CPR number
Address (Street and number)	Post code and city
Telephone number	Email

2. Your reason for applying for a new residence card

PLEASE COMPLETE IN CAPITAL LETTERS

What is the reason you are applying for a new residence card?

- I have not received the residence card that has been sent to me
- I have lost my residence card (e.g. because the residence card has been stolen, lost or destroyed)
 - > Enclose declaration of lost passport or identification papers signed and stamped by the police.
- There has been changes to my personal data as they appear on the residence card (e.g. name)
 - > Enclose documentation of changing e.g. your name or nationality.
- I am below 18 years of age and have not previously been issued a residence card, but now need a residence card
- I have already right to permanent residence based on the EU regulations and my residence card has expired or expires in 3 months
- Other, please state the reason:

> Enclose documentation for the reason you are applying for a new residence card.

3. Applicants under the age of 18

PLEASE COMPLETE IN CAPITAL LETTERS

If you are under the age of 18, your parent or custody holder must state his or her full name and CPR number.



Surname	Given name(s)	CPR number
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4. Comments, if any

PLEASE COMPLETE IN CAPITAL LETTERS

If you have further comments concerning your application, please write them here.

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 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 a residence card. If you do not provide this information, it may mean that you will not be issued a residence card.

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.

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

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 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 residence document, a new residence document in Denmark or in connection with a possible verification and spot check.

**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.

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

Particularly for third-country nationals

If you lose your grounds for 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 a residence document or for an extension of your residence document. This will also happen, if your residence document is revoked or if we find that your right to 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 Income Register (eIncome), the Building and Dwelling Register (BBR) and the Schengen Information System (SIS II)
- 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.

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 and accepted the terms laid out in section 5

If the applicant is under the age of 18, the parent/custody holder must sign this application.

Date and place

Signature

Have you remembered everything?

We can process the case faster, if the application has been completed correctly and contains the required documents. Therefore, it is important that you make sure that you have completed this form correctly, and that you have included the necessary documents. We recommend that you use the checklist below.

Checklist

- You have signed and dated the application form
- Power of attorney, if the application is completed on behalf of another person

If you have lost your residence card, you must also attach:

- Declaration of lost passport or identification papers



If there has been added changes to your personal data, you must also attach:

- Documentation for the changes in question, e.g. a marriage certificate or name change

If you have the right to permanent residence and your residence card has expired, you must also attach:

- Copy of your current residence card

If there are other reasons for why you are applying for a new residence card, you must also attach:

- Documentation for the reason why you are applying for a new residence card

For official use only: Comments and forwarding endorsements

- Name are in compliance with shown proof of identity

Enclosed:

- Declaration from the police of lost residence card
- Documentation for the changes to personal data
- Former residence card
- Documentation for the reason for the application for a new residence card
- Other

REMEMBER TO ALSO FILL OUT NAME AND DATE OF RECEIVAL AT PAGE 2