



Application form

AR9_en_060225

Application for residence and work permit for applicants from third countries that are to provide a service in Denmark

How can you use this form?

You can use this application form to apply for a residence and work permit in Denmark as a posted worker from a company located outside the EU who is to provide a service in Denmark.

You can read more about the different schemes at newtodenmark.dk/work.

In order to apply for a residence and work permit in Denmark, the employer (the foreign company) and the applicant (the person who is to provide a service on behalf of the foreign company) must each complete a part of the application form and attach the necessary documents.

How to apply

1. **The employer** must complete **part 2** of the application form (section 14-23)
2. The employer attaches the necessary documents.
3. When the employer has completed part 2, the employer will give or send the **entire form** (both part 1 and 2), including the attached documents, to the applicant.
4. **The applicant** completes **part 1** (section 1-13).
5. The applicant attaches the necessary documentation.
6. The applicant submits the **entire application** (both part 1 and 2, including the necessary documents) to a Danish diplomatic mission in the country where he/she lives or through the contact form at newtodenmark.dk/contact-SIRI. As a general rule, the application can be submitted in Denmark at one of SIRI's locations if the applicant is residing legally in Denmark.

At newtodenmark.dk, you can read more about when it is possible to submit an application in Denmark.

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/work. You can always contact SIRI if you have any questions in general or about the form. You can find our contact information on newtodenmark.dk/contact-siri.

Which documents are required?

The applicant must attach the following documentation:

- Documentation of paid fee
- A copy of all the pages of the applicant's passport, including the front and back cover (if the application is submitted in Denmark, only pages

- A copy of the applicant's current employment contract from the foreign employer, supplemented with an additional contract describing the specific conditions for the employment in Denmark, if any. The employment contract or offer must contain information about the salary and terms of employment and a description of the job. We recommend using a standard contract for the specific field of work.
- Documentation of any education that may be relevant for the offered employment (copy in an authorised translation into English or Danish).
- Documentation of authorisation. **Only** relevant if the employment requires a **Danish authorisation**. Read more about authorisation at newtodenmark.dk/authorisation.
- A declaration that the applicant has not received a fine of DKK 3,000 or more prior to the application being submitted. **Only** relevant if you apply under the **Supplementary Pay Limit Scheme**.

The employer must attach the following documentation:

- Documentation of any salary and terms of employment not stated in the employment contract, e.g. paid housing or salary paid abroad.
- Either a letter from the Danish company where the applicant is to physically work, confirming the applicant's presence and the duration of the secondment, or a copy of the agreement between the Danish company and the foreign company, which is the basis of the applicant's secondment.
- An advance statement from the relevant governing body of your particular sport (you can find the form at newtodenmark.dk/advance-statement). It is **only** necessary to submit the statement if the applicant will work in Denmark as **professional athlete** or **coach**.

Does the applicant need other documents when submitting the application?

The applicant must bring his/her original passport, in order for the authorities to verify the identity of the applicant and the validity of the passport.

Does it cost anything to submit an application?

Yes, as a general rule, a fee must be paid to have an application processed by the Agency for International Recruitment and Integration (SIRI).



containing information, including the cover and any pages containing visas or stamps are required).

You can read more and pay the fee under section 1 in this application form or at newtodenmark.dk/fee where you will also find a list of the current fees.

If the applicant submits their application through a visa application centre, a separate service fee must be paid to the visa application centre.

Likewise, a fee must be paid to a Danish diplomatic mission (an Embassy or Consulate General) or to a Norwegian diplomatic mission receiving the application on behalf of Denmark. Fees may vary.

The individual diplomatic mission can also make further requests such as additional passport photos or duplicate copies of the application. We recommend that the applicant checks the requirements on the website of the diplomatic mission in his or her country of residence before submitting his or her application.

Biometric features required on residence cards

If the applicant resides in Denmark or a country where Denmark has a diplomatic mission, the applicant must appear in person to have his/her biometric features (digital facial image and fingerprints) recorded for verification of their identity and for the residence card. The applicant must have their biometric features recorded in connection with the submission of the application.

If the applicant resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the applicant must appear in person and submit two passport photos in connection with the submission of the application. Once the applicant arrives in Denmark, the applicant must have his/her biometric features recorded for the residence card.

You can read more about residence cards containing biometric features at newtodenmark.dk/Biometrics.

**For official use only**

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

*) Important: A case order ID is only created by the authorities if the applicant has not created a case order ID. If the applicant has created a case order ID, it should be stated under section 1.1. of this application form.

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PART 1 – to be completed by the applicant**1. Information about fees**

You will normally need to pay a fee if you submit an application for a residence and work permit in Denmark. You can find the current fees on newtodenmark.dk/fee.

All persons who submit an application for residence and work permit on the grounds of salaried work must do the following in the order below:

1. Create a case order ID. **Please note:** You must state the case order ID in the field below.
2. Pay the fee. **Please note:** Certain groups of applicants may be exempt from paying the fee. These groups must still create a case order ID.
3. Submit the application.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is turned down. Furthermore, the fee will not be refunded if, during the processing of your case, you choose to withdraw your application. If you have not paid the fee your application will be rejected, which means that it will not be processed. If your application is rejected for any other reason, the fee will be refunded minus an administration fee.

How do I create a case order ID?

Anyone can create a case order ID on newtodenmark.dk/fee. You must clearly state the case order ID in the field below and when paying the fee (if applicable).

How do I pay the fee?

You can pay the fee in several ways, such as by credit card, through a Danish internet bank, or through international bank transfer. On newtodenmark.dk/fee you can choose how you wish to pay, and you can see which information is required when paying the fee. **Please note:** The fee must be paid no later than at the same time the application is submitted. In most cases, this means that the fee will need to be paid **before** the application is submitted. You **cannot** pay the fee at SIRI's branch offices. Please **include documentation that you have paid the fee**, such as a receipt for payment by credit card, for transfer through a Danish internet bank or for an international bank transfer.

As a Turkish citizen, you may be exempt from paying the fee

If you (the applicant) are a Turkish citizen and are applying for a residence and work permit on the grounds of salaried work, you may be exempt from paying the fee. On newtodenmark.dk/fee, you can read more about who is exempt from paying the fee. If you are a Turkish citizen and believe that you are exempt from paying the fee, please tick the box next to "Applicant is exempt from paying the fee". 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 you have not paid the fee and the immigration authorities 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 the immigration authorities decide that you are in fact exempt from paying the fee, the fee will be refunded.

1.1 Case order ID

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

Case order ID	<input type="checkbox"/> The applicant is exempt from paying the fee
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1.2 Information required for refunding the fee (in case the fee is to be refunded)

Please provide 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 or a foreign bank account. Please state the name of the person to whom the refund should be paid (account holder/recipient), how it should be paid and the required information.

If the refund is to be paid to a foreign bank account, we recommend that you speak with your bank 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 address of the bank.

PLEASE NOTE: For a period of 365 days, the fee cannot be returned to a bank account if you originally paid the fee by Dankort or credit card. After 365 days, the fee can be returned to the bank account specified by you below.

Account holder / recipient

Applicant

Other person/company: (name)

Danish NEM account
(NEM-konto)

CPR number

Danish bank account

Name of bank

Reg. number

Account number

Foreign bank account

Account number

Name and address of account holder

Name and address of bank (incl. country)

BIC/SWIFT

IBAN

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)

Personal ID

Place of birth (city)

Country of birth



3. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Current marital status			
<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow (er) <input type="checkbox"/> Registered partner <input type="checkbox"/> Dissolved registered partner			
Address in home country (street and number)		Postal code, city and country	
Phone number		E-mail address	
If you are currently in Denmark , please state your date of entry, address and contact information in Denmark.			
Important: Please inform SIRI of any changes to your address or contact information.			
Date of entry into Denmark			
Address in Denmark (street and number)		Postal code and city	
C/o (name)		Phone number	

4. Information about applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

A residence permit can only be granted for a period of **up to three months** before the date of expiry of the passport.

Passport number	Date of expiry (day, month, year)
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5. Information about authorisation, if applicable

PLEASE COMPLETE IN CAPITAL LETTERS

If the offered job requires a Danish authorisation, it is normally a condition that you (the applicant) have obtained such an authorisation to be able to get a residence and work permit. You can read more about authorisation at nyidanmark.dk/en-GB/Words-and-concepts/SIRI/Authorisation.

Does the offered job require a Danish authorisation? Yes NoIf **yes**, you must attach **documentation proving that you have obtained authorisation**.

6. Information about the applicant's financial circumstances, if the applicant is to work as a researcher

PLEASE COMPLETE IN CAPITAL LETTERS

You should **only** complete section 6 if you are to work as a **researcher** at a **research institute** in Denmark.Are you employed as a **researcher** at a research institute in Denmark and is the research institute paying your salary during your stay in Denmark? Yes No



7. Information about the applicant's education and previous employment

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, you will be asked to provide information about your educational background and previous employment. The information is required in order to determine whether your qualifications, work history or general commercial need are sufficient to qualify you for a residence and work permit.

<input type="checkbox"/> Youth education (vocational or upper secondary education)	Number of years	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Vocational education at skilled level	Number of years	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Short cycle higher education (bachelor's degree, academy profession degree/programme etc.)	Number of years	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Long cycle higher education (master's degree etc.)	Number of years	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you completed an educational programme that is relevant to the position offered?
No Yes

If **yes**, please state type of educational programme and date of completion:

Type _____

Date of completion _____

Please also **enclose a copy of your diploma/degree certificate.**

Are you presently attending an educational programme that is relevant to the position offered?
No Yes

If **yes**, please state type of educational programme and expected date of completion:

Type _____

Date of completion _____

Please **enclose documentation that you are following an educational program.**

Have you had any previous employments that are relevant to the position offered? Yes No

If **yes**, please state the following:

Previous relevant employment A

Employer's name	Period From date	To date
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Address

Brief job description	Job title
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Previous relevant employment B

Employer's name	Period From date	To date
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Address

Brief job description	Job title
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**Previous relevant employment C**

Employer's name	Period From date	To date
Address		
Brief job description	Job title	
Other qualifications, specialist skills or similar of relevance to the position offered:		

8. Consent to let the authorities share information from my case to a potential third party (e.g. a relocation agency)

You can see if your employment has been facilitated by a third party (e.g. a relocation agency) under section 17 in part 2 of this application.

If this is the case, and if you wish to allow the immigration authorities to pass on necessary information about you to the third party and allow the authorities to obtain necessary information about you from the third party, please give your consent below.

If you do not allow the immigration authorities to convey necessary information about you to the third party, we will instead obtain necessary information from you (the applicant) and refrain to convey information to the third party. However, this can in some cases lead to a longer processing time.

(tick the box)

I consent to let the immigration authorities share information about me, including private information, to the relocation agency specified in section 18 in part 2 of this application form, if it is necessary to process my application. I also consent to allow the immigration authorities to obtain information about me, including personal information, from the relocation agency, if it is necessary for processing this application.

9. Sworn declaration that I can support myself and any accompanying family members for a month prior to beginning work

You can be issued a residence permit, which is valid for **one month** prior to your first day at work, if you declare that you can support yourself and any accompanying family members for the entire month before you begin working.

By ticking the box below, you declare that you are able to support yourself and your family. If you do **not** tick the box below, your residence permit will not be valid until 14 days before your first day of work.

(tick the box)

I hereby solemnly swear that I can financially support myself and any accompanying family members for a month prior to my first day at work.

I understand that if I or any accompanying family members receive public assistance under the terms of the Active Social Policy Act, my residence permit can be revoked (Section 19 of the Aliens Act, cf. section 9 a of the Aliens Act).

I further understand that if my statement is later found to be untrue, I am subject to the following penalties:

- Fine or up two years in prison (Section 161 of the Danish Criminal Code, cf. Section 40 of the Aliens Act).
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information (Section 40 of the Aliens Act).
- My residence permit as well as those held by any accompanying family members can be revoked (Section 19 of the Aliens Act).



10. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

11. Declaration and information – the 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 or work permit can be revoked.
- I can be punished by fine or imprisonment for up to 2 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 that is necessary in order to decide whether you can be granted a permit. If you do not provide this information, you may not be granted a permit.

C. Information on how we process your personal data

SIRI is obligated to inform you of how we process your data and to inform you of your rights in regards to how we process your data.

Data controller

SIRI is the data controller and is 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 at newtodenmark.dk/SIRI-contactform.

Data protection officer (DPO)

You can contact our data protection officer 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 at 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 applies 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). In some instances, this will happen as soon as you are granted a permit. In other situations, the registration will take place only when you take up residence in Denmark.

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, 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, which is collected with 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. Furthermore, this list also include 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, 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 in order for us to exercise our official authority.

Personal data will be shared with the relevant authorities in the other Schengen states, when SIRI is legally obligated 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 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 for us to exercise our official authority, including when we are legally obligated 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?

In this application form, you have provided the personal data that SIRI processes about you. We will also process data that you may submit to your case later.

In addition to this, we will process data obtained from:

- any of your previous cases at 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)
- 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.

Storage of data

SIRI will store your personal data for as long as it is necessary in order for us 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 future use by the immigration authorities. 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.

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 is 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 that 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 obligated 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 only process your data with your consent, with the exception of storage, 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. 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.

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.
- 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 (SIRI), the Danish Customs and Tax Administration (SKAT), 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.



12. Consent to let SIRI share information from my case with my employer and a potential third party

When necessary, SIRI can, without your consent, share information about you with your employer, in order to process your application or as part of later verification and spot-check procedures of your stay in Denmark. For instance, this may be in order to allow SIRI to verify the accuracy of the information you have provided in relation to the application. Please note paragraph C, "Information on how we process your data", in section 11, "Declaration and information – the applicant".

However, if SIRI, to a greater extent, can share information about your personal circumstances with your employer or a potential third party (e.g. if we cannot get in touch with you), it will sometimes ease the processing of your case. If you would like SIRI to be able to share information with your employer, 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 employer. This may result in a longer processing time for your application.

You can withdraw your consent at any point in time. If you wish to withdraw your consent, you must inform us of this. You can find our contact information on newtodenmark.dk/contact-SIRI.

(Tick the box)

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

13. Signature - 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 the declarations in section 11 A-B.

I also confirm that I have made a decision regarding section 12 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. Furthermore, I also understand 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 Central Register of Buildings and Dwellings (BBR) and the Income Register (e-Income).

Date and place

Signature

Did you remember everything?

If the application for a Danish residence and work permit is correctly filled out and contains the required documents, SIRI can process the case faster.

Therefore, it is important that you make certain that the form is filled out correctly and that you have included the necessary documents.

We recommend that you use the checklist below.

Checklist – applicant

Before you submit the application, it is important that you have attached the following documents

(please tick the boxes):

- Documentation of paid fee, such as a receipt from an online transfer.
- A copy of the applicant's current employment contract from the foreign employer, optionally supplemented with an additional contract describing the special conditions for the employment in Denmark. The employment contract must inform about the salary and employment conditions and a description of the job. We recommend using standard contracts for the specific field of work.
- Documentation for education relevant to the position offered (copy in an authorised Danish or English translation).
- A copy of all the 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).
- Documentation for authorisation. **Only** if the job requires a Danish authorisation. You can read more about authorisation at newtodenmark.dk/authorisation.
- A declaration that the applicant has not received a fine of DKK 3,000 or more prior to the time the application was submitted. **Only** if the application is under the **Supplementary Pay Limit scheme**.

It is also important that you have

- Answered all the questions in part 1 and
- Signed and dated the application under section 13.

Biometric features required on residence cards

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 (fingerprints and digital facial image) recorded.

If you submit your application at the diplomatic mission of a country that Denmark has a representation agreement with, you must appear in person to submit two passport photos. Upon arrival in Denmark, your biometric features will be recorded for use in the residence card.

If you submit the application through our contact form at newtodenmark.dk/SIRI-contactform or through a third party (e.g. a lawyer) and have residency in Denmark or in a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features recorded **within 14 days** from the date the application has been 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 passport photos **within 14 days** from the date the application has been submitted. When you appear in person to have your biometric features recorded or to submit passport photos, you must **bring a copy** of the first 3 pages of your completed application form. This will allow the immigration authorities to match your biometric features or your passport photo with the application. **Please note**, the processing of the application will not begin until we have received biometric features or passport photos.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your passport photos. 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 have your biometric features recorded in one of SIRI's locations. If you live abroad, the website of the Danish Ministry of Foreign Affairs contain a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (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 that Denmark has a representation agreement with, and you do not submit two passport photos, the application will also be **rejected**. If you are not physically capable of providing fingerprints, you will not be required to do so.

You can read more about residence cards and biometric features at newtodenmark.dk/Biometrics.



For official use only – Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

Copy of passport

Employment contract and a description of the job
(no more than 30 days old)

Documentation for educational background (copy in
an authorised Danish or English translation)

Documentation of paid fee

Other

Comments

If the application is submitted at a Danish diplomatic mission but the decision needs to be sent to another diplomatic mission/address then we request the address to be given here.

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 2 OF THIS FORM

**PART 2 - to be completed by the employer (the foreign company)****14. Information about the employer in the home country****PLEASE COMPLETE IN CAPITAL LETTERS**

Name of the company	Country
Name of the research institute (if applicable)	
Address (street and number)	Postal code and city
Phone number	Mobile number
E-mail address	
Contact person (if applicable)	

15. About the employment**PLEASE COMPLETE IN CAPITAL LETTERS**

Below, we will, among other things, ask questions about the job that the applicant will perform in Denmark and the applicant's weekly working hours. As a rule, the employment must be full-time (37 hours a week).

What is the applicant's job title in Denmark?

What is the job description (work tasks and roles)?

What is the applicant's academic title (if applicable)?

Period of employment in Denmark

From: _____ to: _____

Weekly working hours
hours

16. Information about the company/research institute in Denmark, where the applicant will work**PLEASE COMPLETE IN CAPITAL LETTERS**

Name of the company/research institute in Denmark
CVR number of the Danish employer

Address in Denmark where the applicant will work

16.A Additional information about the employment

Depending on which scheme the application will be submitted under, we may ask for additional information about the employment from you, the employer. You can find more information about the different schemes at newtodenmark.dk/work.

Below, you must choose which scheme you wish to apply under and complete any additional information.

If the applicant does not meet the conditions for the chosen scheme, we will assess whether the applicant may meet the conditions for any of the other schemes, based on the available information. In this connection, we may ask for additional information from you as the employer.

Which scheme do you wish to apply under?

- | | |
|--|---|
| <input type="checkbox"/> One of the Pay Limit Schemes > go to section 16.B | <input type="checkbox"/> Employed on a mobile workplace at sea > go to section 17 |
| <input type="checkbox"/> The Positive List for people with a higher education > go to section 16.C | <input type="checkbox"/> Special individual qualifications > go to section 17 |
| <input type="checkbox"/> Paid researcher > go to section 17 | <input type="checkbox"/> Herdsman or farm manager in agriculture > go to section 17 |

16.B The Pay Limit Schemes

It is a condition to be granted a permit under the Pay Limit schemes that the annual salary as a minimum meets the pay limit that is applicable at the time the application is submitted.

Information about the Pay Limit schemes and the current pay limit is available at newtodenmark.dk/Pay-limit-schemes.

Are you applying for a residence and work permit under the Pay Limit scheme or the Supplementary Pay Limit scheme?

- the Pay Limit scheme the Supplementary Pay Limit scheme

What is the position's classification code (DISCO-08-code)?

What is the area of work?

It is a condition under the **Supplementary Pay Limit** scheme that the seasonally adjusted gross unemployment rate has not exceeded a level set by the Ministry of Immigration and Integration in 3 months prior to applying. This means that a permit cannot be granted under the Supplementary Pay Limit scheme if the seasonally adjusted gross unemployment rate exceeds the determined level at the time the application is submitted.

See the established level and the current average seasonally adjusted gross unemployment on newtodenmark.dk/gross-unemployment

If the application is submitted under the Supplementary Pay Limit scheme, it is a condition that the job offered to the applicant has been posted at Jobnet and the EURES Portal at least 2 weeks prior to submitting this application.

Has the job been posted at Jobnet and the EURES Portal at least 2 weeks prior to applying? *

- Yes No

> Go to section 17



16.C The Positive List for people with a higher education

If the applicant is offered a job included in the Positive List for people with a higher education, you must inform about the area of work and the classification code of the job (DISCO-08-code). You can find information about the classification of job titles at the webpage of Statistics Denmark (dst.dk).

To be granted a permit under the Positive List for people with a higher education, you must meet certain educational qualifications. Please submit documentation hereof.

Please note that it is not Statistics Denmark that decides if a certain profession is on the Positive List. Statistics Denmark can therefore not inform you whether you meet the requirements incl. the educational requirement for the Positive List.

You can read more about the Positive List for people with a higher education at newtodenmark.dk/positivelists.

Are you applying for a residence and work permit under the Positive List for people with a higher education?

- Yes No

What is the position's classification code (DISCO-08-code)?

What is the area of work?

> Go to section 17

17. Information about the applicant's salary

PLEASE COMPLETE IN CAPITAL LETTERS

Below, we ask questions about the applicant's salary. We ask the questions to assess whether the application meets the requirement that the significant salary and employment conditions must correspond to Danish standards.

If the applicant will be working as a **researcher** at a research institute in Denmark, you must only complete section 17.A

17.A Information about the applicant's financial conditions if the applicant is a researcher at a research institute in Denmark.

You only need to complete this section if the applicant is to work as a researcher at a research institute in Denmark.

How does the applicant finance his/her stay in Denmark?

- Salary from the research institute in Denmark. You must inform your gross salary (excl. pension) per month.

DKK a month

- Labour market pension paid by the employer

DKK a month

- Salary from the research institute in the home country

DKK a month

- Scholarship or research funds from the home country or from Denmark

DKK a month

- Other _____

> Go to section 18



17.B Information about the applicant's salary

Please enter the gross figures. This means the actual salary expenses. If the applicant is remunerated on a variable basis (commission, bonus or similar), it must be guaranteed minimum amounts. At least one of the following amounts must be on a monthly basis and in DKK.

It is essential for the processing of the application that the employment contract, which the applicant must submit together with the application, contains information about the applicant's salary and employment conditions. In this way, we are able to process the application faster. The employer must submit documentation of any salary and employment conditions that is not stated in the employment contract.

If we are in any doubt about whether the salary and terms of employment correspond to Danish standards, the case will be submitted to the relevant authority.

Actual salary expenses (only to be completed if the applicant is applying under one of the Pay Limit schemes)

Base salary paid out in Denmark (incl. any pension or social contribution)
DKK a month
Please note: The base salary level must be at least in accordance with the pay limit.

Other salary components

Additional salary paid out in the home country (posting allowance or similar)	DKK a month
Additional salary paid out in Denmark (posting allowance or similar)	DKK a month
Per diems paid out in the home country DKK a month	DKK a month
Per diems paid out in Denmark	DKK a month
Other expenses that are paid by the employer – please state which	DKK a month
Total gross salary	DKK a month

> Go to section 18

Actual salary expenses (only to be completed if the applicant is not applying under one of the Pay Limit schemes)

Base salary from the foreign employment (incl. any pension or social contributions)	DKK a month
Additional salary paid out in the home country (posting allowance or similar)	DKK a month
Additional salary paid out in Denmark (posting allowance or similar)	DKK a month
Per diems paid out in the home country	DKK a month
Per diems paid out in Denmark	DKK a month
Housing expenses that are paid by the employer	DKK a month
Other expenses that are paid by the employer – please state which:	DKK a month
Total gross salary	DKK a month

> Go to section 18



18. Information about a third party, if any

PLEASE COMPLETE IN CAPITAL LETTERS

If the application is submitted by a third party (e.g. a relocation agency), it is important to provide the name and contact information of the third party below.

Name of third party

Address (street and number)

Postal code and city

Contact person

Phone number

Mobile number

E-mail address

19. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

You must state the applicant's name, date of birth and nationality in order to facilitate the processing of the application.

Surname

Given name (s)

Date of birth (day, month, year)

Nationality

20. Declaration of consent to give the authority permission to share information about the case to a potential third party (e.g. a relocation agency)

This section is only relevant if section 18 is completed

Tick the box

I consent to allowing the immigration authorities to convey information about the company to the employment agency, specified in section 18, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about the company from the employment agency, if necessary for processing this application

21. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

22. Declaration and information - employer

A. Sworn declaration that I have given correct information

I solemnly swear that the information given in this application is correct. If the information is found to be false, I am subject to the following penalties:

- I can be punished by fine or imprisonment for up to 2 years.
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information.

B. Information about the requirement that you provide the necessary information

You can be required to provide the information necessary to decide whether the applicant can be granted a permit. If you do not provide this information, it may mean that the applicant will not be granted a permit.

C. Information on how we process your personal data as the contact person

SIRI is obliged to inform you how we process your data (if you are the contact person or own a one-person business) 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-contactform.

Data protection officer

You can contact our data protection officer 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 this application for a residence and/or work permit in Denmark
- in any later application for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for applicant's residence and/or work 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 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 the 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 from the applicant to extend his or her residence permit or for a new residence and/or work permit in Denmark.

We process the following types of data about you

- General personal data, such as: information about your name, contact information and information about your position at the company

We can pass on your data to the following recipients

SIRI can pass on your information to others, and we for example pass on information to the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Ministry of Immigration and Integration, the Danish Immigration Service, the Danish Return Agency, the Regional Labour Market Councils, the Danish Parliament and the Ministry of Foreign Affairs of Denmark.

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

What is the origin of the information we process about you?

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

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 the applicant's 'lifecycle' – i.e. his or her entire life.

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 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.

D. Verification and spot-checks

The case may be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information given.
- Whether the conditions for a residence and/or work permit if such is granted, continue to be met.
- If a foreign national is being employed without the necessary work permit or in contradiction to the conditions pertaining to the work permit.

Verification may involve the following:

- Checking public registers, such as the income register (eIncome).
- 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 (eIncome).
- Contacting other authorities, such as the Danish Customs and Tax Administration.
- Contacting third parties
- Contacting the foreign national.
- Turning up in person at the 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.

23. Signature – Foreign employer

By signing below, I confirm on behalf of the above-mentioned company that the information I have given in this form is correct and that the company has accepted the terms laid out in the declaration A.

Date and place

Signature

Did you remember everything?

If the application for a residence permit in Denmark is correctly filled out and contains the required documents, we can process the case faster.

Therefore, it is important that you make certain that the form is correctly filled out. It is also important that you include the necessary documents.

We recommend using the checklist.

Checklist – employer

Before this application form is forwarded to the applicant, it is important that you have included the following (tick the box)

- Answered all the question in part 2 (sec. 14-21)
- Signed and dated the application under sec. 23

It is also important that you have included the following:

- Documentation of any salary and terms of employment not stated in the employment contract, e.g. paid housing or salary paid abroad.
- Either a letter from the Danish company where the applicant is to physically work, confirming the applicant's presence and the duration of the secondment, or a copy of the agreement between the Danish company and the foreign company, which is the basis of the applicant's secondment.
- An advance statement from the relevant governing body of your particular sport (you can find the form at newtodenmark.dk/advance-statement). It is only necessary to submit the form if the applicant will work in Denmark as a **professional athlete** or **coach**.