

# Application form

FA12\_en\_070125

## Application for family reunification for children (not applying concurrently with a parent)

### Uses

This application form is to be used when applying for a Danish residence permit (family reunification) for a foreign minor child on the grounds of:

- family reunification with parents,
- family adoption,
- foster family relationship, or
- residence with close family in Denmark (e.g. adult siblings, grandparents or other close relative).

The application form must be used when the child is **not applying concurrently** with a mother or father applying for family reunification of spouses. If the child is applying **concurrently** with a parent, please use application form FA11 instead.

The application form is to be used when the parent in Denmark (the person the child is to live with) holds a Danish residence permit on the grounds of asylum.

By a residence permit on the grounds of asylum we mean a residence permit held by a foreign national who is protected by the Convention Relating to the Status of Refugees or by the terms of the Danish Aliens Act relating to asylum seekers (section 7 (1) and (2) and section 8).

If the parent in Denmark has a residence permit on other grounds than asylum, application form FA6 or FA7 is to be used instead.

### If the person in Denmark holds a temporary residence permit

If you have been granted a temporary residence permit in accordance with section 7 (3) of the Aliens Act, you will normally only qualify for family reunification after 2 years and only if the temporary residence permit has been extended after 2 years. However, in certain situations granting family reunification may be necessary to avoid a hardship, even if the first permit has not been extended after 2 years.

Read more about the rules governing family reunification and temporary residence permit at [www.newtodenmark.dk/family](http://www.newtodenmark.dk/family).

### What does the application form contain?

This application form contains two parts:

- Part 1 - Application for a residence permit for a child (not applying concurrently with a parent).
- Part 2 - Information about the child's parent or the person with whom the child is to live in Denmark.

### How you use the form?

Part 1 and Part 2 must be submitted when applying for a residence permit for a child. If more than one child is applying, one Part 1 and one Part 2 must be filled out for each child.

**Part 1** is the application for the child's residence permit. The child or the adult applying on behalf of the child must:

- Fill out Part 1.
- Attach the required documents.
- Submit the application to a Danish diplomatic mission abroad (embassy or consulate general) or to the Danish Immigration Service.

**Part 2** is to be submitted by the parent, foster parent or close relative already possessing the right to live in Denmark, and with whom the child will live in Denmark.

This person must:

- Fill out Part 2.
- Attach the required documents.
- Submit Part 2 to the Immigration Service no later than 14 days after Part 1 has been submitted.

If the parent already possessing the right to live in Denmark is also the legal guardian of the child, he/she can fill out both parts.

Read the instructions on the first page of each part. There is a checklist at the end of the parts that can be used to keep track of whether they have been filled out correctly and whether all the required documentation has been included.

### How can an application be submitted?

The child's application can be submitted at a Danish diplomatic mission in his/her country of residence. If the child is a legal resident of Denmark, the application may normally be submitted in Denmark. Such is the case if the child:

- has a valid visa (short term) and is under the age of 15,
- is exempt from visa requirements, or
- currently holds a Danish residence permit.

If the child is over the age of 15 and submits the application while residing in Denmark on a visa, the child can be given a penalty period of 5 years. During the penalty period the child will not be able to obtain a visa to visit Denmark.

If the application can be submitted in Denmark, this can be done at the Immigration Service's Citizen Service. You must book an appointment before you show up at the Citizen Service. Read more about where the Immigration Service's Citizen Service has branch offices and how you book an appointment at [www.newtodenmark.dk/visit-us](http://www.newtodenmark.dk/visit-us).

The application can also be sent to the Immigration Service. Read more about where and how you can submit applications at [newtodenmark.dk](http://newtodenmark.dk)

### How we process personal data

You can read more about the processing of your personal data and your rights in the fact sheets about data protection which you will find at the back of part 1 and part 2 of the form.

### Processing of your application

The Danish Immigration Service has a maximum time limit for processing applications for family reunification. The processing times are calculated from the date the application is submitted. You can see our processing times at [www.newtodenmark.dk/us-times](http://www.newtodenmark.dk/us-times).

### For more information

More information about the rules governing family reunification is available at [newtodenmark.dk](http://newtodenmark.dk). If you have questions when filling out the form, you can also contact the Danish Immigration Service. See contact information at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us).

## For official use only

## REMEMBER TO COMPLETE THE LAST PAGE OF PART 1

Date received	Received by (name)	Authority (stamp)	Personal ID (Udl.nr.)	Case Order ID*
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\*) The case order ID will be created by the authorities in connection with the recording of biometric features.

FA12a\_en\_070125

## PART 1 (FA12a)

### Application for a residence permit for a child (not applying concurrently with a parent)

#### Instructions

The child or the parent applying on behalf of the child must:

1. Fill out and sign this part (Part 1).
2. Attach the required documents.
3. Submit the application to a Danish diplomatic mission (embassy or consulate general) in the country where the child lives. If the child is a legal resident of Denmark, the application may normally be submitted in Denmark.

#### Which documents must you include?

The following documents must be submitted with Part 1:

- A copy of the child's passport (all pages including the cover)
- Child's Certificate of Personal Data (birth certificate) (copy with an authorised translation to Danish or English)

#### Bring the passport

The child needs to bring his/her original passport, when the application is submitted or when the child is to have his/her biometric features recorded, so the authorities can verify the child's identity.

#### Recording of biometric features

Children under the age of 18 who are to live with the custody holder in Denmark are not normally required to hold a residence card. A child can, however, request to be issued a residence card. If the child requests a residence card, and if the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child's digital facial image and fingerprints (biometric features) must be recorded in connection with the application being submitted.

A child who is **not** to live with the custody holder in Denmark, but is instead to live with a foster parent or close relative, is required to hold a residence card. If the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child must appear in person to have his/her digital facial image and fingerprints (biometric features) recorded. The child's biometric features must be recorded in connection with the application being submitted. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person and submit one facial image in connection with the application being submitted. Once the child arrives in Denmark, his/her biometric features will be recorded.

Read more about biometric residence cards on the last page of Part 1 and at [www.newtodenmark.dk/residencecard](http://www.newtodenmark.dk/residencecard)

#### To expedite the application process

Your application can be processed with the shortest possible processing time if

- both parts are filled out correctly and includes the required documentation, and
- Part 2 is submitted no more than 14 days after Part 1 has been submitted, if you are applying from abroad. If you are applying from Denmark, both parts should be submitted together.

#### Missing information or documents

The Immigration Service may **refuse** an application if it does not include the necessary information or documents, or the processing time may be **longer**. We recommend you use the check list at the end of the form.

## The applicant (the child)

PLEASE COMPLETE IN CAPITAL LETTERS

Given name(s)	
Surname	
Nationality	Former nationality (if applicable)
Date of birth (day, month, year)	CPR number (if applicable)
Personal ID (if applicable)	
Place of birth (city)	Country of birth

## Name and CPR number of the parent, foster parent or close relative already possessing the right to live in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name (Given name(s) and surname)	CPR number
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## 1. Information about the child

PLEASE COMPLETE IN CAPITAL LETTERS

Gender <input type="checkbox"/> Boy <input type="checkbox"/> Girl	Current marital status <input type="checkbox"/> Unmarried <input type="checkbox"/> Married/cohabiting partner
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Does the child have children of his/her own?  
 Yes  No

Child's address abroad (street and number)	Postal code, city and country
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Who has the child been living with? (state name)

Mother \_\_\_\_\_  Father \_\_\_\_\_

Other relative \_\_\_\_\_  Other \_\_\_\_\_

Alone

If the child has **not** been living together with his/her mother/father abroad, answer the following questions:

### Mother

Why has the child not been living with his/her mother?

When was the last time the child lived with his/her mother, if applicable?

How has the child and his/her mother maintained contact? (visits, telephone calls, letters, email, etc.)

### Father

Why has the child not been living with his/her father?

When was the last time the child lived with his/her father, if applicable?

How has the child and his/her father maintained contact? (visits, telephone calls, letters, email, etc.)

With whom will the child live in Denmark? (state name) <input type="checkbox"/> Mother _____ <input type="checkbox"/> Father _____ <input type="checkbox"/> Other relative _____ <input type="checkbox"/> Other _____	Address	
	Telephone number	Email address

### Receiving the child's ruling in a foreign country

If the child is granted a residence permit, the case ruling will be sent to the Danish diplomatic mission where you submit the application (form 1). Thereafter you will receive the ruling from the diplomatic mission. Above you have stated in which country the child has residence. If you do not submit the application (form 1) at a Danish diplomatic mission, the ruling will normally be sent to the Danish diplomatic mission in country where you have stated that the child has residence. If there is no Danish diplomatic mission in the country where the child has residence, you can inform us below about which Danish diplomatic mission you would like to receive the child's ruling from. A list of the diplomatic missions is available at [um.dk](http://um.dk). Please note that the child generally has to have been residing in the country in question for the last 3 months. If the Immigration Service assesses that we cannot send the child's ruling to the stated diplomatic mission, we will contact you.

From which Danish diplomatic mission would you like to receive the child's ruling?

### Receiving the child's ruling in Denmark

If the child is **currently in Denmark**, please state the child's date of entry, address, and contact information in Denmark. If the child is entering Denmark after the application has been submitted, but before a decision is made in the case, please inform the Immigration Service.

**Important:** Please inform the Immigration Service of any change to address or other contact information.

Last date of entry in Denmark



Child's address in Denmark (street and number)	Postal code and city
C/O (name)	
<p>You <b>only</b> need to answer the question below if the child <b>is to live with the custody holder</b> in Denmark.</p> <p>When the child is to live with the custody holder in Denmark, the child can request to be issued a residence card, if the child is granted a residence permit. Indicate below whether the child requests a residence card. If the child requests a residence card, the child's digital facial image and fingerprints (biometric features) must be recorded. The child's signature will also be recorded. If the child is under 6, only a facial image is required. No additional fee is charged for obtaining a residence card. Read more about biometric residence cards on the last page of this form and at <a href="http://www.newtodenmark.dk/residencecard">www.newtodenmark.dk/residencecard</a>.</p> <p>If the child does <b>not</b> request a residence card, submit one passport photo of the child. The child's biometric features will not need to be recorded. The child can apply for a residence card at a later date, should the need arise.</p> <p>Does the child request a residence card?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If <b>yes</b>, the child has to get his/hers biometric features recorded as described above.</p> <p>If <b>no</b>, <b>enclose</b> one passport photo of the child.</p>	

2. Information about the child's parents		PLEASE COMPLETE IN CAPITAL LETTERS
<b>Father</b> (given name(s) and surname)	Date of birth (day, month, year)	
Address (Street, number, postal code and city)	Nationality	
<b>Mother</b> (given name(s) and surname)	Date of birth (day, month, year)	
Address (Street, number, postal code and city)	Nationality	

3. Information about the child's passport and previous visits to Denmark and other countries		PLEASE COMPLETE IN CAPITAL LETTERS
<input type="checkbox"/> National passport	<input type="checkbox"/> Other travel documentation. Please state which:	
Passport number	Date of issue	
Date of expiry	In which country is the passport issued?	
Has the child been in Denmark before (including current stay, if applicable)?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please state when (from date to date):		
Has the child resided in a country other than his/her home country or Denmark for longer than six months?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please state where and when:		
Did the child have a residence permit in this country?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , <b>enclose</b> a copy of the child's latest residence permit in the country		

## 4. Additional information which you find relevant for your application

**PLEASE COMPLETE IN CAPITAL LETTERS**

Normally, the Danish Immigration Service does not take the state of the child's health or handicap into account when evaluating an application for family reunification.

However, in certain cases, health issues can be considered. This would be the case if the person living in Denmark has been granted residence in accordance with Section 7 (3) of the Aliens Act. Individuals granted residence under these terms will normally only qualify for family reunification after 2 years and only if the temporary residence permit has been extended after 2 years of residence. In these instances, the Immigration Service will decide whether rejecting an application for family reunification would create a hardship. This would for example be the case if the person in Denmark has taken care of a handicapped spouse/cohabitating partner in the home country before moving to Denmark, or if the person in Denmark has seriously ill minor children living in his/her country of origin.

If the child applying for residence permit suffers from serious illness or has a handicap and you feel that this condition should be taken into account in the application, please indicate that below. You are required to submit documentation of the condition, such as doctor's statement. The Immigration Service will use the information provided to determine whether the condition should be taken into account.

Does the child have a serious handicap or does she/he suffer from serious illness?

Yes  No

If **yes**, state which handicap/illness, and which treatment the child is receiving:

Any other relevant information for the processing of the child's application:

## 5. Declarations

### A. Sworn declaration of correctness

I hereby solemnly swear that the information in this application is correct and complete.

If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40)
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information (Aliens Act section 40)
- The child's residence permit can be revoked (Aliens Act section 19)

### B. Declaration of consent to allow authorities to gather necessary information

I consent to letting the Immigration Service obtain information about the child's pure private affairs from other Danish authorities, including the police authorities, for the purpose of enabling them to process my application (Public Administration Act section 29).

Such information includes:

- Criminal conditions
- Health conditions
- Intern family conditions
- Social conditions

### C. Information about data protection

You can get information about how the Immigration Service and the Ministry of Foreign Affairs of Denmark process your data and about your rights in the fact sheet at the back of this part of the form.

### D. Notification that information can be passed on to Danish intelligence agencies and prosecuting authority

The information and documents that you submit with the application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority (Aliens Act section 45 a and section 45 c). This process can be initiated by Danish immigration authorities, Danish intelligence agencies or the Danish public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting the child for crimes committed in Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

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

Danish immigration authorities give certain information to authorities in the municipality (kommune) where the child will live, should the child be given a residence permit (Aliens Act section 44a).

The municipality will also be informed if the child's residence permit is

- not renewed at a later point or has been revoked,
- found to be lapsed, or
- made permanent.

Finally, the municipality where the child lives will have access to information about the child contained in the Danish immigration authorities' registers if the information is necessary for it to carry out its duties.

The municipality will have access to data contained in the Danish immigration authorities' registers, including:

- Information about existing and other earlier grounds for residence.
- Information about the status of the child's application, including the date it was submitted, type of application and whether a decision has been appealed, etc.
- Information regarding the child's progress in Danish classes.
- Information about municipalities where the child has previously resided.

Other relevant authorities or organisations including the police, SKAT (tax authorities) and language schools have access to similar information.

#### **F. Information that some information will be passed on to the child's employer**

The Danish immigration authorities will inform the child's possible current and previous employers, who the child has been working for within the last 3 months, if the application for residence permit is refused, if extension of the residence permit is denied, if the residence permit has lapsed or is being revoked (Aliens Act section 44a).

The immigration authorities can obtain information in the income registry (eIndkomst) about the salaries that have been paid to the child within the last 3 months if necessary (Aliens Act section 44a).

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

The Immigration Service may seek to verify the accuracy of the information you have given in this application. This may happen while the application is being processed or later, if the child is granted a permit. If the child is granted a permit and the Immigration Service finds that the child no longer meet the requirements of his/her residence permit, the permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information about the child, or suspects the child of not meeting the requirements of his/her residence permit.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System.
- Comparison of information contained in the Danish immigration authorities' registers with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry (eIndkomst).
- Contacting other authorities, such as municipalities.
- Contacting third parties, such as employers or places of study.
- Turning up in person at the child's residence, place of study or workplace.

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

#### **H. Information about the consequences for permanent residence, if the child has worked against the establishment of his/her identity**

The child is obligated to provide correct information about his/her identity. If the child has worked deliberately against the establishment of his/her identity in connection with the application for residence permit/extension of residence permit, it could mean, that the child cannot be granted a permanent residence permit in the future. This applies if the child e.g. presents falsified identity documents, or if the child gives untrue information about his/her name, date of birth (age), country of birth or citizenship.

## 6. Signature

**PLEASE COMPLETE IN CAPITAL LETTERS**

Because the applicant (child) is below the age of 18 this form must be signed by the child's parents or by a person who is a substitute for the child's parents.

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 5 A-B and have read and understood the information in section 5 C-G.**

Name and relation to the child

Date and place

Signature



## Power of Attorney for a third-party

If you wish to give another person the right to represent the child (the applicant) as a third-party while the Immigration Service is processing your case, you can fill out and sign this power of attorney.

By signing this power of attorney, you give the child's third-party the right to e.g.:

- submit an application for a residence permit on the child's behalf,
- the right to the access documents in the child's case,
- issue a statement for the purpose of processing the child's case, and
- receive confidential information about the child's relations including the child's private affairs.

If you no longer wish to have the child represented by the third-party, you can always withdraw the power of attorney by writing to the Immigration Service.

## Information about the third-party

**PLEASE COMPLETE IN CAPITAL LETTERS**

Name	CPR number
Address	

## Power of Attorney

**PLEASE COMPLETE IN CAPITAL LETTERS**

I (the person who has custody of the child) hereby give full power of attorney to the person whose name is stated above. The person will represent the child as a third-party while the Immigration Service is processing the child's case.

Name	
Date and place	Signature

## Have you remembered everything?

If the application for family reunification with your child is correctly filled out and contains the required documents, the Immigration Service can process your case with the shortest possible processing time. The expected maximum processing time for applications for family reunification can be found at [www.newtodenmark.dk/us-times](http://www.newtodenmark.dk/us-times). If the application is not correctly filled out or is missing documents, it can be refused, or the processing time may be longer. It is therefore important that you make certain that the forms are filled out correctly and that you have included the necessary documents before submitting your application. We recommend using the checklist below before submitting the application.

## Checklist

**Before submitting your application, please ensure you have enclosed the following:**

- Copy of the child's passport (all pages including cover). If the authorities are given the passport, you only need to enclose a copy of all the filled out pages including cover.
- Copy of the child's Certificate of Personal Data (birth certificate) with an authorised translation to Danish or English.

**It is also important to**

- answer all questions, and
- sign and date the application - applies to the adult applying on behalf of the child.

**Remember to bring the applicant's (child's) passport when the application is submitted.**

## Biometric features required on residence cards

Children under the age of 18 who are to live with the custody holder in Denmark are not normally required to hold a residence card. A child can, however, request to be issued a residence card. If the child requests a residence card, and if the child resides in Denmark or in a country where Denmark has a diplomatic mission, the child's digital facial image and fingerprints (biometric features) must be recorded in connection with the application being submitted.

If the child lives with the custody holder in Denmark and does **not** request a residence card, please submit one passport photo. The child's biometric features will not need to be recorded. The child can apply for a residence card at a later date, should the need arise.

Children who are **not** to live with the custody holder in Denmark, but are instead to live with a foster parent or close relative, are required to hold a residence card. If the application is submitted in Denmark or a country with a Danish diplomatic mission, the child must appear in person to have his/her biometric features recorded. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person to submit one facial image. Once the child arrives in Denmark, his/her biometric features (digital facial image and fingerprints) must be recorded. If the child's application is sent by post or submitted by a third-party such as a lawyer, the child must appear in person to have his/her biometric features recorded **within a set deadline** from the application being submitted. If the child resides in a country where Denmark has a representation agreement with another country's diplomatic mission, the child must appear in person to submit one facial image **within a set deadline** from the application being submitted. You can see the set deadline for recording of biometric features at [www.newtodenmark.dk/residencecard](http://www.newtodenmark.dk/residencecard).

If the child's application has been sent by post or fax or submitted by a third-party such as a lawyer, remember to **bring a photocopy** of the first three pages of the child's completed application form when having the child's biometric features recorded. This will allow the immigration authorities to match the child's biometric features with the application. **Please note** if the child refuses to get his/her facial image or fingerprints recorded in connection with submitting your application, your application will be **rejected**.

When having the child's biometric features recorded or submitting one facial image, **bring the child's passport** or travel documentation. The child's signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card. If the child is under 6, only a facial image is required. If you are not physically capable of providing fingerprints, you are exempt from the requirement to be fingerprinted.

If the child is in **Denmark**, biometric features can be recorded at the Immigration Service's Citizen Service. You must book an appointment before you show up at the Citizen Service. Read more about where the Immigration Service's Citizen Service has branch offices and how you book an appointment at [www.newtodenmark.dk/visit-us](http://www.newtodenmark.dk/visit-us).

For children living **abroad** please note that you must check the website of the Danish Ministry of Foreign Affairs: 'Where to apply' at [www.um.dk/en/travel-and-residence/where-to-apply](http://www.um.dk/en/travel-and-residence/where-to-apply) for information as to where you may submit your biometric features. Please note that for many locations you must present yourself in person at a Visa Application Centre (VFS) and that you must book an appointment before you show up.





Note that Denmark does not have diplomatic missions in all countries of the world and that representation agreements have been signed with other countries. In such cases, you must seek relevant information from the representing mission, cf. above link.

Read more about residence cards and biometric features at [www.newtodenmark.dk/residencecard](http://www.newtodenmark.dk/residencecard).

## For official use only: Comments and forwarding endorsements

Who submitted the application?

Reference                       The child's parent abroad                       Other, indicate whom:

Comments

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

## For official use only: Checklist

Are names and passport information in accordance with shown identification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant been advised that the application may be refused if the applicant does not reside in Denmark on a genuine basis for residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant been advised that biometric features must be recorded or one facial image must be included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have all questions been answered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the application been signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a copy of the applicant's passport been included (all pages including front page or all pages with stamps and affixed)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a copy of the applicant's Certificate of Personal Data (birth certificate) been included (copy with authorised translation to Danish or English)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has documentation for custody been included (copy with authorised translation to Danish or English)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Information about data protection in the Danish Immigration Service

### Data controller

The Immigration Service is responsible for processing the personal data you provide in this application form and for the data about you we receive in connection with processing the case. Our contact information is: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, CVR-nr.: 77940413, telephone: +45 35 36 66 00, [www.newtodenmark.dk](http://www.newtodenmark.dk)

### Data protection officer

If you have questions about how we process the child's personal data, you can contact our data protection officer who has the following contact information: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, Att: Databeskyttelsesrådgiver/Data protection officer

You can also write to our data protection officer via Digital Post (e-Boks) or through our contact form at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us).

### Purpose and legal basis

The child's data are collected in order to process the child's application for residence and the possible following residence in Denmark and to control the requirements for this.

The legal basis for processing the child's personal data is:

- provisions of the Aliens Act (udlændingeloven), in particular: section 1 (relating to entry into Denmark and residence)
- the General Data Protection Regulation (GDPR) 6.1(c) (relating to the processing of data in order to comply with a legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Immigration Service by the Aliens Act)
- GDPR 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims)
- The Data Protection Act section 8 (relating to the administration only being allowed to process information about criminal offences if it is necessary for the official authorities' tasks).

You are not obligated to answer the questions in this form. If you chose not to answer one or more questions, the Danish Immigration Service can order you to provide the information that is necessary to assess whether your child can be granted a Danish residence permit (Aliens Act section 40). If you do not provide the information it can result in your child not being granted a residence permit.

The information you have supplied in this form will be registered in the Danish immigration authorities' registers. The same holds true for any information you give later in conjunction with an application to extend your child's residence permit.

### Types of personal data

We process the following types of data about the child:

- General personal data, such as: information about your identity; citizenship and nationality; travel routes; information about your family; memberships of associations; financial information; information about your refugee status; and whether you have committed any legally punishable offences
- Sensitive personal data, such as: political opinions or religious beliefs; health information and biometric data collected for the purpose of establishing your identity.

### Recipients and categories of recipients

The Immigration Service can, in certain situations, share the child's data with other authorities. We regularly share data with: the police, municipal authorities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service (in accordance with section 45 a of the Aliens Act), the public prosecutor (in accordance with section 45 c of the Aliens Act), the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish Return Agency, the Danish Agency for International Recruitment and Integration, the Family Law House, the Danish Parliament, and the Foreign Ministry, in particular the embassies and consulates.

In addition, regarding the exchange of data, we may share the child's data with other Schengen countries and Schengen associated countries.

Data are shared when it is necessary for the Immigration Service to exercise our official authority, including when we are legally obliged to share data.

In certain situations, the Immigration Service may provide data to a third-party data processor. In addition, other authorities and private organisations can have access to this information (Aliens Act section 44a). In isolated cases, the Immigration Service will share data with other public authorities, private-sector organisations and foreign organisations and authorities.

### Origin of information

The Immigration Service processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

In addition, we will process data obtained from:

- any of the child's possible previous cases with the Immigration Service,
- searches in databases, such as: the Civil Registration System, the income register (eIndkomst), the Central Register of Buildings and Dwellings (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS),

- other authorities, such as: the police, municipal authorities, the Danish Agency for International Recruitment and Integration, the Family Law House, the Immigration Appeals Board, the Refugee Appeals Board, the Danish Security and Intelligence Service, The Ministry of Immigration and Integration, the Danish Return Agency, and the Foreign Ministry, in particular the embassies and consulates,
- third-parties, such as: employers and educational institutions, and
- the person who might be sponsoring the child's application, as well as any previous cases the person may have had at the Immigration Service.

## Storage of data

The Immigration Service will store the child's data for as long as it is necessary for us to establish or defend a legal claim to residence.

Data submitted as part of an immigration-related matter can be stored for use by the Immigration Service at a later date. The data stored by the Immigration Service can be used in applications to extend a residence permit, when revoking a residence permit, when lapsing a residence permit, applications for permanent residency, applications for naturalisation, when revoking citizenship and in the child's cases, or in the event they may be involved in an application for family reunification.

If data can be deleted at an earlier point, deletion will be considered. Similarly, access to data can be restricted.

Finally, it should be mentioned that data will also have to be transferred to the National Archives within 30 years, in accordance with section 13 of the Archive Act (arkivloven).

If the child has his/her fingerprints and facial photo taken for use with your residence card and for identification and identity control, the child's fingerprints and photo will be stored in the immigration authorities' database. If the child is granted a residence permit, his/her fingerprints and photo are stored for 10 years. If the child is not granted a residence permit, his/her fingerprints and photo are stored for 20 years. If the child is granted Danish citizenship, his/her fingerprints and photo will be deleted.

If the immigration authorities decide that the child does not have the right to stay in Denmark, the biometric data will be transferred to the Schengen Information System (SIS), which is a central EU system where the Schengen countries share and exchange information. This system has been set up for, among other things, cooperation and exchange of information between immigration authorities and other Schengen countries. The information is stored in the SIS until the child is registered as having departed from Denmark or another Schengen country.

You can read more about Schengen countries and Schengen associated countries at [www.newtodenmark.dk/schengen](http://www.newtodenmark.dk/schengen)

## Consent

The Immigration Service does not request consents in order to process personal data, as is otherwise required by the GDPR, since processing authority is granted by 6.1 (e) and 9.2 (f) of the GDPR (see section 3).

You may be asked for legal consent. Such a consent is not the basis for the specific procession of personal data but is instead a warranty provision in accordance with e.g. the Public Administration Act (forvaltningsloven) or the Aliens Act.

## Rights

Under the GDPR, you have certain rights:

- You have the right to access which data about the child the Immigration Service is processing.
- You have the right to request that corrections are made to personal data about the child that you feel are inaccurate.
- In special situations you have the right to have data about the child deleted or to restrict the processing of the child's personal data, if the data is no longer necessary for the processing of the child's case.
- You have the right to object to otherwise legal processing of the child's personal data.

You can read more about your rights in the Danish Data Protection Agency's guidance about the GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact the Immigration Service.

## 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 the child's personal data. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk)

## Information about data protection in the Ministry of Foreign Affairs of Denmark

The Ministry of Foreign Affairs of Denmark is responsible for the processing of personal data, when the Ministry or a Danish Diplomatic Missions (Embassy or General Consulate) assists the Danish Immigration Service in matters regarding the Aliens Act.

### Data controller

The Ministry of Foreign Affairs of Denmark is the data controller of the processing of data collected from the application form and data collected from your case, when your application is submitted to a Danish Diplomatic Mission or a private company that has made an agreement with a Danish Diplomatic Mission or the Ministry of Foreign Affairs of Denmark regarding the handling of certain administrative tasks regarding residency. The Ministry of Foreign Affairs of Denmark is also the data controller, when the Ministry or the Danish Diplomatic Mission (Embassy or General Consulate) exercises tasks regarding the processing of your case – including interviews, DNA-tests and verification of documents.

### Data Protection Officer

If you have questions about the processing of your personal data done by the Ministry of Foreign Affairs of Denmark, please contact our Data Protection Officer: Ministry of Foreign Affairs of Denmark, Asiatisk Plads 2, DK-1448, Copenhagen K, Att. *Data Protection Officer*, e-mail: [dpo@um.dk](mailto:dpo@um.dk)

### Purpose and legal basis

The purpose of collecting personal data and the legal basis for the processing of your data corresponds to the purposes and legal basis of the processing done by the Danish Immigration Service – see 'Information about data protection in the Danish Immigration Service' above.

### Types of personal data

The Ministry of Foreign Affairs of Denmark process the same category of data as the Danish Immigration Service – see 'Information about data protection in the Danish Immigration Service' above.

### Recipients or categories of recipients

The Ministry of Foreign Affairs of Denmark transfers the collected data to the Danish Immigration Service.

The Ministry of Foreign Affairs of Denmark, including the Diplomatic Missions, may in some cases transfer your data to a data processor, who will then process your data on the behalf of the Ministry of Foreign Affairs of Denmark and the Diplomatic Missions.

The Ministry of Foreign Affairs of Denmark may also transfer your data in certain isolated cases to other public authorities, private-sector organizations, foreign organizations and authorities in relation to the verification of documents.

### Origin of information

The Ministry of Foreign Affairs of Denmark processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

### Storage of your data

The Ministry of Foreign Affairs of Denmark will store your data for as long as it is necessary in order to exercise the Ministry's responsibilities in relation to the case process. As a main rule the Ministry will store your data in our filing systems for 5 years where they will be erased subsequently. In isolated cases we may store your data for a longer period of time. In this case the data will have to be passed on to the National Archives within 30 years (section 13 of the Archive Act (arkivloven)).

If you have your finger prints and facial photo taken for the use of your residence card when you apply for residency at a representative or a private company, your finger prints and facial photo will be stored in the filing systems of the Ministry of Foreign Affairs of Denmark. This information will be erased after 30 days from when a decision has been made in your case or at latest 2 years after collected.

### Consent

We refer to the paragraph on consent in 'Information about data protection in the Danish Immigration Service' above.

### Rights as a data subject

We refer to the paragraph on rights in 'Information about data protection in the Danish Immigration Service' above. You have the same rights for the processing done by the Ministry of Foreign Affairs of Denmark. If you wish to invoke your rights regarding the processing done by the Ministry of Foreign Affairs of Denmark, please contact the Ministry of Foreign Affairs of Denmark.

### 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 the Ministry of Foreign Affairs of Denmark process your personal data. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk).

## PART 2 (FA12b)

### Information about the child's parent (the person with whom the child is to live) in Denmark

FA12b\_en\_070125

#### Instructions

The parent, foster parent or close relative, who already living in Denmark, with whom the child is to live must:

1. Fill out and sign this part.
2. Attach the required documents
3. Submit this part (Part 2) to the Immigration Service. If the child (the applicant) is currently in Denmark, this part (Part 2) should be submitted at the same time as the application (Part 1).

#### Which documents should you include?

- Documentation that you have custody of the child (a copy with and an authorised translation to Danish or English). Only required if the child is born out of wedlock, or the parents are separated or divorced. Not required if the child is to live with foster parents or a close relative, including a parent who does not have custody of the child.
- Other documents. In each section of this part, it is specified which documents should be enclosed.

When the child is applying for residence permit in accordance to a **family adoption (if the adopter is not approved by the Joint Council or the Danish National Board of Adoption)**, you should include:

- Documentation that the adoption is approved by authorities in the home country.
- Statement from The Family Law House that they expect to approve the adoption.
- Documentation from The Council of Appeal, that the foreign adoption is legal under Danish law.

When the child is applying for residence permit as part of a **foster family relationship**, you should include:

- Recommendation of foster care from the local council (kommunalbestyrelsen).

When the child is applying for residence permit with **close family (not adoption or foster care), including a parent who does not have custody of the child**, you should include:

- Documentation of housing.

#### To expedite the application process

The application can be processed with the shortest possible processing time if:

- both parts are filled out correctly and the required documents are included, and
- Part 2 is submitted no more than 14 days after Part 1 has been submitted. If the child is applying from Denmark, both parts need to be submitted together.

#### Missing information or documents

The Immigration Service may **refuse** an application if it does not include the necessary information or documents, or the processing time may be **longer**.

We recommend, you use the check list at the end of the form.

### Information about you (the parent with whom the child is to live in Denmark)

PLEASE COMPLETE IN CAPITAL LETTERS

Given name(s)

Surname

Nationality

Former nationality (if applicable)

CPR number

Telephone number

Email address

### Information about the grounds for your residence permit

PLEASE COMPLETE IN CAPITAL LETTERS

Answer the following questions about the grounds for your residence permit. Your residence permit states which type of residence has been granted.

Under which section of the Aliens Act you have been granted a residence permit?

- Section 7 (1)     Section 7 (2)     Section 7 (3)     Section 8, cf. Section 7

If you have been granted residence permit under section 7 (3) please answer the following:

Has the residence permit been extended after 2 years of residence?

- Yes     No

When does your residence permit expire?

## 1. Information about the child applying for a Danish residence permit

**PLEASE COMPLETE IN CAPITAL LETTERS**

If you are one of the child's parents and you are separated/divorced from the other parent, you must **enclose** documentation that you have custody of the child (a copy with an authorised translation to Danish or English). Such documentation can include legal proof of separation or divorce. Please note that written permission from the child's other parent allowing the child to travel to Denmark is **not** sufficient documentation for custody of the child.

If you are to become the child's foster parent, are a parent who does not have custody of the child, or otherwise not are the child's parent, you do not need to include proof that you have custody of the child.

Special rules apply if the child is applying for a residence permit in accordance to a family adoption, a foster family relationship or to live with a close relative. If you have been pre-approved to a family adoption, go directly to section 8.

Given name(s)	Surname
Date of birth (day, month, year)	Gender <input type="checkbox"/> Boy <input type="checkbox"/> Girl

Nationality

Who has custody of the child?

**Please note**, if the child's parents are unmarried or divorced, documentation for custody must be **enclosed** (see instructions above).

Is the child married?

Yes  No

Has the child ever been married?

Yes  No

Does the child have a serious illness or handicap?

Yes  No

If **yes**, describe the illness/handicap:

In which countries has the child lived since birth? And in which periods?

Have you lived with the child abroad?

Yes  No

If **yes**, inform which periods:

If **no**, state why you have not lived with the child:

Has the child's situation changed significantly in the period where you have not lived with the child?

Yes  No

Has the child been in Denmark before?

Yes  No

If **yes**, state which periods:



Has the child previously held a Danish residence permit?

Yes  No

If **yes**, did the child leave Denmark against his/her will?

Yes  No

Have you seen the child in the past 2 years?

Yes  No

If **yes**, state how often and when:

**Enclose** documentation such as copy of your passport or plane tickets.

If **no**, state why, you haven't seen the child in the past 2 years:

How often have you seen the child in the period where you have not been living together?

When did you last see the child?

Have you had other contact with the child in the period where you were not living together?

Yes  No

If **yes**, state how often and how you have maintained contact (e.g. telephone calls, letters, email):

If **no**, state why not:

Have you contributed financially to the support of the child abroad during your stay in Denmark?

Yes  No

If **yes**, when and with what amount have you contributed financially to the support of the child abroad?

**Enclose** documentation for your financial contributions to the support of the child.

Has the child lived together with a parent abroad?

Yes  No

If **yes**, state name and address of the parent:

If **no**, you must answer the questions below.

You **only** need to answer the following questions if the child has **not** lived with his/her parent/parents abroad. If the child has lived with the parent/parents, you can go directly to the section 2.

Does the child have contact with his/her parent/parents abroad?

Yes  No

If **yes**, state how often and how (visits, telephone calls, letters, email, etc.):

If **no**, state why not:

Where does the child's parent/parents live abroad? (state name, address and country)

If the child's parent/parents do not live in the child's home country, **enclose** documentation, if possible, such as copy of residence permit.

If the child's parent/parents live in the child's home country, is there a reason why the child cannot live with his/her parent/parents?

Yes  No

If **yes**, state the reason why the child cannot live with his/her parent/parents:

Do the child's parent/parents have a serious illness or handicap?

Yes  No

If **yes**, describe the illness/handicap:

If possible **enclose** documentation.

Who has the child been living with abroad? (name, address and country)

How long has the child been living with this person?

Who decided that the child should stay with this person?

Is there anything to prevent the child from continuing to live with this person?

Yes  No

If **yes**, explain what :

## About requirements for family reunification

### About the requirements for family reunification

You must meet certain basic requirements in order to qualify for family reunification with a child in Denmark. For example, that the parent in Denmark has a share of the custody of the child. In order to ensure that you meet these requirements, we have just asked a number of questions that everyone must answer.

Furthermore you normally have to meet a number of additional requirements for the child to be granted family reunification. For example, the child must have a potential for successful integration in Denmark, and that you have an adequate residence, and that you can financially support yourself and your child. In section 2-7 we ask a number of questions to find out if you meet the additional requirements.

### When you have asylum in Denmark

If you have a residence permit on the grounds of asylum, we only put these additional requirements forward if we assess that you no longer risk persecution in your home country or your spouse's home country or country of residence and you can therefore be referred to live as a family in another country.



If we determine that you do not face persecution in your home country or in your spouse/partner's home country or country of residence, you will be permitted to argue against that evaluation before we issue our final decision.

**Which questions do you have to answer?**

If you believe that you still risk persecution in your home country, or in your spouse/partner's home country or country of residence, and you would therefore not be able to live there as a family, then you do not need to complete sections 2-7 but can go directly to section 8.

If you doubt whether you still risk persecution in your home country, for example because it is many years ago you were granted asylum in Denmark and there has been changes in your home country, we suggest you fill out sections 2-7.

If you do not complete sections 2-7, and the Immigration Service later determines that you will be required to meet all the requirements, you will be asked to answer them. This means the processing of the application may be extended.

If you are a foster parent to the child you **must** complete sections 5 and 7, but you can skip sections 2-4 and 6..

If you are a close relative to the child you **must** complete sections 5, 6 and 7, but you can skip sections 2-4.

## 2. Visitation of children in Denmark

**PLEASE COMPLETE IN CAPITAL LETTERS**

You do **not** need to fill out section 2 if you have been preapproved to a family adoption.

Below we will ask some questions about any other children you have from a previous or existing relationship. We ask these questions about your other children, if applicable, so that we can determine whether there are grounds to exempt you from certain requirements for family reunification.

You could be exempt from certain requirements if, for example, you have custody or visitation rights with a child under the age of 18 living in Denmark. We require, however, that visitation actually takes place and that it occurs periodically.

Be aware that we may contact those children's other parent to confirm this information.

Do you have **any other children in Denmark under the age of 18?**

Yes  No

If **no**, go to section 3.

Please indicate below if you do **not** want the Immigration Service to take into consideration that you have other children. If you indicate this, then it will not be necessary to contact the children's mother or father. Be aware, however, that doing so means **you normally will be required to meet all conditions for family reunification.**

I do **not** wish for the Immigration Service to take into consideration that I have other children when processing the application. I understand that this means I normally will be required to meet all conditions for family reunification.

If you wish the Immigration Service to take into consideration that you have other children, then you must give your consent in section 2.A that the Immigration Service can disclose the information that you are involved in an application for residence permit. Consent is given by signing the consent declaration below. In addition, you are asked to fill out section 2.B with information about your other children.

### 2.A Declaration of consent for disclosure of information

**PLEASE COMPLETE IN CAPITAL LETTERS**

I hereby give my consent that the Immigration Service can pass on information that I am involved with an application for residence permit to the other parent of my children who resides in Denmark.

Name

Date and place

Signature

### 2.B Information about your other children under the age of 18

**PLEASE COMPLETE IN CAPITAL LETTERS**

Given name(s) and surname	CPR number	Nationality




Which children attend/have attended a Danish kindergarten or school? (State name(s))

Which children do you have custody of? (State name(s))

Which children live with you? (State name(s))

If you have children, who **do not live with you**, you must state below how much time you spend with each child.

If all your children live with you, you can go to section 3.

**CHILD 1:**

State the name of the child not living with you:

You must inform how much time you spend with the child in a normal 4 week period. Mark the boxes on the days where the child lives with you regardless of the length of time you spend together and regardless of whether the child stays overnight.

If the child is with you e.g. every Wednesday from 4 pm to Thursday 8 am, you must mark the boxes 'Wed' and 'Thu'. If the child is with you e.g. every Wednesday from 7 pm to 8 pm, you must mark the box 'Wed'.

How much are you together with the child in a normal 4 week period?

**Week 1**

Mon Tue Wed Thu Fri Sat Sun

**Week 2**

Mon Tue Wed Thu Fri Sat Sun

**Week 3**

Mon Tue Wed Thu Fri Sat Sun

**Week 4**

Mon Tue Wed Thu Fri Sat Sun

Are you together with the child on a regular basis?

Yes  No

Are you together with the child during vacations or holy days?

Yes  No

If **yes**, indicate to what extent and the periods in which you are together with the child:

If you have any further comments about the time you spend with your child, you can write them here:

**CHILD 2:**

State the name of the child not living with you:

You must inform how much time you spend with the child in a normal 4 week period. Mark the boxes on the days where the child lives with you regardless of the length of time you spend together and regardless of whether the child stays overnight.



If the child is with you e.g. every Wednesday from 4 pm to Thursday 8 am, you must mark the boxes 'Wed' and 'Thu'. If the child is with you e.g. every Wednesday from 7 pm to 8 pm, you must mark the box 'Wed'.

How much are you together with the child in a normal 4 week period?

**Week 1**

Mon Tue Wed Thu Fri Sat Sun

**Week 2**

Mon Tue Wed Thu Fri Sat Sun

**Week 3**

Mon Tue Wed Thu Fri Sat Sun

**Week 4**

Mon Tue Wed Thu Fri Sat Sun

Are you together with the child on a regular basis?

Yes  No

Are you together with the child during vacations or holy days?

Yes  No

If **yes**, indicate to what extent and the periods in which you are together with the child:

If you have any further comments about the time you spend with your child, you can write them here:

**CHILD 3:**

State the name of the child not living with you:

You must inform how much time you spend with the child in a normal 4 week period. Mark the boxes on the days where the child lives with you regardless of the length of time you spend together and regardless of whether the child stays overnight.

If the child is with you e.g. every Wednesday from 4 pm to Thursday 8 am, you must mark the boxes 'Wed' and 'Thu'. If the child is with you e.g. every Wednesday from 7 pm to 8 pm, you must mark the box 'Wed'.

How much are you together with the child in a normal 4 week period?

**Week 1**

Mon Tue Wed Thu Fri Sat Sun

**Week 2**

Mon Tue Wed Thu Fri Sat Sun

**Week 3**

Mon Tue Wed Thu Fri Sat Sun

**Week 4**

Mon Tue Wed Thu Fri Sat Sun

Are you together with the child on a regular basis?

Yes  No

Are you together with the child during vacations or holy days?

Yes  No

If **yes**, indicate to what extent and the periods in which you are together with the child:



If you have any further comments about the time you spend with your child, you can write them here:

### 3. Information about your other children abroad who are **not** seeking a Danish residence permit

**PLEASE COMPLETE IN CAPITAL LETTERS**

You do **not** need to fill out section 3 if you have been preapproved to a family adoption.

In some cases, it may affect our processing of your case if you have other children who are not applying for a residence permit. State below if this is the case.

	Given name(s) and surname	Address	Date of birth	Gender	Nationality
1.				<input type="checkbox"/> Boy <input type="checkbox"/> Girl	
2.				<input type="checkbox"/> Boy <input type="checkbox"/> Girl	
3.				<input type="checkbox"/> Boy <input type="checkbox"/> Girl	
4.				<input type="checkbox"/> Boy <input type="checkbox"/> Girl	

### 4. The 3-month time limit

**PLEASE COMPLETE IN CAPITAL LETTERS**

You **only** need to fill out section 4 if you are the child's **parent** and have custody of the child.

It is normally a requirement for the child to get a residence permit that the application is submitted within a 3-month time limit.

This means that the child must apply for a residence permit within 3 months from the date on which you were granted a residence permit on the grounds of asylum.

If you hold a residence permit in accordance with the Aliens Act Section 7 (3) (temporary protected status), the child will not be able to apply for a residence permit until you have held a residence permit for more than the last 2 years. The child must apply for a residence permit within 3 months from the date on which the 2 years of residence is reached.

If the child is born after you were granted a residence permit in Denmark, the child must apply for a residence permit no later than 3 months from the child's birth.

Read more about the 3-month time limit, including the possibilities of submitting too late if you are prevented from complying with the time limit at: [www.nyidanmark.dk/Du-vil-ansøge/Familie/Familiesammenføring/Barn-af-flygtning-i-Danmark](http://www.nyidanmark.dk/Du-vil-ansøge/Familie/Familiesammenføring/Barn-af-flygtning-i-Danmark)

Will the child's application for a residence permit on the grounds of family reunification be submitted within the 3-month time limit as mentioned above?

Yes  No

If **no**, why have you not complied with the 3-month time limit? (State any obstacles you have had, if applicable)

You must enclose documentation for the obstacles.

## 5. Declaration regarding public assistance

**PLEASE COMPLETE IN CAPITAL LETTERS**

You do **not** need to fill out section 5 if you have been preapproved to a family adoption.

**If you**

- are parent to the child and
- have custody of the child

then we normally do **not** require that you are able to support the child.

There can, however, be situations (for example, if there is limited personal contact between a parent and child) where we can still require that you are able to support your child.

Regardless of your situation, we recommend you to fill out the declaration regarding public assistance. Doing so will help expedite the processing of the application.

**If you**

- have the child in care as part of a foster family relationship, or
- are a close relative – such as a parent without custody

**you must be self-supporting and take the responsibility for supporting the child.**

You take responsibility for the child until the child turns 18 by signing and enclosing attachment 2. Furthermore you must solemnly declare whether you have received public assistance below.

**Self-support requirement and declaration regarding public assistance**

If it is required of you that you can support yourself, you cannot receive any public assistance under the terms of the Active Social Policy Act (aktivloven) or the Integration Act (integrationsloven) before the child is granted a permanent residence permit. However this does not apply if the benefits are small, one-time benefits that are not related to assistance or benefits that are comparable to wages or a pension or the equivalent.

**Examples of benefits granted under the terms of the Active Social Policy Act or the Integration Act**, and therefore do have an influence on whether you meet the self-support requirement:

- Social Security (kontanthjælp).
- Integration benefits (integrationsydelse).
- Danish Start Help (starthjælp).
- Rehabilitation benefits (revalideringsydelse).

**Examples of benefits that do not have an influence** on whether you meet the self-support requirement:

- Student grants (SU).
- Benefits paid during periods of unemployment (arbejdsløshedsdagpenge), illness (sygedagpenge) or paternity leave (barselsdagpenge).
- Pension (including early aged pension and old aged pension).
- Housing assistance (boligstøtte) granted under the terms of Individual Housing Assistance Act (lov om individuel boligstøtte).
- Financial support granted to an employer upon hiring you in a wage subsidies (løntilskud) or flexjob (fleksjob) position.
- Full subsidised places for children in day-care (friplads).
- Tax-free educational grant.

Below you must solemnly swear on whether you receive public benefits under the terms of the Active Social Policy Act or the Integration Act regardless of the size of the benefit. Thereafter the Immigration Service will access if the benefit, if applicable, is covered by the self-support requirement.

If it is required that you are self-supporting, the child may have its residence permit revoked if you are receiving benefits in accordance with the Active Social Policy Act or the Integration Act until the child has been granted a permanent residence permit.

**Please note** The Immigration Service will obtain information from the income registry (eIndkomst) when the application is being processed. The information will regard whether you receive benefits under the terms of the Active Social Policy Act or the Integration Act. If there is an inconsistency between your information and the information from the income registry, you will be asked to submit comments.

Furthermore you should note that you will be punished with a fine or imprisonment of up to two years if the information you have provided is found to be false (Criminal Code section 161, cf. Section 40).

**Declaration regarding public assistance**

(Tick only one box)

I **solemnly swear** that I do **not** receive public assistance under the terms of the Active Social Policy Act or the Integration Act.



I **swear** that I **receive the following types of public assistance** under the terms of the Active Social Policy Act or the Integration Act:

Benefit	Monthly amount	Start date (day/month/year)	End date (day/month/year)	Municipality, that has paid the benefit

## 6. Residence

**PLEASE COMPLETE IN CAPITAL LETTERS**

You do **not** need to fill out section 2 if you have been preapproved to a family adoption or if you apply as part of a foster family relationship.

If you

- are parent to the child, and
- have custody of the child

we normally do **not** require that you have an individual reasonably sized residence at your disposal.

There can, however, be situations (for example, if there is limited personal contact between a parent and child) where we can still require that you have an individual reasonably sized residence at your disposal.

If you want to ensure the fastest possible processing of the application, we recommend that you answer the questions below, under all circumstances.

If you are a close relative – including a parent without custody it is a **requirement** that you have an individual reasonably size residence at your disposal. Therefore you **must** answer the questions below.

Read more about the housing requirement on [www.newtodenmark.dk/family](http://www.newtodenmark.dk/family).

We ask a number of questions below to find out if you meet the housing requirement.

Do you rent your residence?

Yes  No

If **yes**, you must answer the following:

Do you rent a co-operatively owned residence (andelsbolig or anpartsbolig)?

Yes  No

If **yes**, you must **enclose** documentation that the rental agreement is approved by the co-operative association.

Do you rent your residence for a limited period of time?

Yes  No

If **yes**, when does your rental expire?

**Enclose** a copy of your rental contract with the landlord.

Do you rent your residence as **sublease** (fremleje)?

Yes  No

If **yes**, when does your sublease contract expire?

**Enclose** a copy of your sublease contract with the landlord.

Do you have a part of a residence at your disposal as an owner, renter, sublessor or co-operative owner?

Yes  No

If **yes**, does the part of the residence that you have disposal of appear as one unit and does it have a separate entrance?

Yes  No

If **no**, do you live in a collective (kollektiv), housing community (boligfællesskab) or similar?

Yes  No

Do you own your own residence?

Yes  No

If **yes**, **enclose** a copy of your deed or the final sales contract.

Do you own your residence as part of an owner co-operative (andelsbolig or anpartsbolig)?

Yes  No

If **yes**, **enclose** a copy of your share certificate (andelsbevis or anpartsbevis).

Do you live in student housing (kollegium) or in a rented room (klubværelse)?

Yes  No

If yes, **enclose** documentation.

How large is your residence? You must describe the measure in m<sup>2</sup>. If you have a part of the residence at your disposal, state the number of m<sup>2</sup> of the part of the residence that you have at your disposal)

How many rooms are there in your residence? (Kitchen, bathroom, foyer, staircase, storage rooms, etc. are not considered rooms)

How large is each room? (You must describe the m<sup>2</sup> for each room)

How many people will live in your residence? (Please include the people currently living there and the people who are applying for family reunification in Denmark)

## 7. Information about the child's family in the child's country of residence (if applicable)

**PLEASE COMPLETE IN CAPITAL LETTERS**

You do **not** need to fill out section 7 if you are having the child living with you in accordance to a family adoption.

Does the child have family on the mother's and/or father's side living in the child's country of residence?

Yes  No

If **yes**, state which family members (describe the child's familial relation to the person/persons, i.e. sister or uncle)

## 8. Additional information

**PLEASE COMPLETE IN CAPITAL LETTERS**

Please state whether there is other information which you feel is relevant for the application, e.g. do you suffer from a serious illness or a handicap. **Enclose** documentation for your claim (e.g. doctor's note confirming the serious illness or handicap). The Danish Immigration Service will use the documentation to evaluate whether the information is relevant.

If you have been granted residence in accordance with Section 7 (3) of the Aliens Act, you will normally first qualify for family reunification after 2 years and only if the temporary residence permit will be extended.

However, there can be certain situations in which granting family reunification may be necessary to avoid a hardship, even if the residence permit has not been extended after 2 years. This would for example be the case if you have taken care of a handicapped spouse in the home country before moving to Denmark, or if you have seriously ill minor children living in his/her country of origin.

Any other relevant information for the processing of the application:

## 9. DNA and age testing

You **only** need to fill out section 9 if you are the child's parent.

In certain situations, the Danish Immigration Service will require that you and the child take a DNA test, cf. the Aliens Act section 40c.

You will be requested to do so if – as part of the overall evaluation of the application – doubt arises over the truthfulness of your claim to be related to the child.

A DNA test is done by scraping the inside of the mouth of you and the child.

A forensic analysis of the samples will be conducted at the Forensic Science Institute (Retsmedicinsk Institut) in Copenhagen. The results of the test will show if and how you are related.

The Immigration Service can also require the child to take an age test, if doubt arises over whether the child's correct age has been given. The age test consists of an X-ray of the child's carpal bones, a dental examination (including X-ray) and a medical examination.

Not every application requires DNA and age testing, but should the need arise, giving your consent below will help expedite the processing of your child's application.

Please note the Immigration Service will cover the expenses paid for the DNA and age test if the tests are found necessary.

If the DNA and/or the age test shows that the information you have provided about the familial relations/age of the persons in question are false, the Immigration Service can report it to the police and demand compensation for the expenses paid in connection with the test/tests.

### Consent to participate in DNA and age testing

(mark with X)

- I consent to a **DNA test** of the child (the applicant) that includes scraping the inside of the mouth if the Immigration Service deems it necessary for the purpose of processing the application for a Danish residence permit.
- I consent to, if the Immigration Service deems it necessary, an **age test** of the child (the applicant) that includes an X-ray of the child's carpal bones, a dental examination (including X-ray) and a medical examination for the purpose of processing the application for a Danish residence permit.
- I consent to, that a **photo** is taken of the child (the applicant) in order to ensure the child's identity in connection with a test, if applicable.
- I do **not** consent to letting the applicant (the child) participate in a DNA test.
- I do **not** consent to letting the applicant (the child) participate in an age test.
- I do **not** consent to letting the applicant's (the child's) photo be taken in connection with a test.

## 10. Declarations

### A. Sworn declaration of correctness

I hereby solemnly swear that the information I have given in this form is correct.

If the information is found to be false, I am subject to the following penalties:

- Fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40).
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false information (Aliens Act section 40).
- The applicant's residence permit can be revoked (Aliens Act section 19).

### B. Sworn declaration that I have not been convicted of crimes against minor children

I hereby solemnly swear that in the past ten years I have not been convicted of child abuse (Aliens Act section 9 (23)). I.e.



that I have not been sentenced (imprisonment, suspended or otherwise, or other punishment for a criminal offence that involves or leaves open the possibility of imprisonment) for:

- Certain offences against family relationships
- Certain sexual offences
- Certain offences of violence against the person
- Certain offences against personal liberty
- Punishable threats

Further information is available at [newtodenmark.dk](http://newtodenmark.dk)

If the declaration is found to be false, I am subject to the following penalties:

- Fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40)
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false declaration (Aliens Act section 40).
- The applicant's residence permit can be revoked (Aliens Act section 19).

### C. Declaration of consent to allow authorities to gather necessary personal information

I consent to letting the Immigration Service obtain information about my pure private affairs from other Danish authorities, including the police authorities, for the purpose of enabling them to process my application (Public Administration Act section 29).

Such information includes:

- Criminal conditions
- Health conditions
- Intern family conditions
- Social conditions

### D. Information about data protection

You can get information about how the Immigration Service processes your data and about your rights in the fact sheet at the back of this part of the form.

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

The Immigration Service may seek to verify the accuracy of the information you have given in this application. This may happen while the application is being processed or later, if the applicant is granted a permit. If the applicant is granted a permit and the Immigration Service finds that he/she no longer meets the requirements of his/her residence permit, his/her permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information, or suspects the applicant of not meeting the requirements of his/her residence permit.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System.
- Comparison of information contained in the Aliens Register or other Immigration Service registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry (eIndkomst).
- Contacting other authorities, such as municipalities.
- Contacting third parties, such as employers or places of study.
- Turning up in person at your residence, place of study or workplace.

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

## 11. Signature

PLEASE COMPLETE IN CAPITAL LETTERS

**By signing below I confirm that I have read, understood and accepted the terms laid out in section 10 A-C and have read and understood the terms laid out in section 10 D-E.**

Name

Date and place

Signature



## Power of Attorney for a third-party

If you (the person with whom the child is to live with in Denmark) wish to give another person the right to represent you as a third-party while the Immigration Service is processing your child's case, you can fill out and sign this power of attorney.

By signing this power of attorney, you give your third-party the right to e.g.:

- submit this information form on your behalf,
- the right to the access documents in the child's case,
- issue a statement for the purpose of processing the child's case, and
- receive confidential information about your relations including your private affairs.

If you no longer wish to be represented by the third-party, you can always withdraw the power of attorney by writing to the Immigration Service.

## Information about the third-party

**PLEASE COMPLETE IN CAPITAL LETTERS**

Name	CPR number
Address	

## Power of Attorney

**PLEASE COMPLETE IN CAPITAL LETTERS**

I (the person whom the child is to live with in Denmark) hereby give full power of attorney to the person whose name is stated above. The person will represent me as a third-party while the Immigration Service is processing my child's case.

Name	
Date and place	Signature

## Attachment 1: Sworn declaration that your spouse/cohabiting partner has not been convicted of crimes against minor children

The child can only be reunited with you in Denmark if both you and your spouse/cohabiting partner (if applicable) give a sworn statement declaring that neither of you has been convicted of crimes against a minor child in the past 10 years.

You have already declared this by signing Section 11 (cf. Section 10.B).

Your spouse/partner (if applicable) declares the same by signing below.

Therefore, this declaration should **not** be signed by you (the adult filling out this form and whom the child is to live with in Denmark).

**PLEASE NOTE: This declaration should be signed by your spouse/partner (if applicable). It is important that it is the right person who signs this declaration.**

I, the spouse/partner, hereby solemnly swear that in the past ten years I have not been convicted of child abuse (Aliens Act section 9 (23)).

I.e. that I have not been sentenced (imprisonment, suspended or otherwise, or other punishment for a criminal offence that involves or leaves open the possibility of imprisonment) for:

- Certain offences against family relationships
- Certain sexual offences
- Certain offences of violence against the person
- Certain offences against personal liberty
- Punishable threats

Further information is available at [newtodenmark.dk](http://newtodenmark.dk)

If the declaration is found to be false, I am subject to the following penalties:

- Fine or imprisonment of up to two years (Criminal Code section 161, cf. Aliens Act section 40).
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false declaration (Aliens Act section 40).
- The applicant's residence permit can be revoked (Aliens Act section 19).

By signing below I confirm that I have read, understood and accepted the contents of this declaration.

Name

Date and place

Signature

In order for the child to be granted family reunification your spouse/partner must fulfil the declaration about crimes against minor children. If you do not mark the declaration or in another way indicate and document that you accept the content of the declaration, it can influence the child's application for family reunification, and you must expect that he/she gets a refusal.

If you in another way have indicated to accept the content of the declaration you must attach documentation for this.

I do **not** want to fulfil the declaration about crimes against minor children.



## Attachment 2: Pledge of financial support for the child

PLEASE COMPLETE IN CAPITAL LETTERS

If

- the municipality (kommune) has recommended that the child be placed in foster care with you, or
- you are a close relative to the child (includes parents who do not have custody of the child),

you are required to pledge that you will financially support the child seeking a residence permit until the child reaches the age of 18.

You agree to accept this responsibility by signing this pledge. If the child is granted a residence permit, a copy of this pledge will be sent to your municipality (kommune) of residence.

You do **not** need to fill out Attachment 2 if you are one of the child's parents and have custody of the child. Having custody of the child, you are responsible for supporting the child financially.

I (name)

CPR number

Address

Hereby declare that I will give my full financial support to::

Name

Date of birth

Nationality

Personal ID (if applicable)

for as long as he/she holds a temporary residence permit in accordance with sec. 9 (1) (iii) or sec. 9 c (1) (ii) of the Aliens Act, through his/her relation to me and until the child turns 18.

I understand that signing this pledge is a requirement for the child to be granted a residence permit (Aliens Act sec. 9 (1) (iii) or sec. 9 c (1) (ii), cf. sec. 9 (20) (i)).

Furthermore, I am aware that if the child receives public assistance under the terms of the Active Social Policy Act or the Integration Act the local council (kommunalbestyrelsen) will require that I reimburse the municipality (kommune), and that if I fail to pay the local council will collect payment from me in accordance with legislation governing the collection of income tax (Aliens Act sec. 9 (20)).

Finally, I am aware that if the child requires long-term assistance, the Danish Immigration Service can decide to expatriate him/her (Active Social Policy Act sec. 3). If this occurs, the child's residence permit will be revoked (Aliens Act sec. 18).

Date and place

Signature

In order for the child to be granted family reunification you must fulfil the declaration of financial support. If you do not mark the declaration or in another way indicate and document that you accept the content of the declaration, it can influence the child's application for family reunification, and you must expect that he/she gets a refusal.

If you in another way have indicated to accept the content of the declaration you must attach documentation for this.

I do **not** want to fulfil the declaration of financial support.

## Have you remembered everything?

If the application for family reunification with your spouse is correctly filled out and contains the required documents, the Immigration Service can process your case with the shortest possible processing time. The expected maximum processing time for applications for family reunification can be found at [www.newtodenmark.dk/us-times](http://www.newtodenmark.dk/us-times). If the application is not correctly filled out or is missing documents, it can be refused, or the processing time may be longer. It is therefore important that you make certain that the forms are filled out correctly and that you have included the necessary documents before submitting your application.

We recommend using the checklist below before submitting the application.

## Checklist

### Before submitting this form, please ensure you have included the following documents:

- Documentation proving you are the legal guardian of the child (copy with an authorised translation to Danish or English). Only required if the child is born out of wedlock, or if the child's parents are separated/divorced. Such documentation can include legal proof of separation or divorce. Please note that written permission from the child's other parent allowing the child to travel to Denmark and live with you is not sufficient documentation of legal guardianship.
- Documentation of any serious illness or disability of the child (if applicable).

### If you are in doubt whether you still risk persecution or violence in your home country and thus you have filled out sections 2-7, you should also include the following:

- Documentation of adequate housing (if applicable).
- Documentation of any serious illness or disability (if applicable).
- Documentation of any serious illness or disability of the child's other parent (if applicable).
- Documentation of how often and when you have seen the child in the past 2 years (if applicable)

### If the child is applying for a residence permit in accordance to a family adoption, foster family relationship or close family, the following additional documents are required:

#### Family adoption (adoption not arranged through a recognised adoption agency)

- Documentation that the adoption is approved by authorities in the home country.
- Statement from The Family Law House that they expect to approve the adoption.
- Documentation from The Council of Appeal, that the foreign adoption is legal under Danish law.

#### Foster family relationship

- Recommendation of foster care from the local council (kommunalbestyrelsen).

#### Living with close family, including a parent who does not have custody of the child

- Documentation of housing.

#### It is also important to

- answer all questions, and
- sign and date section 6.

#### Finally, it is important that

- your spouse/cohabitating partner has signed attachment 1 (Sworn declaration that he/she has not been convicted of crimes against minor children) – if applicable.

## For official use only: Checklist

Have all questions been answered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the form been signed by the reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has documentation for housing situation been included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has documentation from The Council of Appeal, that the foreign adoption is legal under Danish law, been included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has attachment 1 been signed by the reference's spouse/partner? (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Information about data protection in the Danish Immigration Service

### Data controller

The Immigration Service is responsible for processing the personal data you provide in this application form and for the data about you we receive in connection with processing the case. Our contact information is: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, CVR-nr.: 77940413, telephone: +45 35 36 66 00, [www.newtodenmark.dk](http://www.newtodenmark.dk)

### Data protection officer

If you have questions about how we process your personal data, you can contact our data-protection officer who has the following contact information: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, Att: Databeskyttelsesrådgiver/Data protection officer

You can also write to our data protection officer via Digital Post (e-Boks) or through our contact form at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us).

### Purpose and legal basis

Your data are collected in order to process this application and the applicant's continual residence in Denmark and to control the requirements for this.

The legal basis for processing your personal data is:

- provisions of the Aliens Act (udlændingeloven), in particular: section 1 (relating to entry into Denmark and residence)
- the General Data Protection Regulation (GDPR) 6.1(c) (relating to the processing of data in order to comply with a legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Immigration Service by the Aliens Act)
- GDPR 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims)
- The Data Protection Act section 8 (relating to the administration only being allowed to process information about criminal offences if it is necessary for the official authorities' tasks).

You are not obligated to answer the questions in this form. If you chose not to answer one or more questions, the Danish Immigration Service can order you to provide the information that is necessary to assess whether the child can be granted a Danish residence permit (Aliens Act section 40). If you do not provide the information it can result in the child not being granted a residence permit.

The information you have supplied in this form will be registered in the Danish immigration authorities' registers. The same holds true for any information you give later in conjunction with an application to extend the child's residence permit.

### Types of personal data

We process the following types of data about you:

- General personal data, such as: information about your identity; citizenship and nationality; travel routes; information about your family; memberships of associations; financial information; information about your refugee status; and whether you have committed any legally punishable offences
- Sensitive personal data, such as: political opinions or religious beliefs; health information and biometric data collected for the purpose of establishing your identity.

### Recipients and categories of recipients

The Immigration Service can, in certain situations, share your data with other authorities. We regularly share data with: the police, municipal authorities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service (in accordance with section 45 a of the Aliens Act), the public prosecutor (in accordance with section 45 c of the Aliens Act), the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish Return Agency, the Danish Agency for International Recruitment and Integration, the Family Law House, the Danish Parliament, and the Foreign Ministry, in particular the embassies and consulates.

Data are shared when it is necessary for the Immigration Service to exercise our official authority, including when we are legally obliged to share data.

In certain situations, the Immigration Service may provide data to a third-party data processor. In addition, other authorities and private organisations can have access to this information (Aliens Act section 44a). In isolated cases, the Immigration Service will share data with other public authorities, private-sector organisations and foreign organisations and authorities.

### Origin of information

The Immigration Service processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

In addition, we will process data obtained from:

- any of your possible previous cases with the Immigration Service,
- searches in databases, such as: the Civil Registration System, the income register (eIndkomst), the Central Register of Buildings and Dwellings (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS),
- other authorities, such as: the police, municipal authorities, the Danish Agency for International Recruitment and Integration, the Family Law House, the Immigration Appeals Board, the Refugee Appeals Board, the Danish Security and Intelligence

Service, The Ministry of Immigration and Integration, the Danish Return Agency, and the Foreign Ministry, in particular the embassies and consulates,

- third-parties, such as: employers and educational institutions, and
- the person, who is applying because of his/her relation to you, as well as any previous cases the person may have had at the Immigration Service.

## Storage of data

The Immigration Service will store your data for as long as it is necessary for us to establish or defend a legal claim to residence.

Data submitted as part of an immigration-related matter can be stored for use by the Immigration Service at a later date. The data stored by the Immigration Service can be used in applications to extend a residence permit, when revoking a residence permit, when lapsing a residence permit, applications for permanent residency, applications for naturalisation, when revoking citizenship and in your children's cases, or in the event they may be involved in an application for family reunification.

If data can be deleted at an earlier point, deletion will be considered. Similarly, access to data can be restricted.

Finally, it should be mentioned that data will also have to be transferred to the National Archives within 30 years, in accordance with section 13 of the Archive Act (arkivloven).

## Consent

The Immigration Service does not request consents in order to process personal data, as is otherwise required by the GDPR, since processing authority is granted by 6.1 (e) and 9.2 (f) of the GDPR (see section 3).

You may be asked for legal consent. Such a consent is not the basis for the specific procession of personal data but is instead a warranty provision in accordance with e.g. the Public Administration Act (forvaltningsloven) or the Aliens Act.

## Rights

Under the GDPR, you have certain rights:

- You have the right to access which data about you the Immigration Service is processing.
- You have the right to request that corrections are made to personal data about you that you feel are inaccurate.
- In special situations you have the right to have data about you deleted or to restrict the processing of your personal data, if the data is no longer necessary for the processing of your case.
- You have the right to object to otherwise legal processing of your personal data.

You can read more about your rights in the Danish Data Protection Agency's guidance about the GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact the Immigration Service.

## 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. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk)