

Application form

FA3_en_241018

Application for extension of a residence permit on the grounds of family reunification with a spouse

Mandatory digital self-service

An application for extension of a residence permit on the grounds of family reunification with a spouse is covered by mandatory digital self-service. This means that, normally, you cannot use this application form, but must use the digital self-service solution **FA3 online**, which the Danish Immigration Service provides at newtodenmark.dk

You should only use this application form, if you believe that you are exempt from the requirement of digital self-service. **Read more on page 4.**

Use

Use this form when applying for an **extension** of a temporary residence permit if you have:

- A residence permit in Denmark on the grounds of family reunification with a spouse.

By 'residence permit on the grounds of family reunification with a spouse' we mean a residence permit on the grounds of

- marriage, or
- cohabitation.

This type of residence permit is covered by the Aliens Act section 9 (1) or 9 c (1).

When you have a residence permit on the grounds of family reunification with a spouse, your spouse will be either Danish or Nordic citizen, have a permanent residence permit or be a refugee.

Please note: If your spouse has a temporary residence permit in Denmark on the grounds of work or study, you **cannot** use this form but must instead use the form MF2 (Application for extension of residence permit as an accompanying family member). Such application is submitted to the Danish Agency for International Recruitment and Integration.

Please complete this application form together with the person with whom you have been reunified in Denmark, i.e. the person (spouse or cohabiting partner) who at the time of the reunification already had the right to reside in Denmark and who sponsored your application.

By the term 'applicant' we mean the person who is applying to extend his or her residence permit. In the form, the term 'spouse' is used as a general term that applies to your spouse or cohabiting partner.

Fee

Normally, you (the application) have to pay a fee to get your case processed at the Immigration Service. You can read more about the payment in section 1 of this form and at newtodenmark.dk/fee where you can also find the current fees.

Where to see on what grounds you have been granted a residence permit?

The grounds of your residence permit are explained in the letter from the Danish Immigration Service which you received when you were first granted a residence permit, or when you were granted your latest extension. If you are in doubt about the grounds of your residence permit, you are always welcome to contact the Immigration Service.

If you have children who need to extend their residence permits

A separate form (form FA4) is required for children who need to extend a residence permit on the grounds of family reunification. A separate form (form AS2) is also required for children who need to extend a residence permit on the grounds of asylum. A separate form for each child must be completed. The relevant forms are available at www.newtodenmark.dk

How to apply

- **You (the applicant)** fill out and sign **Part 1**
- Your **spouse** fills out and signs **Part 2**
- Attach the required documentation (see section below)
- You submit the application in person at the Danish Immigration Service's Citizen Service or at a police station capable of recording biometric features. You can also send it to the Danish Immigration Service, Ryesgade 53, 2100 København Ø.

What documents should you include?

- Documentation for payment of fee.
- Documentation for fee exemptions (if applicable)
- Documentation of your housing situation. Acceptable documentation includes a rental contract or proof of tenant ownership. Required **only** if you rent or live in a housing cooperative and you have moved or the contract has been renewed, since the applicant received his/her latest residence permit.
- Documentation for collateral guarantee. Required **only** if the collateral guarantee has been extended or a new has been posted since you were granted a residence permit or last had your residence permit extended.

Biometric features required on residence cards

You must appear in person to have your biometric features (digital facial image and fingerprints) recorded in connection with the application being submitted.

Read more about biometric residence cards on the last page of this form and at www.newtodenmark.dk/residencecard

When can you submit your application?

Applications for temporary residence permit extensions can be submitted no sooner than 3 months before your permit expires and no later than the expiration date of your permit.

If you submit your application to extend your residence

permit on time, you will remain a legal resident while the application is being processed.

Processing of your application

The Danish Immigration Service has a maximum time limit for processing applications for extension of temporary residence permit. The application processing times are calculated from the date the application is submitted. You can see our processing times at www.newtodenmark.dk/us-times

Modification of personal data

If you believe that your personal data (e.g. nationality / citizenship or date of birth) is incorrectly registered with the Immigration Services records, you can use form PE1 to seek modification of your data. You will find PE1 at www.newtodenmark.dk

For more information

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

You must submit an application to extend your present residence permit before it expires. If you submit your application after the date your residence permit expires, it will mean you are residing and/or working illegally in Denmark. As such, you should expect your application to be **rejected**. In this case, the Danish Immigration Service will not process your application, and you will have to leave Denmark and apply for a new residence permit in your country of origin. This applies even if you have only been residing illegally in Denmark for a short period of time. Residing and/or working illegally in Denmark can also lead to **expulsion** which can lead to prohibition of returning to Denmark within a specified period.

Important information on how to fill out this form

In order to be granted an extension of your residence permit, you must still meet certain continuous requirements. Both you (the applicant) and your spouse are asked to solemnly declare whether the continuous requirements for granting you a residence permit continue to be met. You (the applicant) are asked to fill out and sign **part 1**. Your spouse is asked to fill out and sign **part 2**.

The requirements for residence permit

The letter the Danish Immigration Service sent to you (the applicant) with your original residence permit or latest extension states which continuous requirements were made for your residence permit and which requirements, if any, you were exempt from. We recommend that you and your spouse refer to the letter before completing the application form in order to ensure that you remember all the continuous requirements.

A family reunification permit to a spouse is normally granted under the following 3 continuous requirements:

- Your spouse must reside in Denmark and you must live together at a shared address (requirement in all cases).
- You and your spouse must have accommodation of adequate size at your disposal (requirement in some cases).
- Neither you nor your spouse must have received any public benefits under the terms of the Active Social Policy or the Integration Act (requirement in some cases).

If the housing requirement and financial self-support requirement applied when your (the applicant's) current residence permit was granted, then the same requirements will normally apply to any extension of your residence permit.

Housing requirement

Normally you must be able to document that you and your spouse have an independent reasonably sized residence at your disposal. This means that you must have a place to live that you own, rent, sublease, or cooperatively own. If the residence is a rental or a sublease, the lease period must be permanent, or may be concluded for a period of at least 1½ year from the date on which the application for extension is submitted, or the lease must be concluded for a period up to the time that you can get a permanent residence permit. There must be no more than 2 people living in each room, or the total residential area must be at least 20 sq. metres per person.

If you and your spouse live in a **rented or subleased residence** or a **housing co-operative** and you have moved or the contract has been renewed, since you received your latest residence permit, please include **copy of rental or sublease contract, or proof of tenant ownership (housing cooperatives)**. More information about the housing requirement is available at www.newtodenmark.dk

If you **own your house/flat** you do not need to include any documentation. The Danish Immigration Service can obtain relevant information about your housing situation through OIS (the Public Information Server).

Self-support requirement

Normally you and your spouse must be financial self-supporting. This means that neither you nor your spouse may receive any public benefits under the terms of the Active Social Policy or the Integration Act. Nor may you have received any public benefits since you got your latest residence permit. Integration benefits (integrationsydelse), social security (kontanthjælp) and rehabilitation benefit (revalideringsydelse) are examples of public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven). What matters is whether the public benefit is granted under the terms of the Active Social Policy or the Integration Act.

Student grants (SU), unemployment benefit (dagpenge), sick leave (sygedagpenge) and parental leave (barselsdagpenge) as well as housing benefit (boligstøtte) are **not** granted under the terms of the Active Social Policy Act and the Integration Act. If you have received these public benefits it will not have an impact on your (the applicant's) residence permit.

Receiving isolated benefits of a minor amount that is not directly related to support, such as for instance small grants for transportation, will not have an impact on your (the applicant's) residence permit. Nor will benefits that are equivalent to salary or pension, have an impact on your (the applicant's) residence permit.

If you have any doubts about whether a public benefit is granted under the terms of the Active Social Policy or the Integration Act you can contact your municipality.

If the self-support requirement is made, you are both asked in section 6 and 9 of this form to solemnly declare whether you have received any public benefits under the terms of the Active Social Policy or the Integration Act.

Requirements waived

In some cases, the housing and self-support requirements have been waived. This means that the Immigration Service has not made the requirements. Grounds for granting an exemption from the requirements include:

- your spouse is a refugee who is not able to stay in his or her country of origin,
- your spouse is involved in the life of his/her children under the age of 18 from a previous relationship, *or*
- your spouse has serious health problems.

If the housing and self-support requirements were not made when you were granted your current residence permit, then the reason for the exemption must still apply. Otherwise, the housing and self-support requirements will be enforced.

The following is an example of how your conditions might change and how they could affect an extension of your residence permit:

Example: The housing and self-support requirements were waived when your current residence permit was granted, because your spouse is involved in the life of his/her child under the age of 18 from a previous relationship.

Case 1: At the time of your application for an extension of your residence permit, your spouse is still involved in the life of his/her child under the conditions which were in place when you applied for your original residence permit, and the child is still under the age of 18. As such, your spouse can declare that the conditions of your current residence permit regarding **other requirements** than having an accommodation of adequate size and the financial self-support requirement remain **unchanged**. In this instance, he/she must tick section 9D.

Case 2: At the time of your application for an extension of your residence permit, your spouse still has contact with his or her child, but the child is now over 18. As such, you are required to meet the housing and financial self-support requirements, and both you and your spouse need to be aware that your application for extension must include the necessary documentation. As such, your spouse must declare that the conditions of your current residence permit regarding **other requirements** than having an accommodation of adequate size and the self-support requirement **have changed**. In this instance, he/she must tick section 9E.

If you and your spouse are **unable to determine** whether the conditions regarding **other requirements** than having an accommodation of adequate size and the self-support requirement have changed, your spouse must tick section 9F.

Give correct answers

If the information that you and your spouse have submitted in this application later turns out to be false you may be subject to the following penalties:

- The person who has submitted the false information, can be subject to fine or up to two years' imprisonment.
- The person who has submitted the false information, can be subject to repayment of the expenses the Danish state might have incurred as a result of the false information.
- The applicant's residence permit can be revoked.

Important information about the collateral guarantee

In some cases, your spouse has posted a collateral guarantee in connection with your residence permit.

If the following three conditions are present, your spouse must either extend the collateral guarantee or post a new guarantee when you apply for extension of your residence permit:

- Your spouse has posted a collateral guarantee *after* 1 January 2011.
- The collateral guarantee has a total validity of less than 10 years.
- The collateral guarantee has expired or expires within 12 months.

The collateral guarantee must be extended or a new must be posted so that it is valid for 10 years in total. Note that if the collateral guarantee has a total validity of less than 10 years, but it has not expired and it does not expire within 12 months, the validity of your residence permit may only be extended until the date of expiry of the collateral guarantee. You and your spouse can read more about collateral guarantee at newtodenmark.dk

For official use only

Date received	Received by (name)	Authority (stamp)	Alien identification number (udl.nr.) / Personal ID	Case order ID*
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*) The case order ID will only be created by the authorities, if the applicant has not created a case order ID. If the applicant has created a case order ID it must be stated in section 1.1 in this application form

FA3_en_241018

Application for extension of a residence permit on the grounds of family reunification with a spouse

PART 1 – to be completed by the **applicant** (the person who applies for an extension of his/her residence permit)

Mandatory digital self-service

An application for extension of a residence permit on the grounds of family reunification with a spouse is covered by the requirement of using digital self-service. This means that, normally, you cannot use this application form, but must use the digital self-service solution **FA3 online** instead, which the Danish Immigration Service provides at newtodenmark.dk.

You should only use this application form if you believe that you are exempt from the requirement of mandatory digital self-service.

If you use this form and the Danish Immigration Service assess that you are not exempt from mandatory digital self-service, the Immigration service can reject your application.

You can be exempt from mandatory digital self-service if there are special circumstances which make you unable to fill in a digital application. These special circumstances can e.g. be that you lack digital qualifications or cannot use the digital self-service solution due to health issues.

If the Danish Immigration Service assess that you can be exempt from mandatory digital self-service, the Immigration Service will process your application, even though it has not been submitted digitally. When the Danish Immigration Service assess whether you can be exempt from the requirement of digital self-service, the Immigration Service will take into account whether you already have been exempt from registration of Digital Post.

It is not a requirement that third-parties, e.g. lawyers and relatives, as well as Turkish Citizens, who are covered by the Association Agreement between the EU and Turkey, have to use the digital self-service solutions.

Read more about who are exempt from digital self-service at www.newtodenmark.dk/forms

If you believe that you are exempt from mandatory digital self-service, and you choose to hand in the application on this printable application form, please provide the following information:

Why do you believe that you are exempt from mandatory digital self-service? (mark with an X)

A. I am a Turkish citizen covered by the Association Agreement between the EU and Turkey.

B. I am a third-party for the applicant, e.g. lawyer or relative.

If you have marked B with an X, please state your full name and relation to the applicant (attach a power of attorney if you are a relative or similar):

C. There are special circumstances which make me unable to use the digital self-service solution.

If you have marked C with an X, please state which circumstances (attach documentation, if possible):

Are you already exempt from registration for Digital Post?

Yes No

1. Fee

Normally, you have to pay a fee to submit an application for extension of a residence permit on the grounds of family reunification with a spouse.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is rejected. Furthermore, the fee will not be refunded if, during the processing of your case, you choose to withdraw your application. If you have not paid the fee your application will be rejected, which means that it will not be processed. If your application is rejected for any other reason, the fee will be refunded minus an administration fee. Read more about fees at www.newtodenmark.dk/fee.

How to pay

To pay the fee you have to complete the following steps in order:

1. Create a case order ID at www.newtodenmark.dk with the case type '**Family reunification (Extension)**'
2. Pay the fee. **Please note:** Certain applicants may be exempt from paying the fee. These groups must still create a case order ID.
3. Enter your case order ID in section 1.1 of this form.
4. Enclose documentation of payment of fee.

If you have already created a case order ID and paid the fee, you can go directly to section 1.1. If not, you can read more about how to do it below.

How is a case order ID created?

Everyone can create a case order ID at newtodenmark.dk. You can create it at the relevant application page at www.nyidanmark.dk/you-want-to-extend/family. Choose the subtopic 'Family reunification' and then 'Spouse or partner'.

How is a fee paid?

You can pay the fee in several ways, for example with a debit or credit card from a Danish internet bank, in the bank or at the post office. At the page on newtodenmark.dk where you created the case order ID, you can choose how you wish to pay, and you can see which information is required when paying the fee. **Please note:** The fee must be paid no later than at the same time the application is submitted. In most cases, this means that the fee will need to be paid **before** the application is submitted. You **cannot** pay the fee at the Immigration Service's Citizen Service or at a Danish police station. Please enclose **documentation of the payment** e.g. a receipt from a transfer via your net bank or a receipt from your bank or a post office.

Who is exempt from paying a fee?

There may be special cases where you (the applicant) can submit an application for an extension of a residence permit on the grounds of family reunification without paying the fee. This may be the case if the person you are family reunified with, your sponsor, in Denmark has refugee status or if your sponsor or you are seriously ill or have a serious handicap.

You may also be exempt from paying the fee if you or your sponsor has a child from a previous relationship who you or sponsor sees on a regular basis. You may also be exempt from paying the fee if you and your spouse has a child together, who has obtained an individual attachment to Denmark. The same applies if you or your sponsor has a child from a previous relationship, who has obtained an individual attachment to Denmark.

Children are normally considered to have formed an individual attachment to Denmark if they have lived in Denmark for more than 6-7 years without interruption and have been enrolled in Danish childcare or attended Danish schools.

Furthermore, you may be exempt from paying the fee if you are a Turkish citizen who is economically active as an employee, self-employed person or service provider. The same applies if you are family reunified with a Turkish citizen who is economically active as an employee, self-employed person or service provider. At www.newtodenmark.dk/fee you can read more about who is exempt from paying the fee.

If you believe, you are exempt from paying the fee, please **tick the box** "I am exempt from paying the fee" and describe why you are exempt. When you create a case order ID, please state that you are exempt from paying the fee. Please note: if the immigration authorities decide that you are in fact not exempt from paying the fee, your application will be rejected, which means that it will not be processed. However, if you have paid the fee and the immigration authorities decide that you are in fact exempt from paying the fee, the fee will be refunded when the case is being ruled.

1.1 Case order ID

Please state your (the applicant) **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please enclose documentation that you have paid the fee. If you believe that you are exempt from paying the fee, please enter your case order ID, tick the box next to 'I am exempt from paying the fee', and inform why you are exempt.

Case order ID

I am exempt from paying the fee (answer the question below)

Why do you believe to be exempt from paying the fee? (tick one box)

- A. My spouse has a residence in Denmark as a refugee.
- B. I am or my spouse is a Turkish citizen who is economically active as an employee, self-employed person or service provider (**attach documentation**).
- C. I have or my spouse has a child from a previous relationship, who I or my spouse sees on a regular basis.
- D. I have or my spouse has a child from a previous relationship, who is residing with us. The child's other parent sees the child on a regular basis.
- E. I have and/or my spouse has a common child or a child from a previous relationship living at home, who has lived in Denmark for more than 6-7 years without interruption, and who has been enrolled in Danish childcare or attended Danish schools.
- F. I am or my spouse is seriously ill or has a serious handicap (**attach documentation**).
- G. Other. Inform why:

If you have **ticked box C** you must inform further about how much you or your spouse sees the child.

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

If the child is with you/your spouse 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/your spouse e.g. every Wednesday from 7 pm to 8 pm, you must mark the box 'Wed'.

Child 1:

Given name(s) and surname:

CPR number:

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

Week 1

Mon Tue Wed Thu Fri Sat Sun

Week 3

Mon Tue Wed Thu Fri Sat Sun

Week 2

Mon Tue Wed Thu Fri Sat Sun

Week 4

Mon Tue Wed Thu Fri Sat Sun

Are you/your spouse together with the child regularly? Yes No

Are you/your spouse together with the child during vacations or holy days? Yes No

If **yes**, inform to what extent and in which periods:

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

Child 2:

Given name(s) and surname:

CPR number:

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

Week 1

Mon Tue Wed Thu Fri Sat Sun

Week 3

Mon Tue Wed Thu Fri Sat Sun

Week 2

Mon Tue Wed Thu Fri Sat Sun

Week 4

Mon Tue Wed Thu Fri Sat Sun

Are you/your spouse together with the child regularly? Yes No

Are you/your spouse together with the child during vacations or holy days? Yes No

If **yes**, inform to what extent and in which periods:

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

Child 3:

Given name(s) and surname:

CPR number:

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

Week 1

Mon Tue Wed Thu Fri Sat Sun

Week 3

Mon Tue Wed Thu Fri Sat Sun

Week 2

Mon Tue Wed Thu Fri Sat Sun

Week 4

Mon Tue Wed Thu Fri Sat Sun

Are you/your spouse together with the child regularly? Yes No

Are you/your spouse together with the child during vacations or holy days? Yes No

If **yes**, inform to what extent and in which periods:

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

If you have **ticked box E** you must inform further about the child's/children's situation:

Child 1:

Given name(s) and surname:

CPR number:

Has the child been enrolled in a Danish childcare (dagpleje/vuggestue/børnehave)? Yes No

If **yes**, state **name** and **address** of childcare (dagpleje/vuggestue/børnehave) and **when** the child was enrolled (from date to date):

Has the child attended school in Denmark? Yes No

If **yes**, state **name** of school(s) and **when** the child attended the school (from date to date):

Child 2:

Given name(s) and surname:

CPR number:

Has the child been enrolled in a Danish childcare (dagpleje/vuggestue/børnehave)? Yes No

If **yes**, state **name** and **address** of childcare (dagpleje/vuggestue/børnehave) and **when** the child was enrolled (from date to date):

Has the child attended school in Denmark? Yes No

If **yes**, state **name** of school(s) and **when** the child attended the school (from date to date):

Child 3:

Given name(s) and surname:

CPR number:

Has the child been enrolled in a Danish childcare (dagpleje/vuggestue/børnehave)? Yes No

If **yes**, state **name** and **address** of childcare (dagpleje/vuggestue/børnehave) and **when** the child was enrolled (from date to date):

Has the child attended school in Denmark? Yes No

If **yes**, state **name** of school(s) and **when** the child attended the school (from date to date):

1.2 Information required for refunding the fee (in case the fee is to be refunded)

Please give the information required for **refunding the fee, if applicable**. The fee can be refunded by transfer to a Danish East Account ('NEM-konto'), a Danish bank account or a foreign bank account. Please state the name of the person to whom the refund should be paid (account holder/recipient), how you wish to receive the money, and any required information.

If the refund is to be paid to a foreign bank account, we recommend that you speak with your bank first to obtain the information necessary in order to receive a transfer from Denmark. In addition to the account information, you may also need to provide the bank's address.

Please note that for a period of 180 days, your fee cannot be returned to a bank account, if you originally paid the fee with Dankort or credit card. For that period of time the payment can only be returned to the same Dankort or credit card account. After 180 days, your fee can be returned to the bank account specified by you below.

Account holder/recipient

Applicant



<input type="checkbox"/> Other person/company, inform name:			
<input type="checkbox"/> Danish Easy Account (NEM-konto)	CPR number		
<input type="checkbox"/> Danish bank account	Name of bank	Registration number	Account number
<input type="checkbox"/> Foreign bank account	Account information (account number/BIC/SWIFT/IBAN)		
	Other information, if applicable, e.g. the bank's address, account holder's address etc.		

2. The applicant (the person applying for extension of a residence permit)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	Former surname (if applicable)
Given name(s)	
CPR number	Alien identification number (udl.nr.)/Personal ID
Nationality	
Address (Street, number, postcode, city)	
Daytime telephone number	Email address (if applicable)

3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Your residence permit can only be extended up to **three months before** your passport expires. If you have submitted an application for a new national passport or applied to renew your passport at your country's embassy, please provide a letter from the embassy or other documentation indicating you have done so. If you receive a new passport while your application is being processed, please submit photocopies of all pages of the new passport.

<input type="checkbox"/> National passport	<input type="checkbox"/> Other, please state
Passport number	Date of issue
Date of expiry	In which country was the passport issued?

4. Name and CPR number of the applicant's spouse in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name (given name(s) and surname)	CPR number
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5. Collateral guarantee

This section should **only** be completed if your spouse posted a collateral guarantee **after** 1 January 2011, and the guarantee has a total validity of less than 10 years. The validity of the guarantee is stated in the documentation you received from the bank.

This section is not to be completed, and you can go directly to section 6, if:

- Your spouse did **not** post a collateral guarantee in connection with your residence permit,
- The collateral guarantee was posted **before** 1 January 2011, or
- The collateral guarantee has a total validity of minimum 10 years.

When must the collateral guarantee be extended or posted anew?

When the following three conditions are present, your spouse must either extend the collateral guarantee or post a new guarantee:

- Your spouse has posted a collateral guarantee *after* 1 January 2011,
- The collateral guarantee has a total validity of less than 10 years.
- The collateral guarantee has expired or expires within 12 months.

Your residence permit can only be extended when the collateral guarantee has been extended or posted anew, and it is approved by your municipality.

What must the amount of guarantee be?

The collateral guarantee must be extended or posted anew for the same amount as the former guarantee. If your municipality of residence reduced the amount of collateral guarantee your spouse was required to post, then the extended or new guarantee should only be posted for the same reduced amount. This means that the amount of the collateral is not to be regulated in connection to the extension of residence permit.

When can the guarantee be extended?

The collateral guarantee can **only** be extended if the original guarantee has not expired. Posting a new guarantee generally costs more than extending an existing guarantee.

What you need to do

In order to extend the collateral guarantee or post a new guarantee, your spouse must do the following:

1. Contact the bank to extend the collateral guarantee or post a new guarantee.
2. Send the collateral guarantee to the municipality of residence to obtain the municipality's approval of the guarantee.

Documentation for extended or new collateral guarantee must be included in the application for extension of your residence permit.

Please note that the collateral guarantee can be issued in the form of a demand guarantee or an escrow account. Read more about collateral guarantee at newtodenmark.dk

Questions about the original guarantee

All questions related to your spouse's original collateral guarantee should be referred to the local authorities in your municipality of residence.

Who must pay the expenses?

You and your spouse are responsible for paying any fees in connection with the extension or posting of a new collateral guarantee.

Information about collateral guarantee

Has your spouse got the collateral guarantee extended or posted anew since you were granted a residence permit or last had your residence permit extended, and has the guarantee been approved by your municipality of residence?

Yes No

If **yes**, please state the validity of the guarantee and include documentation for approved guarantee.

From (day/month/year)

To (day/month/year)

If **no**, Why has the collateral guarantee not been extended or posted anew? (etc. because the current guarantee will only expire in more than 12 months).

Please note that your residence permit may only be extended until the date of expiry of the collateral guarantee.

6. Sworn declarations regarding the conditions for the applicant's residence permit

In order to qualify to have your residence permit extended, you must still meet the continuous requirements of your current residence permit. That means that you and your spouse normally will be asked to meet the following continuous requirements:

- Your spouse must reside in Denmark and you must live together at a shared address (requirement made in all cases).
- You and your spouse must have accommodation of adequate size at your disposal (requirement made in some cases).
- Neither you nor your spouse may have received public assistance under the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven) (requirement made in some cases).

The letter that you received from the Danish Immigration Service when you received your current residence permit states which continuous requirements you and your spouse were required to meet, as well as any requirements that were waived. More information about the requirements of a family reunification with a spouse and how to fill out this form can be found on page two.

Please declare solemnly below whether you still meet the continuous requirements of your current residence permit. Your spouse is also asked to solemnly declare in section 8 whether the continuous requirements of your current residence permit continue to be met.

Declaration regarding shared address

(Tick only one – choose between A or B)

- A. I solemnly declare that I still reside in Denmark together with my spouse at a shared address.
- B. I declare that I **no longer** reside in Denmark together with my spouse at a shared address.

Declaration regarding public assistance

You only need to complete this declaration if the self-support requirement was made as a continuous requirement of your residence permit.

Integration benefits (integrationsydelse), social security (kontanthjælp) and rehabilitation benefit (revalideringsydelse) are examples of public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven).

(Tick only one – choose between C or D)

- C. I solemnly declare, that **I am not** receiving public assistance under the Active Social Policy Act or the Integration Act. **Nor have I** received public benefits under the Active Social Policy Act or the Integration Act since I got my latest residence permit.
- D. I hereby declare that **I am** receiving public assistance under the Active Social Policy Act or the Integration Act, or that **I have** received public benefits under the Active Social Policy Act or the Integration Act since I got my latest residence permit.

7. Other declarations (the applicant)

A. Sworn declaration of correctness

I solemnly swear that the information I have given 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).
- My 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 authorities obtain and pass on information about my private affairs for the purpose of enabling them to process this application (Public Administration Act section 29). Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.

Such information includes:

- Previous criminal proceedings against me.
- My familial relations.
- Verification that the documents submitted with this application are genuine.

I also consent to giving authorities contacted by the Danish Immigration Service while processing this application

permission to gather information about my private affairs for use in responding to the Immigration Service's enquiry.

C. Information about data protection

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, Ryesgade 53, 2100 København Ø, CVR-nr.: 77940413, telephone: +45 35 36 66 00, 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: Ministry of Immigration and Integration, Slotsholmsgade 10, 1216 København K, Att: Databeskyttelsesrådgiver/Data-protection officer, telephone: +45 61 98 40 00, e-mail: dpo@uim.dk

Purpose and legal basis

Your data are collected in order to process your application for residence and the possible following 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 obligated to provide the information necessary for deciding whether your residence permit can be extended (Aliens Act section 40). Failure to provide the information can put the extension of your residence permit in jeopardy (Aliens Act section 60).

The information you supply or have supplied in connection with your application for an extension of a temporary residence permit will be registered in the Danish immigration authorities' registers. When you received a residence permit, it was registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Danish Ministry of Economic Affairs and the Interior. You will continue to be registered in the Central Person Register.

Types of personal data

We process the following types of data about you:

- General personal data, such as: information about your identity; pictures of you; marital status; citizenship and nationality; travel routes; occupation; information about your family; memberships of associations; financial information; information about your refugee status; CPR number; information about your social status; and whether you have committed any legally punishable offences
- Sensitive personal data, such as: political opinions, religious or philosophical beliefs; health information, including genetic data; trade union membership; biometric data collected for the purpose of establishing your identity; data concerning your sexual orientation; and information about minors.

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 State Administration, 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 Agency for International Recruitment and Integration, 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 II)
- other authorities, such as: municipal authorities, the State Administration, the Immigration Appeals Board and the Refugee Appeals Board,
- third-parties, such as: employers and educational institutions, and
- the person who might be sponsoring your application, 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. In practice, the Immigration Service stores your data as part of a 'lifecycle' lasting your entire life.

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 you have your finger prints and facial photo taken for use with your residence card and for identification and identity control, your fingerprints and photo will be stored in the immigration authorities' database. If you are granted a residence permit, your fingerprints and photo are stored for 10 years. If you are not granted a residence permit, your fingerprints and photo are stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

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. If a consent is requested it is not in accordance with the GDPR, but a consent in accordance with the Public Administration Act (forvaltningsloven) or the Aliens Act.

Rights

Under the GDPR, you have certain rights when we process your data:

- **The Right of Access (the right to see your data)**

You have the right to access which data about you the Immigration Service is processing. If you request access to your data, your application will be processed in accordance with the GDPR's guidelines governing right of access. If there are guidelines that provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these guidelines as well. These additional guidelines may include those contained in the Public Administration Act that governs freedom of information requests.

- **The Right to Rectification (the right to have your data corrected) and the Right to Erasure (the right to be deleted)**

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 sooner than they would be under our normal requirements for deletion.

Under section 13 and section 15 of the Information Act (offentlighedsloven), the Immigration Service has an obligation to notify and report, which means that a request to have data deleted will rarely be accommodated. This means that data can normally only be deleted if they have been attributed to the wrong case.

- **Right to Restriction of Processing**

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, the Immigration Service must have your consent to process your data, with the exception of storage, unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

- **The Right to Object**

In some situations, you have the right to object to otherwise legal processing of your personal data.

You can read more about your rights in the Danish Data Protection Agency's guidance about the GDPR at 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

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

The information and documents that you submit with your application can in special cases 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 you for crimes committed in Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

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

Danish immigration authorities are permitted to give certain information to the municipality (kommune) in which you live (Aliens Act section 44a).

Such information includes:

- The grounds for issuing you a residence permit.

The municipality will be informed if

- your residence permit is revoked or not extended,
- your residence permit is found to have expired, or
- your residence permit is made permanent.

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

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

Verification may involve the following:

- Checking public registers, such as the Central Person Register.
- Comparison of information contained in the Danish 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.
- 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.

G. Information about the consequences for permanent residence, if you have worked against the establishment of your identity

You are obligated to provide correct information about your identity. If you have worked deliberately against the establishment of your identity in connection with your application for residence permit/extension of residence permit, it could mean, that you cannot be granted a permanent residence permit in the future. This applies if you e.g. present falsified identity documents, or if you give untrue information about your name, date of birth (age), country of birth or citizenship.

8. Signature – the applicant

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 7A-B and that I have read and understood the terms laid out in section 7C-G.

Date and place

Signature

PART 2 – to be completed by the **applicant's spouse** (the person who has sponsored the application)

9. Sworn declarations regarding the conditions for the applicant's residence permit

In order for the applicant to qualify to have his/her residence permit extended, he/she must still meet the continuous requirements of the current permit. That means that you (the spouse of the applicant) and the applicant normally will be asked to meet the following continuous requirements:

- You must reside in Denmark and you must live together at the same address (requirement made in all cases).
- You and the applicant must have accommodation of adequate size at your disposal (requirement made in some cases).
- Neither you nor the applicant may have received public assistance under the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven) (requirement made in some cases).

If the housing requirement and the requirement that neither you nor the applicant may have received public assistance have been waived in the applicant's current residence permit, you may have been required to meet other requirements in order for the applicant to qualify for a residence permit. Such requirements include that you still are involved in the life of your child under the age of 18 from a previous relationship, or that you still suffer from a serious health condition.

The letter the applicant received from the Danish Immigration Service when he/she received the current residence permit states which continuous requirements you and the applicant were required to meet, as well as any requirements that were waived. More information about the requirements of a family reunification with a spouse and how to fill out this form can be found on page 2.

Please declare below whether you and the applicant still meet the continuous requirements of the applicant's current residence permit.

Declaration regarding shared address

(Tick only one – choose between A or B)

- A. I solemnly declare that I still reside in Denmark together with the applicant at a shared address.
- B. I declare that I **no longer** reside in Denmark together with the applicant at a shared address.

Declaration regarding public assistance

You only need to complete this declaration if the financial self-support requirement was made as a continuous requirement of the applicant's residence permit. Integration benefits (integrationsydelse), social security (kontanthjælp) and rehabilitation benefit (revalideringsydelse) are examples of public assistance under the terms of the Active Social Policy Act (lov om aktiv socialpolitik) or the Integration Act (integrationsloven).

(Tick only one – choose between C or D)

- C. I solemnly declare, that **I am not** receiving public assistance under the Active Social Policy Act or the Integration Act. **Nor have I** received public benefits under the Active Social Policy Act or the Integration Act since the applicant got his/her latest residence permit.
- D. I hereby declare that **I am** receiving public assistance under the Active Social Policy Act or the Integration Act, or that **I have** received public benefits under the Active Social Policy Act or the Integration Act since the applicant got his/her latest residence permit.

Declaration regarding other requirements

You only need to complete this declaration if any **other** requirements are to be met other than having an accommodation of adequate size and the financial self-support requirement. Such other requirements include that you still are involved in the life of your child under the age of 18 from a previous relationship, or that you still suffer from a serious health condition.

(Tick only one – choose between E, F or G)

- E. I solemnly declare that the other requirements for the applicant's residence permit **are met** (e.g. that I am still involved in the life of my child under the age of 18 from a previous relationship or still suffer from a serious health condition)
- F. I declare that the other requirements for the applicant's residence permit **no longer are met** (e.g. that I am no longer involved in the life of my child under the age of 18 from a previous relationship or no longer suffer from a serious health condition)

If you have ticked box E, please state why you no longer meet the requirements?

G. I am **unable to determine** whether the other requirements for the applicant's residence permit are met.

The Danish Immigration Service might contact you to obtain further information.

10. Comments to the application (if applicable)

11. Other declarations (the applicant's spouse)

A. Sworn declaration of correctness

I solemnly swear that the information I have given 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).

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

I consent to letting the authorities obtain and pass on information about my private affairs for the purpose of enabling them to process this application (Public Administration Act section 29 and Act on Processing of Personal Data section 6-8 and section 27). Information can be obtained from or passed on to other Danish public authorities, including the municipality (kommune).

C. Information about data protection

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, Ryesgade 53, 2100 København Ø, CVR-nr.: 77940413, telephone: +45 35 36 66 00, 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: Ministry of Immigration and Integration, Slotsholmsgade 10, 1216 København K, Att: Databeskyttelsesrådgiver/Data-protection officer, telephone: +45 61 98 40 00, e-mail: dpo@uim.dk

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 your

spouse/cohabitating partner can be granted a Danish residence permit (Aliens Act section 40). If you do not provide the information it can result in your spouse's/cohabitating partner not being granted a residence permit.

Types of personal data

We process the following types of data about you:

- General personal data, such as: information about your identity; pictures of you; marital status; citizenship and nationality; travel routes; occupation; information about your family; memberships of associations; financial information; information about your refugee status; CPR number; information about your social status; and whether you have committed any legally punishable offences
- Sensitive personal data, such as: political opinions, religious or philosophical beliefs; health information, including genetic data; trade union membership; biometric data collected for the purpose of establishing your identity; data concerning your sexual orientation; and information about minors.

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 State Administration, 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 Agency for International Recruitment and Integration, 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 II)
- other authorities, such as: municipal authorities, the State Administration, the Immigration Appeals Board and the Refugee Appeals Board,
- 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. In practice, the Immigration Service stores your data as part of a 'lifecycle' lasting your entire life.

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. If a consent is requested it is not in accordance with the GDPR, but a consent in accordance with the Public Administration Act (forvaltningsloven) or the Aliens Act.

Rights

Under the GDPR, you have certain rights when we process your data:

- **The Right of Access (the right to see your data)**

You have the right to access which data about you the Immigration Service is processing. If you request access to your data, your application will be processed in accordance with the GDPR's guidelines governing right of access. If there are guidelines that provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these guidelines as well. These additional guidelines may include those contained in the Public Administration Act that governs freedom of information requests.

- **The Right to Rectification (the right to have your data corrected) and the Right to Erasure (the right to be deleted)**

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 sooner than they would be under our normal requirements for deletion.

Under section 13 and section 15 of the Information Act (offentlighedsloven), the Immigration Service has an obligation to notify and report, which means that a request to have data deleted will rarely be accommodated. This means that data can normally only be deleted if they have been attributed to the wrong case.

- **Right to Restriction of Processing**

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, the Immigration Service must have your consent to process your data, with the exception of storage, unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

- **The Right to Object**

In some situations, you have the right to object to otherwise legal processing of your personal data.

You can read more about your rights in the Danish Data Protection Agency's guidance about the GDPR at 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

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

The Danish 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 Danish 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 Danish 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 Central Person Register.
- 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.
- 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.

12. Signature – the applicant's spouse

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 11 A-B and that I have read and understood the terms laid out in section 11 C-D.

Date and place

Signature

Checklist

Before submitting your application, it is important that you make certain that the form is filled out correctly and that you have attached the necessary documents. In this way, you can help the Danish Immigration Service process the application with the shortest possible case processing time.

We recommend using the checklist below to verify that the application is complete and correct.

Before submitting the application, please ensure you have included the following documents (please tick):

- Documentation for payment of fee.
- Documentation for fee exemptions (if applicable)
- Documentation of housing situation. Acceptable documentation includes a rental or sublease contract or proof of tenant ownership. Required **only** if you rent or live in a housing cooperative and you have moved or the contract has been renewed, since the applicant received his/her latest residence permit.
- Documentation for approved extended or new collateral guarantee. Required **only** if the collateral guarantee has been extended or a new has been posted since you were granted a residence permit or last had your residence permit extended.

It is also important to

- write your case order ID in section 1.1,
- answer all questions and tick the relevant boxes in sections 6 and 9, and
- sign and date the application.

Biometric features required on residence cards

When submitting your application, you (the applicant) will be asked to also submit biometric features (digital facial image and fingerprints) in connection with the application being submitted.

If you submit your application in person, your biometric features must be recorded at that time.

If you send your application by post or fax or if it is submitted by a third-party such as a lawyer, you must appear in person to have your biometric features recorded **within 14 days** of the application being submitted. When your biometric features are recorded, please remember to bring a photocopy of the first three pages of your completed application form. This will allow the immigration authorities to match your biometric features with the application. **Please note** that the processing of your application will not begin until your biometric features are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded. In addition to your biometric features, your signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card.

Biometric features can be recorded at the Immigration Service's Citizen Service. If you live outside Greater Copenhagen, your biometric features can also be recorded at some police stations. A list of the police stations capable of recording biometric features can be found at www.newtodenmark.dk/residencecard.

If your application does not include facial images or fingerprints, your application will be **rejected**. If you are not physically capable of providing fingerprints, you are not required to be fingerprinted.

Read more about residence cards and biometric features at www.newtodenmark.dk/residencecard.

For official use only: Comments and forwarding endorsements

- Names and passport information in compliance with shown proof of identity

Enclosed:

- | | |
|---|---|
| <input type="checkbox"/> Documentation of housing situation | <input type="checkbox"/> Documentation for payment of fee. |
| <input type="checkbox"/> Other | <input type="checkbox"/> Documentation of approved extended or new collateral guarantee |

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 4 OF THIS FORM