



# Application Form

**For official use only**

Date received	Received by (name)	Authority (stamp)	Personal ID or Alien identification number (Udl. nr.)
---------------	--------------------	-------------------	---

GL/KO1\_en\_230224

## Application for a residence card

**Uses**

Use this form when applying for a new residence card if:

- you have lost your residence card *or*
- information on your card needs to be updated

You can also use this card if you are under 18 and no longer live at home with your parents.

Residence cards serve as proof that you have permission to reside in Greenland.

**If you lose your residence card**

If you lose your residence card you must also complete a form stating that you have lost it. The form can be obtained from the police and should be submitted together with this form.

**Instructions**

1. Fill out and sign this form.
2. Send the application to the Danish Immigration Service or submit the form at a Greenlandic police station.  
If you are in Denmark, the form can be submitted at the Danish 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 to book an appointment at [www.newtodenmark.dk/visitus](http://www.newtodenmark.dk/visitus).

**What documents should I include with my application?**

- one passport photo. Please affix it to the personal data card in Appendix 1
- declaration of lost residence card (if applicable)
- documentation of the changes to be made to your residence card (if applicable)

When submitting this form, you must also present your current residence card. If you have lost your residence card, you must present another form of picture ID.

**New residence card**

Your new residence card will be sent to your address in Greenland.

**For more information**

More information about the rules governing residence in Greenland is available at [newtodenmark.dk](http://newtodenmark.dk), where you can also find information about processing times. 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](http://www.newtodenmark.dk/contact-us).

### 1. Information about the applicant

**PLEASE COMPLETE IN CAPITAL LETTERS**

Personal ID or Alien identification number (udl.nr.)	
Surname	Previous surname (if applicable)
Given name(s)	
Nationality	Previous nationality (if applicable)
Date of birth (day, month, year)	Date of birth
Address (street and number/b. number/PO box)	Postal code and city/town
Daytime telephone number	E-mail address

## 2. Reason for seeking a new residence card

PLEASE COMPLETE IN CAPITAL LETTERS

Why are you applying for a new residence card?

- Lost residence card
- Name change due to marriage/divorce
- Name change (other reason)
- New alien identification number (udl.nr.)
- Changed date of birth
- I am under 18 and have moved away from home.
- Other. Please explain: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 3. Declarations

### A. Sworn declaration of correctness

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

If the information is later found to be false or incomplete, I am subject to the following penalties in accordance with Section 161 of the Danish Criminal Code, cf. Section 40 of Ordinance No 150 of 23 February 2001 (Application of the Aliens Act in Greenland):

- fine or imprisonment for up to two years
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information
- my residence permit can be revoked in accordance with Section 19 of Ordinance No 150 of 23 February 2001

### B. Notification that some information will be released to Greenlandic authorities

Danish immigration authorities are permitted to release certain information to the Self-Rule authorities or to Greenlandic Police, cf. Public Administration Act, Section 28, Paragraph 3, cf. Ordinance No 1188 of 27 December 1994.

Such information includes:

- the grounds for issuing you a residence permit
- any waivers granted

The police 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

### C. Notification that Danish authorities will register information about you and your personal affairs

The information you submit when applying for a residence permit will be entered in the Danish Immigration Service's registers. The same holds true for information submitted when applying to extend your residence permit in Greenland.

The information in the Danish Immigration Service's registers will be used to answer questions about your residence in Greenland. The police will have access to the information contained in the register for record keeping and verification purposes. The Ministry of Immigration and Integration will be permitted to access the Danish Immigration Service's registers in the event of a complaint.

Other authorities or organisations will receive information about you from the Danish Immigration Service's registers if the information is necessary to answer questions about your residence in Greenland.

You are obliged to provide the information necessary for deciding whether you are eligible for a residence permit in Greenland, cf. Section 40 of Ordinance No. 150 of 23 February 2001. You are entitled to right of access to the information about you in the Danish Immigration Service's registers, cf. Danish law No 294 of 8 June 1978 (Public Registers). Enquiries about accessing information contained in the register can be addressed to:

The Danish Immigration Service  
Farimagvej 51A  
4700 Næstved  
Denmark

## 4. Signature

**By signing below, I confirm that I have read, understood and accept the terms laid out in section 3.**

Date and place

Signature

## Appendix 1: Personal data card used for issuing residence cards

Foreign nationals who are granted a residence permit in Greenland will normally be issued a residence card. The personal data card below is used to create the residence card and it is important that it be filled out according to the instructions below. Please submit the completed personal data card together with your application, placing it as the **first page** of the application.

### Instructions:

- State your Alien Identification Number/personal ID (if applicable).
- State your full name and date of birth. Please write in capital letters.
- Sign the personal data card with a **black pen**, remaining **inside** the designated area.
- Affix a passport photo of yourself. A full list of passport photo requirements is available at [www.politi.dk](http://www.politi.dk).

### Personal data card

**Udlændingestyrelsen**  
Farimagsgade 51A  
4700 Næstved

Alien Identification Number/personal ID (if applicable)

Name

Date of birth

Signature

#### Photo requirements:

1. Cut off any white frame
2. Photo size 35mm x 45mm
3. Head between 30-36mm from tip of chin to top of hair
4. You must be facing the camera squarely. The photo must be suitable for scanning.

Please note: Sign with a **black pen**. The signature must be kept **inside** the designated area.

### For official use only

Personal ID:

Data card number:

### For official use only: Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

1 passport photo, affixed to personal data card in Appendix 1

Previous residence card

Other

Declaration regarding lost residence card

Resolution