



Application form

MF1_en_011115

Application for residence permit for a family member of a foreign national who is to work or study in Denmark

Uses

This form is to be used when applying for a Danish residence permit, if you are

- **spouse,**
- **registered partner,**
- **cohabiting partner, or**
- **child under 18 years of age**

of a foreign national, who will reside in or is already residing in Denmark to work or study. Or if you are a child under 18 of the foreign national's spouse, registered partner or cohabiting partner.

Each applicant fills out and submits his/her own application. If, for example, a spouse and two children wish to apply for a residence permit as accompanying family members, three individual applications is to be submitted.

Please note: In this form we'll use the term '**applicant**' for the person applying for residence and work permit on the basis of his/her spouse's/partner's or parent's working or studying in Denmark. The term '**sponsor**' will be used to refer to the spouse/partner or parent of the applicant.

This form will require that both the applicant and the sponsor provide information supporting the application. Only information necessary to process the application according to Danish law will be required.

How to apply

- Complete this form and sign in section 8 and/or section 9 (follow the instructions in the form).
- Enclose the required documentation (see below).
- Submit the application to a Danish diplomatic mission in the country in which you live. If you are a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at the Citizen Centre of the Danish Agency for International Recruitment and Integration. If you live outside the Greater Copenhagen area, you can also submit the application at the local police station.

On www.newtodenmark.dk you can find more information about who can submit an application in Denmark.

Which documents are required?

- Documentation of paid fee.
- Copy of passport (all pages containing information including the front page).
- If **the sponsor is studying** in Denmark, documentation that the sponsor can support you during your stay must be attached

- If **the sponsor has been granted a permit under the establishment scheme**, documentation that the sponsor can support you during your stay must be attached
- If **the sponsor has been granted a permit under the Greencard scheme**, documentation that the sponsor can support you during your stay and documentation of the sponsor's salary and terms of employment in Denmark must be attached
- If **the sponsor has been granted a permit under the Start-up Denmark scheme**, documentation that the sponsor can support you during your first year in Denmark must be attached
- If **the sponsor is a guest researcher in Denmark**, documentation that the sponsor can support you during your stay in Denmark must be attached
- If **the sponsor is a PhD student who do not receive a salary**, documentation that the sponsor can support you during your stay in Denmark must be attached
- If **the sponsor is applying for a residence permit in Denmark with the intention to qualify for an authorization as a medical doctor or dentist**, documentation that the sponsor can support you during your stay in Denmark must be attached

Read more about the financial requirements on newtodenmark.dk.

If you (the applicant) is an **accompanying spouse/partner**, please also attach:

- Proof of marriage/registered partnership or proof of cohabitation.

If the applicant is an **accompanying child**, please also attach:

- The child's birth certificate (name of the parents must be stated in the certificate).
- Proof of consent from the other parent. Only in cases of joint custody where the child's other parent will *not* reside in Denmark.

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get the application processed by the Danish Agency for International Recruitment and Integration. You can read more about the fees in section 1 of this form, or on newtodenmark.dk/fee where you can also see the current fees.

If the applicant submits his/her application to a Danish diplomatic mission (embassy or consulate general) he/she will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that the applicant checks with the requirements on the website of the diplomatic mission in his/her country before the application is submitted.



For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at newtodenmark.dk. You can also contact the Danish Agency for International Recruitment and Integration in writing, in person at our Citizen Centre or by phone. Contact details are found at the bottom of the first page of this form.

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.

If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person and submit two facial images in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded.

Accompanying child

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 biometric features (digital facial image and fingerprints) must be recorded in connection with the application being submitted.

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 child resides in Denmark or in a country where Denmark has a diplomatic mission, the child must appear in person to have his/her biometric features (digital facial image and fingerprints) 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 two facial images 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 two pages of this form and at newtodenmark.dk/residencecard



For official use only

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

*) IMPORTANT: The case order ID will only be recorded by the authorities if the applicant has not created a case order ID. If the applicant has created a case order ID, this should be stated under section 1.1 of the application form.

MF1_en_011115

Application for residence permit for a family member of a foreign national who is to work or study in Denmark

1. Information about fees

In order for your application to be processed, you must pay a case processing fee. The fee will cover the processing of your case and will not be refunded if your application is turned down, or if you withdraw your application. The fee must be paid by the time we receive your application.

The fee is regulated annually on 1 January. Please make sure to create your Case Order ID and pay the fee in the same calendar year that you submit your application. If you pay the fee one calendar year (before 1 January), but submit your application the following calendar year (after 1 January), you will have paid too little.

You can find further information about current fees, how to create a Case Order ID and how to pay the fee at newtodenmark.dk/fee.

To pay the fee you must:

1. Create a Case Order ID.
2. Pay the fee.

Please enter the Case Order ID in this form, and remember to attach documentation that the fee has been paid.

How do I pay the fee?

You can pay the fee in several ways, for example, using a Danish debit card (Dankort), credit card, a Danish internet bank or a foreign bank. You can choose how you wish to pay, and see which information is required when paying the fee at newtodenmark.dk/fee.

Please note: If you pay the fee using a Danish internet bank or foreign bank, make sure to submit the Case Order ID together with the payment. You cannot pay the fee in connection with submitting your application in person. However, at certain embassies this is possible. Find more information at nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/list_of_places.htm.

Who is exempt from paying the fee?

Certain case categories are exempt from paying the fee. There may also be specific instances where an application can be submitted without paying the fee even though a fee is normally required. You can read more about who is exempt from paying the fee www.nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/about_fees.htm. If you believe that you (the applicant) are exempt from paying the fee, please tick the box 'Applicant is exempt from paying the fee' in the field above. If you do this, you do not need to fill in the information required for refunding the fee. When you create a case order ID, please state that you are exempt from paying the fee.

Please note: If we 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 we decide that you are in fact exempt from paying the fee, the fee will be refunded to you.

1.1 Case order ID

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

Case order ID

The applicant is exempt from paying the fee



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. The fee can be refunded by transfer to a Danish NEM account ('NEM-konto'), a Danish bank account, a foreign bank account, or in cash at a Danish diplomatic mission. Diplomatic missions can only repay fees in cash if the fee was originally paid there. 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

Other person/company: (name)

Danish NEM account (NEM-konto) CPR number

Danish bank account Name of bank Reg. number. Account number

Foreign bank account Account information (account number/BIC/SWIFT/IBAN)

Additional information (bank address, account holder's address, etc.)

Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission) State which Danish mission (city and country)

2. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

Former surname (if applicable)

Given name(s)

Nationality

Former nationality (if applicable)

Date of birth (day, month, year)

Danish CPR number (if applicable)

Alien identification number (Udl.nr.)/Personal ID (if applicable)

Country of birth

Place of birth (city)



3. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

You (the applicant) are applying for residence permit as an:

Accompanying spouse, registered partner or cohabiting partner Accompanying child under 18 years of age

Gender

Male Female

Do you (the applicant) have children?

Yes No

Current marital status

Unmarried Married Registered partnership cohabiting partner
 Widow(er) Divorced Dissolved registered partnership

Address in your home country (Street and number)

Postal code, city and country

Telephone number

Mobile phone number

Email address

If you are **currently in Denmark**, please state your date of entry, address, and contact information in Denmark.

Please note: if you state an address in Denmark, and the immigration authorities verify your identity when you submit your application, the decision about whether your application has been approved will be sent to your Danish address. If you have stated an address in Denmark, but the immigration authorities have yet to verify your identity, you will be asked to appear at a police station or the Citizen Centre of the Danish Agency for International Recruitment and Integration when a decision about your application is ready.

Important: Please inform the Danish Agency for International Recruitment and Integration of any change to address or other contact information.

Date of entry into Denmark

Address in Denmark (Street and number)

Postal code and city

C/o (name)

Telephone number

Mobile phone number

Email address

Do **not** answer the question below unless the applicant (the child) **is to live/lives with the custody holder** in Denmark.

If the applicant (the child) is to live/lives with the custody holder in Denmark, the child can request to be issued a residence card, if the child is granted a residence permit or an extension of a residence permit. Please indicate below whether the child requests a residence card. If the child requests a residence card, the child's biometric features (digital facial image and fingerprints) 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 newtodenmark.dk/residencecard

If the child does *not* request a residence card, please submit two passport photos 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.

Does the child request a residence card?

Yes No

If **no**, please submit two passport photos.

4. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

If you are granted a residence permit, it can only be valid up to **three months before** your national passport expires, or six months before other types of travel documents expire. If you receive a new passport while your application is being processed, you will be asked to submit photocopies of all pages of the new passport.

Passport number

Date of expiry



5. Information about the sponsor

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, you are asked to provide information about your (the applicant's) spouse/partner or parent (the sponsor) who will be working or studying in Denmark, or who is already doing so. The information is required in order to match your application with that of the sponsor.

Surname	
Given name(s)	
Date of birth (day, month, year)	Nationality
Alien identification number (Udl.nr.) (if applicable)	Danish CPR number (if applicable)
Address in home country (Street and number)	Postal code, city and country
If the sponsor is currently in Denmark, please provide the following information:	
Address in Denmark (Street and number)	Postal code and city
C/o (name)	Telephone number
Mobile phone number	Email address

If the applicant is an **accompanying child**, please answer the following question:

Are both the child's parents (custody holders) to reside in Denmark? Yes No

If **no**, please attach a signed consent from the other parent (custody holder) that the child may reside with the sponsor in Denmark.

If the applicant is accompanying child

If only one of the child's parents (custody holders) is to reside in Denmark, please attach a signed consent from the other parent (custody holder) that the child may reside with the sponsor in Denmark.

6. Information about cohabitation

PLEASE COMPLETE IN CAPITAL LETTERS

Section 6 should only be completed if you and the sponsor are cohabiting partners i.e. you are not married or registered partners. If you are married/registered partners, please continue to section 7.

You are eligible for a residence permit even if you are not married or a registered partner. Normally, in order to be eligible, you must document that you have been living together for at least 18 months. Acceptable documentation includes a joint lease agreement with both your names on, letters addressed to the same residence, a letter from a landlord, employers or civil registrar.

Please state where and when you have lived together with the sponsor. **Documentation of your cohabitation must be enclosed.**

Address (street, number, postal code, city and country)	Period



7. Declarations and information

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:

- My residence permit can be revoked.
- Fine or imprisonment of up to two years.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information.

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

I consent to letting the Danish Agency for International Recruitment and Integration (SIRI) obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities. Such information includes:

- Verification that the documents submitted with my application are genuine.
- My family relations.
- Any previous criminal proceedings against me.

I also consent to giving authorities contacted by SIRI while processing my application permission to gather information about my private affairs for use in responding to the enquiry.

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

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority. This process can be initiated by SIRI, 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 or outside Denmark, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

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

SIRI is permitted to give certain information to the municipality (kommune) in which you settle if you receive a residence permit.

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 lapses at some point in the future.
- You are granted a permanent residence permit.

E. Notification that Danish authorities have registered information about you and your affairs

The information you supply or have supplied in connection with your application for a residence and work permit will be registered in SIRI's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.



If you receive a residence permit and take up residence in Denmark, it will be registered in the Civil Registration System (CPR). The CPR Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in SIRI's registers and the CPR register will be used to answer questions relating to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Immigration Appeals Board (reviewing complaints) will have access to the information about you contained in SIRI's registers and the CPR register.

Other authorities or organisations will receive information about you from SIRI's registers and the CPR register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. You are entitled to access information about yourself in SIRI's registers, and you are entitled to object to any information which you believe to be incorrect. Contact the Danish Agency for International Recruitment and Integration, Njalsgade 72A, PO box 2000, DK-2300 Copenhagen S, if we are to correct, delete or block information, which proves to be incorrect.

The fingerprints recorded for use on your residence card will be deleted from SIRI's registers no later than 90 days after your residence card has been issued or your application has been turned down.

F. Verification and spot-checks

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

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and work permit, if such is granted to you.
- Whether you are staying and/or working in Denmark without the necessary permit.

Verification may involve the following:

- Checking public registers, such as the CPR register
- Comparing information contained in SIRI registries 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
- Using information registered by your employer about your employment

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

8. Signature – the applicant

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section A-B.

I also understand that the information I have given or will be giving will be registered in the Danish Agency for International Recruitment and Integration's registers and that the information contained in the registers of the Danish Agency for International Recruitment and Integration and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Buildings and Housing Registry (BBR) and the Income Registry (eIndkomst).

Date and place

Signature

9. Signature - the custody holder

If the applicant is an **accompanying child** under 18 years, the custody holder must normally also sign the application.

If the custody holder is unable to sign the declaration, another person over 18 can sign on his/her behalf. In this case, a power of attorney must be attached.

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section A-B.

I also understand that the information I have given or will be giving will be registered in the Danish Agency for International Recruitment and Integration's registers and that the information contained in the registers of the Danish Agency for International Recruitment and Integration and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Buildings and Housing Registry (BBR) and the Income Registry (eIndkomst).

Relation to the child

Date and place

Signature

Did you remember everything?

If your application is correctly filled out and contains the required documents, we can process your application faster.

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 to verify that the application is complete and correct.

Checklist – accompanying spouse/partner

Before submitting the application, please ensure that you (the applicant) have enclosed the following documents:

- Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post office.
- Copy of passport (all pages containing information including the front page).
- Proof of marriage/registered partnership.
- Proof of cohabitation (if applicable). **Only** to be enclosed if you (the applicant) are an accompanying cohabiting partner i.e. you are not married or a registered partner to the sponsor.
- Proof that the sponsor can support you during your stay in Denmark.

It is important that you (the applicant) have

- answered all questions in section 1-6, and have
- signed and dated the application in section 8.

Checklist – accompanying child

Before submitting the application, please ensure that you (the applicant) have enclosed the following documents:

- Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post office.
- A copy of the child's passport (all pages containing information including the front page).
- The child's birth certificate (name of the parents must be stated in the certificate).
- Proof of consent from the other parent. Only in cases of joint custody where the child's other parent will *not* reside in Denmark.
- Proof that the sponsor can support the child during his/her stay in Denmark.

It is important that you (the applicant) have

- answered all questions in section 1-6, and have
- signed and dated the application in section 8 and/or section 9.

Biometric features required on residence cards – accompanying spouse/partner

If you submit your application in Denmark or in a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded.

If you submit your application at the diplomatic mission of a country with which Denmark has a representation agreement, you must appear in person to submit two facial images. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

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. If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person to submit two facial images **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your facial images, 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 or when submitting your facial images. 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 Citizen Centre of the Danish Agency for International Recruitment and Integration. 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 newtodenmark.dk/residencecard. If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (um.dk).

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, your application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and you do not submit two facial images, it will likewise be rejected. If you are not physically capable of providing fingerprints, you will not be required to do so.

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



Biometric features required on residence cards – accompanying child

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 biometric features (digital facial image and fingerprints) must be recorded in connection with the application being submitted.

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 (digital facial image and fingerprints) 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 two facial images. 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 fax or submitted by a third-party such as a lawyer, the child must appear in person to have his/her biometric features recorded **within 14 days** of 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 two facial images **within 14 days** of the application being submitted. If the child's application has been sent by post or fax or submitted by a third-party such as a lawyer, please 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** that the processing of the child's application will not begin until his/her biometric features are submitted. When having the child's biometric features recorded, please **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.

Biometric features can be recorded at the Citizen Centre of the Danish Agency for International Recruitment and Integration. If you live outside Greater Copenhagen, your child's 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 newtodenmark.dk/residencecard. For children living abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (um.dk).

If the child lives with the custody holder in Denmark and does *not* request a residence card, please submit two passport photos. 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.

If the child is **not** living with the custody holder in Denmark, and the child does not agree to have his/her biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, the application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and the application does not include two facial images, it will likewise be rejected. Children under 6 or children who are not physically capable of providing fingerprints, are not required to be fingerprinted.

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

For official use only – Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

Proof of cohabitation

Copy of passport

Documentation of support from sponsor

Proof of marriage/registered partnership

Other

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 3 OF THIS FORM