

# Application form

GR2\_en\_020113

## Application for extension of a residence and work permit under the greencard scheme

### Uses

This form is to be used when applying for **extension** of a residence and work permit in Denmark under the greencard scheme.

More information about the rules for extension of a residence and work permit under the greencard scheme is available at [www.newtodenmark.dk/greencard](http://www.newtodenmark.dk/greencard).

### How to apply

1. Complete and sign this form (follow the instructions given in the form)
2. Enclose the required documentation (listed below)
3. Send the application by post to the Danish Agency for Labour Retention and International Recruitment, Njalsgade 72C, PO box 2000, DK-2300 Copenhagen S, by e-mail to [greencard@us.dk](mailto:greencard@us.dk), or submit the application to the Service Centre of the Danish Agency for Labour Retention and International Recruitment. If you live outside the Greater Copenhagen area, you can also submit the application at the local police station.

### Which documents are required?

Please enclose the following:

- Documentation of paid fee.
- A copy of your passport (including the cover and all pages with information).
- Documentation of employment in the form of declaration from employer (see Appendix 2) or information about salary for the entire period.
- If you have become unemployed through no fault of your own, please include resignation letter or similar documentation explaining why you lost your job

If the validity of your current residence permit has been shortened because your passport expired, please enclose the following:

- Documentation of paid fee.
- A copy of your passport (including the cover and all pages with information).

### Rejection of your application

An application for extension of a residence permit under the greencard scheme can be rejected if the application does not include the information or documentation necessary to process the case.

### 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](http://www.newtodenmark.dk/residencecard)

### 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 Labour Retention and International Recruitment. You can read more about the fees in section 0 of this form, or on [www.newtodenmark.dk/fee](http://www.newtodenmark.dk/fee) where you can also see the current fees.

### For more information

More information about the regulations for Danish residence and work permits is available at [www.newtodenmark.dk/greencard](http://www.newtodenmark.dk/greencard). You can also contact the Danish Agency for Labour Retention and International Recruitment in writing, by telephone, or in person at our office.

### Please note: An application for extension must be submitted before your current residence permit expires.

If you submit the application after your residence permit has expired, it will mean that you are residing illegally in Denmark. As such, you should expect the application to be **rejected**. In this case, the Danish Agency for Labour Retention and International Recruitment will not process the 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**.

### For official use only

Date received	Received by (name)	Authority (stamp)	Udl.nr./Person ID	SB-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 0 of the application form.

GR2\_en\_020113

## Application for extension of a residence and work permit under the greencard scheme

### 0. Information about fees

From 1 January 2011 onwards, you will normally need to pay a fee if you submit an application for a residence permit, for an extension of a residence permit, or for a permanent residence permit in Denmark. The size of the fee depends on which type of application you submit. You can find the current fees on [www.newtodenmark.dk/fee](http://www.newtodenmark.dk/fee).

All persons who submit an application for residence and work permit under the greencard scheme must do the following in the order below:

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

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

#### How do I create a case order ID?

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

#### How do I pay the fee?

You can pay the fee in several ways, such as from a Danish internet bank, in the bank or at the post office. On [www.newtodenmark.dk/fee](http://www.newtodenmark.dk/fee) you can choose how you wish to pay, and you can see which information is required when paying the fee. **Please note:** The fee must be paid no later than at the same time the application is submitted. In most cases, this means that the fee will need to be paid **before** the application is submitted. Only a few Danish diplomatic missions will allow you to pay the fee when you submit your application. You **cannot** pay the fee directly to the Service Centre of the Danish Agency for Labour Retention and International Recruitment or to the Danish police. Please **include documentation that you have paid the fee**, such as a receipt from a Danish internet bank or a receipt from a bank or post office.

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

If you (the applicant) are a Turkish citizen and are applying for extension of a residence and work permit under the greencard scheme, you may be exempt from paying the fee. On [www.newtodenmark.dk/fee](http://www.newtodenmark.dk/fee) you can read more about who is exempt from paying the fee. If you are a Turkish citizen and believe that you are exempt from paying the fee, please tick the box next to "Applicant is exempt from paying the fee". If you do this you do not need to fill in the information required for refunding the fee. When you create a case order ID, please state that you are exempt from paying the fee. Please note: if 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.

### 0.1 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

## 0.2 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	
<input type="checkbox"/> Applicant	
<input type="checkbox"/> Other person/company: (name)	
<input type="checkbox"/> Danish NEM account (NEM-konto)	CPR number
<input type="checkbox"/> Danish bank account	Name of bank
	Reg. number.
	Account number
<input type="checkbox"/> Foreign bank account	Account information (account number/BIC/SWIFT/IBAN)
	Additional information (bank address, account holder's address, etc.)
<input type="checkbox"/> Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission)	State which Danish mission (city and country)

## 1. The applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	Former surname (if applicable)
Given name(s)	
Date of birth (day, month, year)	CPR number
Nationality	Alien identification number / Personal ID
Current marital status	
<input type="checkbox"/> Unmarried/single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Registered partnership	
<input type="checkbox"/> Dissolved registered partnership	
Address (street and number)	Post code and city
c/o (name)	Telephone number
Mobile phone number	Email address



## 2. Information about the applicant's passport PLEASE COMPLETE IN CAPITAL LETTERS

<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?

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.

## 3. Information about employment PLEASE COMPLETE IN CAPITAL LETTERS

In order to qualify for an extension of a residence permit under the greencard scheme, you must meet one of the following requirements:

- Be employed in a permanent position, and have been so for the past 12 months, or
- Have become unemployed within the past three months through no fault of your own.

Please provide information about positions you have held in Denmark **in the past 12 months**, as well as a **declaration from your employer(s)** (see Appendix 2) or **information about salary** for the entire period. Declaration from employer must include information about your period of employment, weekly working hours, job title and tasks.

If you have become unemployed through no fault of your own, please include resignation letter or similar documentation explaining why you lost your job. Unemployment through no fault of your own includes such reasons as job losses due to cutbacks.

**Note:** You do not need to fill in section 3, if the validity of your current residence permit has been shortened because your passport expired.

### Place of employment 1

Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code and city
Job title	Weekly working hours
Tasks (short description)	
Telephone number	Email address

### Place of employment 2

Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code and city
Job title	Weekly working hours
Tasks (short description)	

Telephone number	Email address
------------------	---------------

Place of employment 3	
Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code and city
Job title	Weekly working hours
Tasks (short description)	
Telephone number	Email address

#### 4. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

---



---



---

#### 5. Sworn declarations

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

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

I consent to letting the relevant authorities 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:

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

##### C. Declaration that I consent to allowing information about me to be passed on to my employer

I hereby consent to allowing the immigration authorities to pass on information about me, including personal information, to my employer or his/her representative, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about me, including personal information, from my employer or his/her representative, if necessary for processing this application.

##### 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 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 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 is found to have expired, or
- your residence permit is made permanent.

**F. 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 the Danish Agency for Labour Retention and International Recruitment's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.

The information in the Danish Agency for Labour Retention and International Recruitment's registers 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 the Danish Agency for Labour Retention and International Recruitment's registers.

Other authorities or organisations will receive information about you from the Danish Agency for Labour Retention and International Recruitment's registers 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 extension of a Danish residence permit. Failure to provide the information can result in a fine or up to four months of imprisonment, as well as placing your residence permit in jeopardy. You are entitled to access information about yourself in the Danish Agency for Labour Retention and International Recruitment's registers. Enquiries about this can be addressed to the Danish Agency for Labour Retention and International Recruitment, Njalsgade 72C, PO box 2000, DK-2300 Copenhagen S.

The fingerprints recorded for use on your residence card will be deleted from the The Danish Agency for Labour Retention and International Recruitment's registers no later than 90 days after your residence card has been issued or your application has been turned down.

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

The Danish Agency for Labour Retention and International Recruitment 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 a permit. If you are granted a permit and the Danish Agency for Labour Retention and International Recruitment 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 Agency for Labour Retention and International Recruitment 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 Aliens Register or other Danish Agency for Labour Retention and International Recruitment 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

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

## 6. Signature

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

Date and place

Signature

## Appendix 2: Declaration from employer

This declaration is to be filled out and signed by the employer.

Company name

CVR.nr.

Address

Telephone number

Contact person

Information about the applicant (the employee) and his/her function in the company:

Applicant's name

CPR number

Period(s) of employment

Weekly working hours

Job title

Tasks

Date and place

Employer's signature and stamp

## Did you remember everything?

If your application is correctly filled out and contains the required documents, the Danish Agency for Labour Retention and International Recruitment can process the case 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

**Before submitting the application, please ensure that you have included 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 your passport (including the cover and all pages with information).
- Documentation of employment in the form of a declaration from employer (Appendix 2) or information about salary.
- If you have become unemployed through no fault of your own, please include resignation letter or similar documentation explaining why you lost your job

*If the validity of your current residence permit has been shortened because your passport expired, please enclose the following:*

- 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 your passport (including the cover and all pages with information).

**It is important that you have**

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





## Biometric features required on residence cards

When submitting your application, you 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 Service Centre of the Danish Agency for Labour Retention and International Recruitment. 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](http://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](http://www.newtodenmark.dk/residencecard).

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

Names and passport information in compliance with shown documentation of identity

Enclosed:

Copy of passport

Documentation of employment

Other

Comments

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