



Application form

Application for extension of a residence and work permit in Denmark on the grounds of salaried work

Uses

This form is to be used when applying for **extension** of a Danish residence and work permit on the grounds of **salaried work**, including jobs under the **Positive List**, the **Pay Limit scheme** or if the applicant is a **trainee**. Furthermore the form can be used if the applicant is a **commuter**, i.e. he/she is working in Denmark but live outside Denmark.

The form can only be used if the **place of work** and the **terms of employment are unchanged** since the applicant receiving his/her original residence and work permit. If the place of work is not the same, or the terms of employment have changed, then the applicant needs to apply for a **new** residence and work permit (form AR1).

Note: Normal salary increases due to collective bargaining agreements or cost of living adjustments are not something we regard as a change in the applicant's salary agreement.

When applying for extension of a residence and work permit, both the employer (company) in Denmark and the applicant (foreign employee) must fill out separate parts of this form and attach the required documentation.

How to apply

1. **The applicant** completes **part 1** (section 1-6) of this form and **signs in section 8** (following the instructions given).
2. The applicant attaches the required documentation (see below).
3. **The employer** completes **part 2** (section 9-11) of this form and **signs in section 13** (following the instructions given).
4. The employer attaches the required documentation (see below).
5. **The applicant** sends the application (part 1 and 2 including required documents) to the Danish Agency for International Recruitment and Integration, Njalsgade 72C, PO box 2000, DK-2300 Copenhagen S, or submits the application to the Citizen Centre of the Danish Agency for International Recruitment and Integration. If the applicant lives outside the Greater Copenhagen area, he/she can also submit the application at the local police station.

Which documents are required?

The applicant should attach the following documents:

- Documentation of paid fee
- Copy of passport (pages with master data).
- Employment contracts. Only to be included if the previous documented work contract has expired, or if you are uncertain whether you qualify for a permit.
- Documentation for authorization (only if the job requires Danish authorization). Only to be included if the earlier documented authorization has expired. Read more about authorization at newtodenmark.dk/positivelist.
- Additional documents. Specified in the instructions given.

If the applicant is to work in Denmark as a **professional athlete or coach**, **the employer** should attach:

- Advance statement from athletic association. The form can be downloaded from newtodenmark.dk/forms. **Note** that the statement only needs to be included if you have been in Denmark for less than two years under the same terms of residency.

Does the applicant need other documents when submitting the application?

Yes. If the application is submitted in person, the applicant must present his/her passport so the authorities can verify his/her identity.

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 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 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.

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 the Citizen Centre or by phone.

Please note: An application for extension must be submitted before the applicant's current residence permit expires. If the applicant submits the application after his/her residence and/or work permit has expired, it will mean that the applicant is residing and/or working illegally in Denmark. As such, you should expect the application to be **rejected**. In this case, the Danish Agency for International Recruitment and Integration will not process the application, and the applicant will have to leave Denmark and apply for a new residence permit in his/her country of origin. This applies even if the applicant has 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)	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.

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Application for extension of a residence and work permit in Denmark on the grounds of salaried work**PART 1 – to be filled out by the applicant (the employee)****1. 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 newtodenmark.dk/fee.

All persons who submit an application for extension of a residence and work permit on the grounds of salaried work 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 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 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 Citizen Centre of the Danish Agency for International Recruitment and Integration 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 an extension of a residence and work permit on the grounds of salaried work, you may be exempt from paying the fee. On 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.

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

<input type="text"/> Surname	<input type="text"/> Former surname (if applicable)
<input type="text"/> Given name(s)	
<input type="text"/> Date of birth (day, month, year)	<input type="text"/> Danish CPR number
<input type="text"/> Nationality	<input type="text"/> Alien identification number (Udl.nr.)/Personal ID
Current marital status <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Registered partner <input type="checkbox"/> Dissolved registered partnership	
<input type="text"/> Address (Street and number)	<input type="text"/> Postal code, city and country
<input type="text"/> C/o (name)	<input type="text"/> Telephone number
<input type="text"/> Mobile phone number	<input type="text"/> Email address

3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

A residence permit can only be granted for a period of up to three months before the date of expiry of the passport.

Passport number

Date of expiry

4. Information regarding the applicant's employment

Please pay attention to the fact that a residence permit can be granted solely for the validity period of your contract. In case your contract has been extended since you received your last residence and work permit you must enclose a copy of your newest contract.

(only one mark – choose A or B)

- A.** The employment contract handed in previously is still valid.
- B.** My employment contract has been renewed/extended.

If you have **marked B** please **enclose your employment contract** and fill in below (only one mark – choose C or D)

- C.** The employment contract expires (state the date):
- D.** The employment contract is indefinite.

5. Sworn declaration that you still meet the terms of your residence permit

In order to qualify for an extension of your residence permit, you must continue to meet the terms of your current residence permit. This means

- that your salary and terms of employment are unchanged,
- that your job and place of work are the same, and
- that you have not received public assistance in accordance with the terms of the Active Social Policy Act.

Note: Normal salary increases due to collective bargaining agreements or cost of living adjustments are not something we regard as a change in your salary agreement.

Below we ask you to declare, whether you still meet these terms. If you are in doubt about whether your salary and terms of employment, your job or place of work is unchanged, please tick the box in section 4.B and include your current job contract, which contains information about your salary and terms of employment.

(Tick only one box)

- A.** I solemnly swear that my **salary and terms of employment**, my **job** and my **place of work** is **unchanged**.
- B.** I am unsure whether my salary and terms of employment, my job or my place of work has changed and include my current job contract, which contains information about my salary and terms of employment.

Note: If your salary or terms of employment, your job or place of work has changed, then you need to apply for a **new residence and work permit**.

(Tick only one box)

- C.** I solemnly swear that I have **not received public assistance** in accordance with the terms of the Active Social Policy Act.
- D.** I have received public assistance in accordance with the terms of the Active Social Policy Act.
- E.** I am unsure whether I have received public assistance in accordance with the terms of the Active Social Policy Act.

6. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

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. Declaration that I consent to allowing information about me to be passed on to my reference

I hereby consent to allowing SIRI to pass on information about me, including personal information, to my reference (e.g. employer, educational institution, au-pair host) or his/her representative, if necessary for processing this application. I also consent to allowing SIRI to obtain information about me, including personal information, from my reference or his/her representative, if necessary for processing this application.

D. 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.

E. 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.

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 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.

G. Verification and spot-checks

Your case may 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-C.

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

Did you remember everything?

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

It is therefore important that you make certain that part 1 of this form is 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 – the applicant

Before submitting the application, please ensure that you 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 (pages with master data).
- Employment contract. Only to be included if the previous documented work contract has expired, or if you are uncertain whether you qualify for a permit.
- Documentation for authorization (only if the job requires Danish authorization) Only to be included if the earlier documented authorization has expired. Read more about authorization at newtodenmark.dk/positivelist.

It is important that you have

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

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 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 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 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
- Employment contract
- Other

Comments

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

PART 2– to be filled out by the employer (the company) in Denmark**9. Information about the employer (the company) in Denmark****PLEASE COMPLETE IN CAPITAL LETTERS**

Employer's (company's) name	CVR number
Address (Street and number)	Post code and city
Telephone number	Mobile phone number
Email address	
Contact person (if applicable)	
Is the employer a member of an employer organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state which one? _____	
If no , is the employer party to a collective bargaining agreement in any way? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , how is the employer party to a collective bargaining agreement? _____	

10. Sworn declaration about the applicant's salary and terms of employment

In order to qualify for an extension of the applicant's residence permit, the applicant must continue to meet the terms of his/her current residence permit. This means

- that the applicant's salary and terms of employment are unchanged,
- that the applicant's job and place of work are the same, and
- that the applicant has not received public assistance in accordance with the terms of the Active Social Policy Act.

Note: Normal salary increases due to collective bargaining agreements or cost of living adjustments are not something we regard as a change in the applicant's salary.

Below we ask the employer to declare, that the applicants salary and terms of employment, job and place of work are unchanged. If you are in doubt about whether the applicant's salary and terms of employment, job and place of work are unchanged, then either you or the applicant can include the current job contract, which contains information about the applicant's salary and terms of employment.

(Tick only one box)

- A. I solemnly swear that the applicant's salary and terms of employment, job and place of work are **unchanged**.
- B. I am unsure whether the applicant still meets the conditions for the applicants current residence and work permit (job contract to be enclosed in the application).

11. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

12. Sworn declarations - by the employer (company)

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.

B. Sworn statement by the employer regarding occupational health legislation if the employee is under 18

I solemnly swear that I, as an employer, comply fully with occupational health legislation.

C. Declaration of consent to allow SIRI to process information about organizational affiliation

I consent to allowing SIRI to register and process information about my membership of an employers' organization, if necessary for processing this application.

D. 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 given.
- If the conditions for the residence and work permit, if such is granted, continue to be met.
- If a foreign national is being employed without the necessary work permit or in contradiction to the conditions pertaining to the work permit.

Verification may involve the following:

- Checking public registers, such as the income registry
- Comparison of 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 the Danish Customs and Tax Administration (SKAT).
- Contacting a third party, e.g. the foreign national
- Turning up in person at the workplace
- Utilization of information registered by the employer about the foreign national's employment.

In connection with the spot check, you can be requested to provide further information.

13. Signature – the employer

By signing below, I confirm on behalf of the above mentioned company that the information I have given in this form is correct and that the company has accepted the terms laid out in section A-C.

Date and place

Full name and signature

Did you remember everything?

If the application for a Danish residence permit is correctly filled out and contains the required documents, we can process the case faster.

It is therefore important that the employer makes certain that part 2 of the form is filled out correctly before forwarding it to the applicant.

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

Checklist – employer

Before the form is sent to the applicant, please ensure that the employer has (please tick the box)

- answered all questions in part 2 (sections 9-11) and has
- signed and dated the application in section 13.

If the applicant is to work in Denmark as a professional athlete or a coach, it is important that the employer has enclosed:

- Advance statement from athletic association other specialist association (find form at newtodenmark.dk/forms).

Note: that the statement only need to be included if the applicant has been in Denmark for less than two years under the same terms of residency.