



Application form

Application for residence and work permit on the grounds of salaried work

Uses

This form is to be used when applying for 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 going to be **trainee**. Furthermore the form can be used if the applicant is a **commuter**, i.e. he/she is to work in Denmark but live outside Denmark, **or** if the applicant has a **firm connection to the Danish work market** but his/her residence permit has been revoked.

This form cannot be used if the applicant is a researcher at a research institute or is applying for a corporate residence permit.

For more information about the different schemes and the relevant application forms, please visit www.newtodenmark.dk/work.

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

How to apply

1. **The employer** completes **part 2** (section 10-15) of this form and signs in section 17 (following the instructions given)
2. The employer attaches the required documentation (see below)
3. Once the employer has completed part 2, the employer forwards **the whole form** with the attached documentation to the applicant (the employee)
4. **The applicant** (the employee) completes **part 1** (section 1-7) of this form and signs in section 9 (following the instructions given)
5. The applicant attaches the required documentation (see below)
6. The applicant submits the application (part 1 and 2 including required documents) at a Danish diplomatic mission in his/her country of residence. If the applicant is a legal resident of Denmark, the application may be submitted at the Service Centre of the Immigration Service. 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:

- Copy of passport (all pages including front page)
- Two passport photos (one photo attached to the personal data card in appendix 1)
- Employment contracts which contains information about wage and terms of employment and job description (not more than 30 days old). The Danish Immigration Service recommends that standard contracts from the relevant industry be used
- Documentation for educational background (copy in an authorized Danish or English translation)

- Documentation for authorization (only if the job requires Danish authorization). Read more about authorization at www.newtodenmark.dk/positivelist
- Additional documents. Specified in the instructions given

*If the applicant will be performing normal paid employment in the regular employment market (e.g. as a farm hand, animal husbandry assistant, chef etc.) then the **employer** is requested to enclose:*

- A declaration including certification from the local employment office (Jobcenter) that the employer has sought to fill the position with someone from Denmark or the EU (appendix 2) (in Danish only)

*If the applicant's is going to work as a trainee, the **employer** must provide:*

- A description of the training program

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

- Advance statement from athletic association. The form can be downloaded from www.newtodenmark.dk/forms (in Danish only)

To get the quickest response

You can get the quickest possible response to your application if the application forms are completed correctly and the necessary documents are enclosed. Therefore, it is very important that both the employer and the applicant carefully complete the form and remember to enclose all the necessary documentation.

Does the applicant need other documents when submitting the application?

Yes. The applicant must present his/her passport so the authorities can verify his/her identity.

Does it cost anything to submit an application?

Yes, 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 www.newtodenmark.dk/work. You can also contact the Immigration Service in writing, in person at the Service Centre or by phone. (See contact information at the bottom of this page.)

**For official use only**

Date received	Received by (name stamp and signature)	Authority (stamp)	Alien identification number (Udl.nr.)
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Application for residence and work permit on the grounds of salaried work**PART 1 – to be filled out by the applicant (the employee)****1. 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	
Place of birth (city)	Country of birth

2. Information about the applicant**PLEASE COMPLETE IN CAPITAL LETTERS**

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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	
Address in home country (Street and number)	Postal code, city and country	
Telephone number	Email address	
If you are currently in Denmark, please provide the following 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	



3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Be aware that your passport must be **valid for three months** beyond your planned stay in Denmark. Stays in Greenland or the Faroe Islands only require two months beyond the planned stay.

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

4. Information about the applicant's educational background and previous employment

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, you will be asked to provide information about your educational background and previous employment. The information is required in order to determine whether your qualifications, work history or general commercial need are sufficient to qualify for a residence and work permit.

<input type="checkbox"/> Vocational training	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Higher education	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed an educational program that is relevant to the position offered?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

If **yes**, please state type of educational program and date of completion:

Type _____

Date of completion _____

Please also **enclose a copy of your diploma/degree certificate.**

Are you presently attending an educational program that is relevant to the position offered? Yes No

If **yes**, please give state type of educational program and expected date of completion:

Type _____

Date of completion _____

Please **enclose documentation that you are following an educational program.**

Previous employment (please state employer's name and address)	Period of employment (from – to)	Brief job description
	—	
	—	
	—	
	—	

Other qualifications, specialist skills or similar of relevance to the position offered:



Does the position offered requires Danish authorization?

Yes

No

If **yes**, please **enclose documentation for authorization**. Read more about authorization at www.newtodenmark.dk/positivelist

5. Information about company/employer not located in Denmark (if applicable)

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to complete section 5, if you, during your stay in Denmark, will be employed by a company **not located in Denmark**. If not, go to section 6.

Company's name

Address (Street and number)

Postal code, city and country

Telephone number

Mobile phone number

Email address

Contact person (if applicable)

6. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

7. Declaration of consent to allow authorities to pass on information to an employment agency (if applicable)

In section 12 in part 2 of this form, you can see if your employment has been facilitated by an employment agency.

If this is the case, and the immigration authorities are permitted to convey relevant information about you to the employment agency, and if the authorities are permitted to obtain relevant information about you from the employment agency, please give your consent below.

(Tick the box)

I hereby consent to allowing the immigration authorities to convey information about me, including personal information, to the employment agency, specified in section 12 in part 2 of this form, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about me, including personal information, from the employment agency, if necessary for processing this application.



8. Sworn declarations

A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 1 of 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 pay back 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 allowing 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 authorities

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority.

Prosecuting authorities will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark or abroad.

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

Danish immigration authorities are permitted to give certain information to the municipality 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
- 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 passport will be registered in the Aliens Register. The same holds true for any information you give in conjunction with an application to extend your residence permit.

The Aliens Register is a computerised register maintained by the Danish Immigration Service.

If you receive a residence permit, it will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Danish Ministry of Welfare.

The information in the Aliens Register and the Central Person 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 Ministry of Integration (reviewing complaints) will have access to the information about you contained in the Aliens Register and the Central Person Register.

Other authorities or organisations will receive information about you from the Aliens Register and the Central Person 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. 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 Aliens Register and the Central Person Register. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

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

The Integration Service or another Danish authority may seek to verify the accuracy of the information you gave in this application. This may happen while the application is being reviewed or after the applicant has received his / her residence and work permit. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information.

Verification may involve the following:

- Checking public registers, such as the Central Person Register
- 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.

H. Information about possible consequences if you apply for a residence permit while in Denmark on a visa (short term)

If you are in Denmark on a visa (short term) and you submit an application for a residence permit while in the country, please note that this may have the following consequences:

- You may be sentenced to a **waiting period of up to five years**. Normally, you will not be eligible for a visa during the waiting period. However, this **does not apply** if you are issued a residence and work permit under the green card scheme, the positive list, the pay limit scheme, the corporate scheme, if professional or labour market considerations warrant you a residence and work permit (section 9a (2), nr. 1-4 and 6) or if you have submitted an applications for family reunification (section 9 (1), nr. 1 or 2)
- If you are in Denmark on a visitor's visa contingent on an economic guarantee by a person residing in Denmark (DKK 56,512 – 2009 level), the Immigration Service will normally **forfeit this guarantee** if you apply for a Danish residence permit while in Denmark. However, this **does not apply** if you are issued a residence and work permit under the green card scheme, the positive list, the pay limit scheme, the corporate scheme or if professional or labour market considerations warrant you a residence and work permit (section 9a (2), nr. 1-4 and 6)

9. Signature – the applicant

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 8A-C, and that I have read and understood the terms laid out in section 8D-H.

Date and place

Signature



Appendix 1: Personal data card used for issuing residence cards

The personal data card is used, if a residence card is to be issued. You are asked to do the following:

- Write your full name and date of birth. Please complete in capital letters
- Sign with a **black pen inside** the designated area
- Attach a photo in the designated area. The photo must comply with the rules for passports/driving license photos

For ID card

Udlændingetjeneste

Ryesgade 53

2100 København Ø

Name

Date of birth

Signature

┌	┐
└	┘

Photo regulations:

1. Cut off white frame
2. Photo size 35 x 45 mm
3. Head between 30-36 mm from tip of chin to top of hair

For official use only

Alien identification number

Order number



Did you remember everything?

If your application is correctly filled out and contains the required documents, the Immigration Service 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:

- Copy of passport (all pages including the front page)
- Two passport photos (one photo attached to the personal data card in appendix 1)
- Employment contract which contains information about the wage and terms of employment and job description (not more than 30 days old). The Danish Immigration Service recommends that standard contracts from the relevant industry be used
- Documentation for educational background (copy in an authorized Danish or English translation).
- Documentation for authorization (only if the job requires Danish authorization). Read more about authorization at www.newtodenmark.dk/positivelist

It is important that you have

- Answered all questions in part 1,
- Signed and dated the application in section 9, and have
- Completed and signed the personal data card used for issuing residence cards (appendix 1).

If you have a spouse and/or children who also wish to apply for a Danish residence permit, please remember to complete application form FA8: "Application for a residence and work permit for family members of a foreign national who is to work or study in Denmark". You can find the form on www.newtodenmark.dk/forms.



For official use only

Passport photo
35 x 45 mm

Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

Copy of passport

2 passport photos

Employment contract and job descriptions (not more than 30 days old)

Documentation for educational background (copy in an authorized Danish or English translation)

Other

Comments

If the application is submitted at a Danish diplomatic mission but the decision needs to be sent to another diplomatic mission/address then we request the address to be given here.

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

10. 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)	
The employer is asked to answer the following questions in order to facilitate the processing of the application in the event that it needs to be presented to a regional employment council.	
Is the employer a member of an employer organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state which one?	

11. Information about terms of employment

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, information concerning the salary of the applicant (candidate for employment) is required. This information is needed in order to assess whether wage and terms of employment correspond to Danish standards.

The employer (company) is asked to provide the applicant's (employee's) total salary information (including pension, any paid accommodation and other paid expenses) as a gross monthly salary converted to Danish kroner. This will enable us to process the application faster.

We will also require information concerning working hours. Normally, full-time employment (37 hours a week) is required.

If the applicant's job is included on the Positive List, the employer is requested to state professional field and identify the position's classification code (DISCO-88 code). You can read more about position classification (DISCO-88) code at Statistics Denmark's homepage (www.dst.dk).

In order to process the application, an employment contract stating your wage and terms of employment must be enclosed with the application. If we are in any doubt about whether the wage and terms of employment correspond to Danish standards, the application will be presented to the regional labour market council, a relevant branch organisation or another appropriate advising body. If the applicant's job doesn't fall under the Positive List or the Pay Limit scheme, then the application will normally be reviewed by a relevant advising body.

What position will the applicant be holding in Denmark?

What is the position's classification code (DISCO-88 code)? (should be completed only if the applicant's job is included on the **Positive List**)

What is the professional field? (should be completed only if the applicant's job is included on the **Positive List**)

What is the job description (main tasks and roles)?



Is the position in Denmark a trainee position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , please enclose a description of the training programme		
Period of employment		
From: _____	to: _____	
What is the applicant's total gross monthly salary including pension, any paid accommodation and other paid expenses? (Gross salary must be indicated in Danish kroner)		
DKK _____		
Does the employer pay rent for the applicant (employee)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , please state the amount of the rent in Danish kroner.		
DKK _____		
Does the employer pay any other expenses for the applicant (employee)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , please state the nature of the expenses including the amounts in Danish kroner:		

DKK _____		
Does the applicant receive wages in another country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , please state the income amount in Danish kroner:		
DKK _____		
Applicant's (employee's) working hours per week.		
Are the terms of employment the result of a collective bargaining agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , the employer is requested to state which agreement:		

12. Information about employment agency (if applicable)

PLEASE COMPLETE IN CAPITAL LETTERS

If the application procedure is handled by an employment agency, please state below the name and contact information of the employment agency.

Employment agency's name

Address (Street and number)

Post code and city

Contact person

Telephone number

Mobile phone number

Email address

13 The applicant (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

The employer is asked to state the applicants name, date of birth and nationality in order to facilitate the processing of the application.

Surname

Given name(s)

Date of birth (day, month, year)

Nationality



14. Declaration of consent to allow authorities to pass on information to an employment agency (if applicable)

(Tick the box)

I consent to allowing the immigration authorities to convey information about the company to the employment agency, specified in section 12, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about the company from the employment agency, if necessary for processing this application

15. Employers comments

PLEASE COMPLETE IN CAPITAL LETTERS

16. Sworn declarations - by the employer (company)

A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 2 (section 10-15) of this application is correct. If the information is found to be false, I am subject to the following penalties:

- Fine or imprisonment of up to two years
- I can be required by law to pay back the expenses incurred by the Danish state as a consequence of the false 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.

17. Signature – the employer

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 16.

Date and place

Signature

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Appendix 2: Declaration that the employer has searched for candidates in Denmark and the EU (in Danish only) / *Erklæring om at arbejdsgiver har søgt efter arbejdskraft i Danmark og EU*

UDFYLDES MED BLOKBOGSTAVER

Bilag 2 skal kun **udfyldes**, hvis ansøger skal udføre almindeligt lønarbejde som ansat på det almindelige arbejdsmarked (fx som landbrugsmedhjælper, fodermester, kok, m.v.),

Bemærk, at erklæringen skal attesteres af det lokale Jobcenter.

Virksomhedens navn

Adressen

Telefonnr.

Antal beskæftigede

Kontaktperson

Beskrivelse af stillingen, som ønskes besat (herunder beskrivelse af særlige kvalifikationer, som er nødvendige i forhold til stillingen)

Hvad har virksomheden gjort for at fremskaffe egnet arbejdskraft her i landet?

Anvendt Jobnet.dk

Ja

Nej

Hvis **ja**, bedes virksomheden **vedlægge dokumentation** for at have anvendt Jobnet.dk (fx stillingsannonce)

Anvendt Eures (Europæisk beskæftigelsesservice)

Ja

Nej

Hvis **ja**, bedes virksomheden **vedlægge dokumentation** for at have anvendt Eures (fx stillingsannonce)

Formidlet arbejdskraft fra lokalt Jobcenter

Ja

Nej

Anvendt anden rekrutteringskanal

Ja

Nej

Hvis **ja**, bedes virksomheden oplyse hvilken og **vedlægge dokumentation** (fx stillingsannonce)

Attestation fra Jobcenter (stempel og underskrift) som bekræftelse på, at stillingen har været opslået

Dato _____

Underskrift _____

(Stempel)

Virksomhedens (arbejdsgivers) underskrift

Dato _____

Underskrift _____



Did you remember everything?

If the application for a Danish residence permit is correctly filled out and contains the required documents, the Immigration Service 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 10-15) and has
- signed and dated the application in section 17.

If the applicant will be performing normal paid employment in the regular employment market (e.g. as a farm hand, animal husbandry assistant, chef etc.) it is important that the employer has completed and enclosed:

- A declaration including certification from the local employment office (Jobcenter) that the employer has sought to fill the position with someone from Denmark or the EU (appendix 2) (in Danish only)

If the applicant's is going to work as a trainee, it is important that the employer has enclosed::

- A description of the training program

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 or other specialist association (in Danish only)(find form at www.newtodenmark.dk/forms)