



Application form

Application for a residence and work permit for self-employed persons (non-EU/EEA citizens)

Uses

This form is to be used when applying for a Danish residence and work permit as a **self-employed person**.

This form is only for use by **non-EU/EEA citizens**. Please see www.newtodenmark.dk for further information about the rules for EU/EEA citizens.

How to apply

1. Complete this form and sign in section 8 (following the instructions given)
2. Attach the required documentation (see below).
3. Submit the application at a Danish diplomatic mission in your country of residence. 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 Service Centre of the Immigration Service. If you live outside the Greater Copenhagen area, you can also submit the application at the local police station

On 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 including front page)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.
- Documentation for CVR registration (in the central company register of the Danish Commerce and Company Agency)
- Annual report or budget (preferably reviewed by an accountant)
- Documentation for equity interest or company equity
- Business plan, which includes type of business, innovative aspects of company or prospects for growth, including expected number of workplaces
- Documentation for any partnerships with or other form of support from Danish companies
- Documentation for any contracts or other agreements you have entered into
- Documentation for relevant training/education, previous experience as a self-employed person and/or work experience from the field in question
- Documentation for personal capital (e.g. bank statements)
- Documentation for relevant authorisation (only applicable if the job/running of the company requires a Danish authorisation)

Do I need other documents when submitting the application?

Yes. You must present your passport so the authorities can verify your identity.

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 Immigration Service. You can read more about the fees in section 0 of this form, or on www.newtodenmark.dk/fee where you can also see the current fees.

If you submit your application to a Danish diplomatic mission (embassy or consulate general) you 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 you check with the requirements on the website of the diplomatic mission in your country before the application is submitted.

How long is the residence and work permit valid for?

The residence and work permit can be granted for a period of one year. After this time, you can apply for an extension of your permit. You can find the relevant application form at www.newtodenmark.dk.

When can you begin work?

You can begin work when you have received your residence and work permit. If you work in a self-employed capacity and/or start an independent company in Denmark illegally, you risk expulsion, fine or imprisonment.

If your company ceases to exist, if the company goes through a change, or you start a new company

Your residence and work permit can be revoked if your company ceases operations or if there is a significant change in its type of activity. You are obliged to inform the Immigration Service if any of these should happen.

If you wish to start a new company, you must apply for a new residence and work permit.

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. 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.)

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Alien identification number/Personal ID

Date received

Received by (stamp and name)

AR2_en_200511

Application for a residence and work permit for self-employed persons (non-EU/EEA citizens)

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.

All persons who submit an application for residence and work permit for self-employed persons (non-EU/EEA citizens) 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. 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 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 Immigration Service 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 a residence and work permit for self-employed persons, you may be exempt from paying the fee. On 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.

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)

1. 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"/> Nationality | <input type="text"/> Former nationality (if applicable) |
| <input type="text"/> Date of birth (day, month, year) | <input type="text"/> Danish CPR number (if applicable) |
| <input type="text"/> Alien identification number/Personal ID (if applicable) | |
| <input type="text"/> Country of birth | <input type="text"/> Place of birth (city) |



2. Information about the applicant

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Gender

Male Female

Current marital status

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

Your address in your home country (Street and number)

Postal code, city and country

Telephone 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 Service Centre of the Immigration Service when a decision about your application is ready.

Important: Please inform the Immigration Service of any change to address or other contact information.

Date of entry into Denmark

Address in Denmark (Street and number)

Postal code, city and country

C/o (name)

Telephone number

Mobile phone number

Email address

3. Information about the applicant's passport

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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.

National passport

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 training/education, previous experience as a self-employed person and work experience from the field in question

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Below are some questions about your educational background and your experience as a self-employed person. We ask these questions because you can normally only be granted a residence and work permit as a self-employed person if you have special qualifications, or if professional or labour market considerations warrant it. As such, residence and work permits are not granted to persons with only economic and financial interests in the company (e.g. investors or shareholders).

| | | | | |
|--|-----------------|------------|------------------------------|-----------------------------|
| <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/are you following an educational programme relevant to the field in question?

Yes No

If **yes**, please state which type of educational programme, and the date on which you completed it/expect to complete it.

Type 1 _____ Completed _____

Type 2 _____ Completed _____

Type 3 _____ Completed _____

Type 4 _____ Completed _____

Please attach your **diploma/certificate** or **documentation that you are following an educational programme**.

Do you have previous experience as a self-employed person and/or work experience from the field in question?

Yes No

If **yes**, please state which type of experience, and for which period of time

Type 1 _____ Period _____ - _____

Type 2 _____ Period _____ - _____

Type 3 _____ Period _____ - _____

Type 4 _____ Period _____ - _____

Please attach **documentation for relevant experience**.

Does the job/running of the company require a Danish authorisation?

Yes No

If **yes**, please attach **documentation for authorisation**.

Language skills

Native language

Second language

Other languages

5. Information about the applicant's family

PLEASE COMPLETE IN CAPITAL LETTERS

Do you have a spouse/registered partner/cohabiting partner who also wishes to apply for a Danish residence permit?

Yes No

If **yes**, please state your spouse's/registered partner's/cohabiting partner's name and date of birth. **Please note** that your spouse/registered partner/cohabiting partner must submit **his/her own application**. He/she should use 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.

Spouse's/partner's name

Spouse's/partner's date of birth

Do you have children who also wish to apply for a Danish residence permit?

Yes No

If **yes**, please state your children's name and date of birth. **Please note** that additional information about the children is to be included in the application of your spouse/partner.

Child 1

Surname

Date of birth (day, month, year)

Given name(s)



| | |
|----------------|----------------------------------|
| Child 2 | |
| Surname | Date of birth (day, month, year) |
| Given name(s) | |
| Child 3 | |
| Surname | Date of birth (day, month, year) |
| Given name(s) | |
| Child 4 | |
| Surname | Date of birth (day, month, year) |
| Given name(s) | |

6. Additional Comments by the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

7. Declarations and information

A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 1 (section 1-8) 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

I also consent to allowing authorities contacted by the Danish Immigration Service while processing my application permission to gather information about my private affairs for use in responding to the Immigration Service's enquiry.

C. 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.

D. 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

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 the Danish Immigration Service 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, it will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Danish Ministry of Social Affairs.

The information in the Danish Immigration Service registers 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 Danish Immigration Service registers and the Central Person Register.

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

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

The Integration Service 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 Immigration Service 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 Immigration Service 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 Immigration Service 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.

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

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may have the following consequences:

- You can become ineligible for a visa for five-years (Aliens Act section 4 c).
- If someone in Denmark has posted a financial guarantee for your visa, it can be collected by the Immigration Service, which means the money will be forfeited to the state (Aliens Act section 4).

However, the abovementioned consequences do not apply in the following cases:

- If you are a child under 15 or a spouse applying for **family reunification**.



- If you apply for a residence permit in order to **study**.
- If you apply for a residence permit in order to participate in the **cities of refuge program**.
- If you apply for a residence permit on the grounds of **work**, and you **meet the requirements** to obtain a permit.
- If there are decisive **humanitarian reasons** for allowing you to remain eligible for a visa or the guarantee not to be forfeited.

These exceptions assume the reason for your application is genuine.

8. Signature

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 7A-B, and that I have read and understood the terms laid out in section 7C-G

Date and place

Signature



Appendix 1: Personal data card used for issuing residence cards

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

Instructions:

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

Personal data card

Alien Identification Number/personal ID (if applicable)

Name

Date of birth

Signature

| | | | |
|---|---|---|---|
| | | | |
| ┌ | - | - | ┐ |
| . | | | . |
| └ | - | - | ┘ |

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

Udlændingetjeneste
Ryesgade 53
2100 København Ø

Photo requirements:

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

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Personal ID:

Data card number:



Did you remember everything?

If your application for a Danish residence and work permit is correctly filled out and contains the required documents, the Immigration Service can process your case faster. It is therefore important that you make certain that the 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

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
- Copy of passport (all pages including front page)
- Two passport photos. Affix one to the personal data card in Appendix 1.
- Documentation for CVR registration (in the central company register of the Danish Commerce and Company Agency)
- Annual report or budget (preferably reviewed by an accountant)
- Documentation for equity interest or company equity
- Business plan, which includes type of business, innovative aspects of company or prospects for growth, including expected number of workplaces
- Documentation for any partnerships with or other form of support from Danish companies
- Documentation for any contracts or other agreements you have entered into
- Documentation for relevant training/education, previous experience as a self-employed person and/or work experience from the field in question
- Documentation for personal capital (e.g. bank statements)
- Documentation for relevant authorisation (only applicable if the job/running of the company requires a Danish authorisation)

It is important that you have

- answered all questions,
- signed and dated the application in section 8, and have
- Completed and signed the personal data card used for issuing residence cards in Appendix 1.



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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

Documentation regarding self-employment (i.e. checklist)

2 passport photos (one attached to personal data card in Appendix 1)

Other

CPR number issued on (date)

Comments

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