



Application form

AR8_en_30012026

Application for a work permit or for an extension of a work permit in Denmark

How can you use this form?

You can use this application form to apply for a **work permit** (but not for a residence permit) in Denmark:

- based on **sideline employment** or
- a **work permit for accompanying family**

You can read more about these two schemes at newtodenmark.dk/work.

You can also use this form to apply for an **extension of your work permit**.

If you are a **commuter**, you **cannot** use this form. You are a commuter if you work in Denmark, but reside abroad. Commuters must use the following forms: AR1, AR3, or AR6/7.

In order to apply for a work permit in Denmark, you (the applicant) and your employer in Denmark must each complete your own part of this form.

How to apply

1. **The employer** completes **part 2** of the application form.
2. When the employer has completed part 2, he or she will give or send you the entire form (both part 1 and part 2).
3. **You** complete **part 1**.
4. You attach the **required documentation**.
5. **You submit the entire application** (both part 1 and part 2) at one of the branch offices of the Danish Agency for International Recruitment and Integration (SIRI), or you can send the application to SIRI via our contact form.

You can read more on how you book an appointment in order to submit your application at one of SIRI's branch offices at newtodenmark.dk/contact-SIRI.

Which documents do you have to attach to the application?

- copy of all pages of your passport – including all empty pages and the passport's front and back cover

- an employment contract or job offer, with information about salary and terms of employment and a job description
- documentation of authorisation, if the job requires a Danish authorisation
- CV, if any

Does it cost anything to submit an application?

No, you do not need to pay a fee in order to have your case processed by SIRI.

You must have your photo and signature recorded

You must have your facial photo and signature recorded in order to have the documentation of your work permit issued. Your facial photo will be stored on a chip on the card that you will receive if you are granted a permit.

If you submit your application at one of SIRI's branch offices, you must have your photo and signature recorded at the same time as you submit your application.

If you submit your application to SIRI via our contact form, you must have your photo and signature recorded at one of SIRI's branch offices no later than 14 days after you have submitted the application.

Remember to book an appointment at newtodenmark.dk/bookingSIRI.

You must also remember to have your original passport with you, in order for SIRI to verify your identity and check whether the passport is valid.

For more information

You can find more information on the rules regarding work permits in Denmark at newtodenmark.dk/work.

You can always contact SIRI if you have any questions. You can find our contact information at newtodenmark.dk/contact-SIRI.

For official use only

Date of reception	Received by (name)	Authority (stamp)	Person ID

**Part 1 – to be completed by you, who wish to apply for a work permit****1. About the type of application**

Below you must provide information about whether you wish to apply for a new work permit or for an extension of your current work permit.

- ☐ New work permit ☐ Extension of my current work permit

2. About the type of employment

Below you must select the grounds for this application.

- ☐ Sideline employment
- ☐ Work permit for accompanying family: if you have been offered a job in the same company as the family member who forms the basis of your residence permit (your sponsor), or in a company which is closely related to the company where your sponsor works

3. About you**PLEASE COMPLETE IN CAPITAL LETTERS**

Surname	First name(s)
Nationality	Date of birth (date, month, year)
CPR number	Person ID
Address in Denmark (street and number)	Postcode and city
Phone number	Email

Important: Please inform SIRI of any change to address or other contact information.

4. About your passport

Passport number

5. Sideline employment**PLEASE COMPLETE IN CAPITAL LETTERS**

You must only complete this section, if you are applying for a work permit for sideline employment. If you are not, please go directly to section 6.

Is your sideline employment naturally related to the job forming the basis of your residence and work permit?

- ☐ Yes ☐ No

If **yes**, please elaborate:



6. About authorisation, if applicable

You can read more about authorisation at newtodenmark.dk/authorisation.

Does the offered job require a Danish authorisation?

☐ Yes☐ No

If **yes**, you must **attach documentation proving that you have obtained authorisation** and you **do not need** to complete sections 7 and 8 concerning your education and previous employment.

7. About your education

PLEASE COMPLETE IN CAPITAL LETTERS

Have you completed an education that is relevant to the job offered?

☐ Yes☐ No

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

Title:

Type:

Date of completion:

Are you currently enrolled at an education that is relevant to the job offered?

☐ Yes☐ No

If **yes**, please state title, type and expected date of completion:

Title:

Type:

Expected date of completion:

8. About previous employment

PLEASE COMPLETE IN CAPITAL LETTERS

Have you had any previous employment that is relevant to the job offered?

☐ Yes☐ No

If **yes**, please state the following information

Previous relevant employment A

Name of company

Period of time
From

To

Address

Work tasks (short description)

Job title

Previous relevant employment B

Name of company

Period of time
From

To

Address

Work tasks (short description)

Job title

Previous relevant employment C

Name of company

Period of time
From

To

Address



Work tasks (short description)	Job title
Other qualifications, thesis or the like, that is relevant to the job offered	

9. Comments

PLEASE COMPLETE IN CAPITAL LETTERS

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10. About the third party, if any
LETTERS

PLEASE COMPLETE IN CAPITAL

If the application is submitted by a third party, it is important to provide the name and contact information of the third party, down below.

As a third party, you must attach a power of attorney signed by the applicant. The power of attorney gives you the right to handle the application on behalf of the applicant.

You can use our template for a power of attorney from the applicant, which you can find at newtodenmark.dk/power-of-attorney.

CVR number of third party	Name of third party
Address (Street and number)	Postcode and city
Contact person	
Phone number	Email

9. Declarations and information

A. Sworn declaration that I have given correct information

I solemnly swear that the information I have given in this application is correct and complete and that I have not left out any important information in regards to the processing of my application. Important information include information about my marital status, education and work experience. If the information is found to be false, or if important information is missing, I am subject to the following penalties:

- My application can be refused based on the Danish Aliens Act, section 40, article 1, point 1.
- Fine or imprisonment of up to two years based on the Danish Criminal Act, section 161.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false information.
- My residence permit can be revoked.

B. Information about your duty to provide the necessary information

It is your duty to provide the information that is necessary in order to decide whether you can be granted a permit. If you do not provide this information, you may not be granted a permit.

C. Information on how we process your personal data

SIRI is obligated to inform you of how we process your data and to inform you of your rights in regards to how we process your data.

Data controller

SIRI is the data controller and is responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency through our contact form at newtodenmark.dk/SIRI-contactform.

Data protection officer (DPO)

You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-contactform. You can read more about SIRI as data controller and about SIRI's data protection officer at newtodenmark.dk/personaldata.

Purpose and legal basis

The personal data you give to SIRI is collected and used:

- to process your application for residence and/or work in Denmark
- in any later applications for extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for your residence and/or work

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Danish Agency for International Recruitment and Integration by the Aliens Act).
- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give, or have given in connection with your application, will be registered in the registers of Danish immigration authorities. The same applies for any information you later give in connection with an application to extend your residence permit, or for a new residence and/or work permit in Denmark.

Some of your data will be registered in the Civil Registration System (CPR). In some instances, this will happen as soon as you are granted a permit. In other situations, the registration will take place only when you take up residence in Denmark.

Some data, including biometric data, will be registered in the Schengen Information System (SIS) under certain circumstances. This applies if you have been given a time limit for departure in relation to your application, or your residence in Denmark. It also applies if you have been banned from the Schengen area.

We process the following categories of data about you

- General personal data, such as: information about your name, possible civil registration number (CPR-number), citizenship, occupation, education, marital status, financial information and whether you have committed any legally punishable offences
- Sensitive personal data, such as: health information and biometric data, which is collected with the purpose of establishing your identity.

We can pass on your data to the following recipients

SIRI can pass on your data to your sponsor (e.g. your employer, place of study, host or family member), municipal authorities, the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service. Furthermore, this list also include the public prosecutor, the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish immigration Service, the Danish Return Agency, the Danish Agency for Labour Market and Recruitment, the Ministry of Foreign Affairs of Denmark and The Danish Parliament.

SIRI may also disclose information about you, including information from your case, to the Department of the Ministry of Immigration and Integration. The Department may process your information when this is necessary for the performance of a task carried out in the exercise of official authority, including the preparation of statistics, drafting and evaluation of legislation, assistance to the Danish Parliament, processing enquiries from the media and requests for public access, and in the performance of other such official tasks of the Ministry of Immigration and Integration. The Department may also process information about you from other public authorities, for instance personal data relating to criminal convictions and offences, information about your taxes or information about your employment.

You can find more information about the Department's processing of your personal data at uim.dk/processing-of-your-personal-data

On the website you will find the Department's contact information, information about the Department's Data Protection Officer (DPO), further information about the Department's legal basis for the processing of your personal data, and about your rights in relation to our data processing activities.

In isolated cases, SIRI also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities, when it is necessary in order for us to exercise our official authority.

Personal data will be shared with the relevant authorities in the other Schengen states, when SIRI is legally obligated to do so. These authorities will have access to the information registered in SIS by SIRI, when it is relevant to their case processing.

Furthermore, data from SIRI's registers and the CPR register are shared with other relevant authorities or organisations via the Aliens Information Portal (Udlændingeinformationsportalen), if they need the data in order to process aspects of your stay in Denmark.

SIRI shares data when it is necessary in order for us to exercise our official authority, including when we are legally obligated to share information.

If you lose your residence permit, we will inform your current or previous employers, if any, that you no longer have the right to work. This will happen if we issue a refusal to an application for a residence permit, or to an extension of a residence permit. It will also happen if we revoke your residence permit, or if we establish that your residence permit has lapsed. Employers, who within the last three months have reported salary payments to you to the income register, will be informed.

What is the origin of the data we process about you?

In this application form, you have provided the personal data that SIRI processes about you. We will also process data that you may submit to your case later.

In addition to this, we will process data obtained from:

- any of your previous cases at SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Income Register (eIncome), the Building and Housing Registry (BBR), the Schengen Information System (SIS)
- other authorities, such as: municipal authorities, the Regional State Administration, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board,
- third parties or sponsors, such as: your au pair- or internship host, employer or educational institutions

Storage of data

SIRI will store your personal data for as long as it is necessary in order for us to be able to carry out our tasks, in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter, can be stored for future use by the immigration authorities. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases concerning any family members.

In practice, this means that SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding your stay in Denmark, e.g. when and why you have been granted a residence permit and information on other decisions made by SIRI regarding your residence in Denmark, will not be erased.

Personal data registered in the Schengen Information System (SIS) in relation to a deadline for departure, are normally stored in SIS until your exit from the Schengen area is registered. If the data is registered in relation to an entry ban to the Schengen area, these data will, as a rule, be stored until the entry ban has expired.

Finally, it must be mentioned that data will be transferred to the Danish National Archives, in accordance with the Danish Archives Act.

Your rights

Under the GDPR, you have a number of rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations that provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased

You have the right to request corrections made to personal data about you that you find are inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased if they are not necessary for processing your case, as SIRI is obligated to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter only process your data with your consent, with the exception of storage, unless the purpose of the processing is to establish or defend a legal claim, to protect another person, or for reasons of important public interest.

The right to object

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR, at datatilsynet.dk. If you would like make use of your rights under the GDPR, contact SIRI.

Complaints to the Data Protection Agency

You have the right to submit a complaint to the Data Protection Agency, if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at datatilsynet.dk.

D. 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/or work permit.
- Whether you are staying and/or working in Denmark without the necessary permit.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System (CPR)
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (E-income).
- 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 about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration (SIRI), the Danish Customs and Tax Administration (SKAT), The Danish Agency for Labour Market and Recruitment, as well as municipal councils can impose the use of digital logbooks on employers.

You may be asked to supply additional information as part of the verification and spot-check process.

11. Consent to let SIRI share information from my case with my employer and a potential third party

When necessary, SIRI can, without your consent, share information about you with your employer, in order to process your application or as part of later verification and spot-check procedures of your stay in Denmark.. For instance, this may be in order to allow SIRI to verify the accuracy of the information you have provided in relation to the application. Please note paragraph C "Information on how we process your data" in section 10 "Declarations and information".

However, if SIRI can, to a greater extend, share information about your personal circumstances with your employer or a potential third party (e.g. if we cannot get in touch with you), it will sometimes ease the processing of your case. If you would like SIRI to be able to share information with your employer, you must give your consent below.

If you do not wish to give your consent to let SIRI share information in these situations, we will instead get the information from you (the applicant) and abstain from sharing information with your employer. This may result in a longer processing time for your application.

You can withdraw your consent at any point in time. If you wish to withdraw your consent, you must inform us of this. You can find our contact information on newtodenmark.dk/contact-SIRI.

☐ **(tick the box)**

In order to ease the processing of this application, I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me, to a greater extend, with my employer.



12. Signature

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 the declarations in section 10 A-B.

I also confirm that I have made a decision regarding section 11 on consent to share information.

I also understand that the information I have given, or will be giving, will be registered in SIRI's registers. Furthermore, I also understand that the information contained in the registers of SIRI and the Danish Immigration Service, can be compared with records held in the Civil Registration System (CPR), the Building and Dwelling Register (BBR) and the Income Register (eIncome).

Date and place

Signature

Did you remember everything?

We can process the case faster, if the form has been completed correctly and if the required documentation has been attached. We recommend that you use the checklist down below.

Before you submit the application, it is important that you have attached the following documents (please tick the boxes):

- ☐ A copy of all of the pages in your passport– this includes all of the empty pages, as well as the front and back of your passport
- ☐ Employment contract or job offer. You can see which information the contract must include at newtodenmark.dk/salary-terms-of-employment.
- ☐ If the job requires a Danish authorisation, you must attach documentation proving that you have obtained a Danish authorisation

It is also important that you have:

- ☐ answered all of the questions in part 1, and that you have
- ☐ signed and dated the application in section 12 in part 1

Your employer must:

- ☐ answer all of the questions in part 2
- ☐ sign and date the application in section 8 in part 2

**Part 2 – to be completed by the employer in Denmark**

1. About the employer in Denmark		PLEASE COMPLETE IN CAPITAL LETTERS
Name of company	CVR number	
Name of department/institute (if applicable)		
Address (street and number)	Post code and city	
Contact person		
Direct phone number of contact person		
Email of contact person		
Is the employer covered by a collective bargaining agreement via a membership to an employers' association?		
☐ Yes ☐ No		
If yes , please state which employers' association		
If no , is the employer covered by a collective bargaining agreement in another way? ☐ Yes ☐ No		
If yes , state in which way the employer is covered by a collective bargaining agreement:		

2. About the employment		PLEASE COMPLETE IN CAPITAL LETTERS
What is the applicant's job title in Denmark?		
What is the job description (work tasks and roles)?		
What is the position's classification code (Disco-08 code)?		
State the job function related to the Disco-08 code stated above		
Start date of employment (day, month, year):		
Is the employment indefinite? ☐ Yes ☐ No		
If no , state the end date of the employment (day, month, year):		
Weekly working hours:	hours	
Are the terms of employment the result of a collective bargaining agreement? ☐ Yes ☐ No		



If **yes**, please state which agreement

Is the applicant entitled to holiday under the Danish Holiday Act (ferieloven)?

☐ Yes

☐ No

If **no**, please state the holiday entitlements of the employment:

Do the terms of termination comply with the Danish Salaried Employees Act (funktionærloven)?

☐ Yes

☐ No

If **no**, please state the terms of termination of the employment:

Applicable conditions in case of overtime:

3. About the employee's salary

Please state all salary components in gross figures, i.e. the actual payroll costs before tax is deducted. **Amounts must be in DKK and rounded numbers.**

Base salary/Hourly wage

Fixed allowances, if any

Employer paid share of pension, if any

Other employer paid benefits, if any – state which one:

Other employer paid benefits, if any – state which one:

Other employer paid benefits, if any – state which one:

Total gross salary

☐ per hour ☐ per month

4. About the employee

PLEASE COMPLETE IN CAPITAL LETTERS

In order to facilitate the processing of the application, please state the applicant's name, date of birth and nationality.

Surname

First name(s)

Date of birth (day, month, year)

Nationality

5. About the third party, if any

PLEASE COMPLETE IN CAPITAL LETTERS

If the application is submitted by a third party, it is important to provide the name and contact information of the third party below.

As a third party, you must attach a power of attorney signed by the employer. The power of attorney gives you the right to handle the application on behalf of the employer.

You can use our template for a power of attorney, which you can find at newtodenmark.dk/power-of-attorney.

CVR number of third party	Name of third party
Address (Street and number)	Postcode and city
Contact person	
Phone number	Email

6. 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 and that I have not left out any important information in regards to the processing of this application. Important information include information about the applicants marital status, education and work experience. If the information is found to be false, or if important information is missing, I am subject to the following penalties:

- The application can be refused based on the Danish Aliens Act, section 40, article 1, point 1.
- Fine or imprisonment of up to two years based on the Danish Criminal Act, section 161.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false information.

B. Sworn declaration of compliance with work environment legislation in terms of the employment of people under the age of 18

I solemnly swear that I, as an employer, follow the rules laid out by the work environment legislation.

C. Information about the requirement stating that you must provide the necessary information

You can be required to provide the information that is necessary, in order for us to decide whether the applicant can be granted a permit. If you do not provide this information, the applicant may not be granted a permit.

D. Information on how we process your personal data as the contact person

SIRI is obligated to inform you of how we process your data (if you are the contact person or own a one-person business) and to inform you of your rights in regards to how we process your data.

Data controller

SIRI is the data controller and is responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency through our contact form at newtodenmark.dk/SIRI-contactform.

Data protection officer (DPO)

You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-contactform. You can read more about SIRI as data controller and about SIRI's data protection officer at newtodenmark.dk/personaldata.

Purpose and legal basis

The personal data you provide to SIRI is collected and used:

- to process this application for a residence and/or work permit in Denmark
- in any later applications for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for applicant's residence and/or work in Denmark

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Danish Agency for International Recruitment and Integration by the Aliens Act).

- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give, or have given in connection with the application, will be registered in the registers of Danish immigration authorities. The same applies for any information you later give in connection with an application from the applicant to extend his or her residence permit, or for a new residence and/or work permit in Denmark.

We process the following categories of data about you

- General personal data, such as: information about your name, contact information and information about your position at the company

We can pass on your data to the following recipients

SIRI can pass on your information to others. For instance, we pass information on to the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Ministry of Immigration and Integration, the Danish Immigration Service, the Danish Return Agency, the Regional Labour Market Councils, the Danish Parliament and the Ministry of Foreign Affairs of Denmark.

SIRI may also disclose information about you, including information from your case, to the Department of the Ministry of Immigration and Integration. The Department may process your information when this is necessary for the performance of a task carried out in the exercise of official authority, including the preparation of statistics, drafting and evaluation of legislation, assistance to the Danish Parliament, processing enquiries from the media and requests for public access, and in the performance of other such official tasks of the Ministry of Immigration and Integration. The Department may also process information about you from other public authorities, for instance personal data relating to criminal convictions and offences, information about your taxes or information about your employment.

You can find more information about the Department's processing of your personal data at uim.dk/processing-of-your-personal-data

On the website you will find the Department's contact information, information about the Department's Data Protection Officer (DPO), further information about the Department's legal basis for the processing of your personal data, and about your rights in relation to our data processing activities.

SIRI shares data when it is necessary in order for us to exercise our official authority, including when we are legally obligated to share information.

What is the origin of the data we process about you?

In this application form, you have provided the data that SIRI processes about you. We will also process data that you or the applicant may submit to the case later.

Storage of data

SIRI will store your personal data for as long as it is necessary in order for us to be able to carry out our tasks, in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter, can be stored for future use by the immigration authorities. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for cases concerning citizenship.

In practice, this means that SIRI will store your data for the period of the applicant's 'lifecycle' – i.e. his or her entire life.

Finally, it must be mentioned that data will be transferred to the Danish National Archives, in accordance with the Danish Archives Act.

Your rights

Under the GDPR, you have a number of rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations that provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased

You have the right to request that corrections be made to personal data about you that you find inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased if it is not necessary for processing your case, as SIRI is obligated to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter only process your data with your consent, with the exception of storage, unless the purpose of the processing is to establish or defend a legal claim, to protect another person, or for reasons of important public interest.

The right to object

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR, at datatilsynet.dk. If you would like make use of your rights under the GDPR, contact SIRI.

Complaints to the Data Protection Agency

You have the right to submit a complaint to the Data Protection Agency, if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at datatilsynet.dk.

E. Verification and spot-checks

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

- The accuracy of the information given.
- Whether the conditions for a residence and/or work permit continue to be met, if such is granted.
- 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 register (eIncome).
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the income register (eIncome).
- Contacting other authorities, such as the Danish Customs and Tax Administration (SKAT).
- Contacting third parties
- Contacting the foreign national.
- Turning up in person at the workplace.
- Using information about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration (SIRI), the Danish Customs and Tax Administration (SKAT), The Danish Agency for Labour Market and Recruitment, as well as municipal councils can impose the use of digital logbooks on employers.

You may be asked to supply additional information as part of the verification and spot-check process.

8. Signature

By signing on behalf of the company mentioned above, I confirm that the information I have given in this application form is correct and that the company has accepted the terms laid out by the declarations A-C in section 7.

Date and place

Signature

For official use only: Comments and forwarding endorsements

☐ Names and passport information are in accordance with the presented identification



Enclosed:

☐ Copy of passport

☐ Documentation of authorisation, if applicable

☐ Employment contract or job offer

Comments

REMEMBER TO ALSO FILL OUT NAME, AUTHORITY AND DATE OF RECEPTION ON PAGE 1