

Application form

AU1_en_02022026

Application for a residence permit for au pairs

What is this form used for?

This form is to be used for an application for a Danish residence permit to work as an au pair with a host family in Denmark.

There are three parts to this form:

- **Part 1** must be completed and signed by the **applicant** (the au pair).
- **Part 2** (au pair contract) must be completed by the **host family** and signed by both the **host family** and the **applicant**.
- **Part 3** must be completed and signed by the **host family**.

Parts 1, 2 and 3 must all be completed and signed in order for The Danish Agency for International Recruitment and Integration (SIRI) to begin processing the application.

Instructions

1. **The host family** completes sections 11-19 of Part 2 (the au pair contract) and signs in section 20 (following the instructions given in the form).
2. The host family signs section 24 of Part 3.
3. After completing and signing part 2 and Part 3, the host family sends the form to the applicant.
4. **The applicant (the au pair)** completes sections 1-8 of Part 1, and signs in Part 10 (following the instructions given in the form).
5. The applicant signs the au pair contract (Part 2, section 20)
6. The applicant attaches the required documents (see section below)
7. The applicant submits the application at a Danish diplomatic mission in his or her country of residence. The application can in certain cases be submitted in Denmark. If the application can be submitted in Denmark, this can be done at one of SIRI's branch offices.

On newtodenmark.dk you can find more information about who can submit an application in Denmark.

Which documents should be included with the application?

The applicant should attach the following documents:

- Documentation of paid fee
- Copy of all pages of his/her passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)
- Copy of education documents.
- Copy of birth certificate.

Are other documents required when submitting the application?

Yes, the applicant must present his or her passport to the authorities for identification when submitting the application in person.

Biometric features required on residence cards

If you reside in Denmark or a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded for use in your residence card. Your biometric features must be recorded in connection with the application being submitted.

If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person and submit one passport photo in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded.

Read more about biometric residence cards on the last page of this form and at newtodenmark.dk/residencecard

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get the application processed by the Danish Agency for International Recruitment and Integration (SIRI).

You can read more about the fees in section 1 of this form, or on newtodenmark.dk/fee where you can also see a list of current fees.

If the applicant submits his/her application through an application centre, he/she must pay a separate service fee to the application centre.

Similarly, a fee must be paid to a Danish diplomatic mission (embassy or consulate general) or to a Norwegian diplomatic mission receiving the application on behalf of Denmark. The fees may vary.

The individual diplomatic mission can also make further requests such as additional passport photos or duplicate copies of the application. We recommend that the applicant checks the requirements on the website of the diplomatic mission in his/her country of residence before submitting his/her application.

Host family checklist

In addition to completing Part 2 and 3 of this form, the host family should also remember the following:

CO-FINANCING DANISH LANGUAGE LESSON:

When SIRI has evaluated the other conditions which are to be met in order to grant a residence permit as an au pair, SIRI will request the host family to deposit an one-time payment to cover the fees for the au pair's Danish language lessons.

The residence permit can first be issued when SIRI has received the deposit.

CPR REGISTRATION:

- The au pair must be registered with the Central Office of Civil Registration (the CPR Office) and national health insurance system by reporting to their local citizens' service centre no later than 5 days after he or she arrives at the host family's home. The au pair must also be unregistered when he or she

- The Central Office of Civil Registration (the CPR Office) must be notified that any former au pairs are no longer living at the family's address. If another au pair is registered at the host family's address, the new au pair's application will normally be rejected. This can be avoided if the host family explicitly state in the application that there is an overlap of one to two weeks from the time the new au pair gets his or her permit to the time the old au pair's permit expires, after which point the host family will notify the CPR Office that he or she is no longer living with them.

INSURANCE:

- The host family must take out three types of insurance covering their au pair: insurance for work-related injuries, insurance covering leisure time and accidents, and insurance covering the costs of the au pair's return to their homeland in case of death or serious illness or accident.

When may the applicant begin?

The applicant may not assume duties as an au pair until he or she has received a residence permit. If the applicant works without a residence permit he or she can be deported. Families allowing an au pair to work without a residence permit are subject to penalty under the terms of the Aliens Act.

For how long is the residence permit valid?

Residence permits for au pairs can be granted for a maximum period of 24 months.

leaves the country.

Why all the questions?

The Danish Agency for International Recruitment and Integration (SIRI) strives to process applications as quickly and as efficiently as possible. In order to do so, it is important that we have all the necessary information and documents when we receive the application. Only information that is required to process the application is requested. In processing the application, we seek to ensure that the au pair is not misused as cheap labour.

For more information

More information about the rules for residence permits is available at newtodenmark.dk. You are also welcome to contact the Danish Agency for International Recruitment and Integration (SIRI) if you require information about the regulations or how to fill out this form (see contact information at the bottom of the front page.)

For official use only

Date received	Received by (name)	Authority (stamp)	Personal ID	Case order ID*

IMPORTANT: The case order ID will only be recorded by the authorities if the applicant has not created a case order ID. If the applicant has created a case order ID, this should be stated under section 1 of the application form.

AU1_en_02022026

Application for residence permit for au pairs**PART 1 – to be filled out by the applicant (the au pair)****1. Fee**

You will normally need to pay a fee if you submit an application for a residence permit in Denmark.

You can find the current fees on newtodenmark.dk/fee.

1.1 Case order ID

Please state your **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please include documentation that you have paid the fee. If you believe that you are exempt from paying the fee, please enter your case order ID and tick the box next to 'The applicant is exempt from paying the fee'.

Case order ID:	☐ The applicant is exempt from paying the fee
----------------	--

1.2 Information required for refunding the fee (in case the fee is to be refunded)

Please give the information required for **refunding the fee**. The fee can be refunded by transfer to a Danish NEM account ('NEM-konto'), a Danish bank account or a foreign bank account. Please state the name of the person to whom the refund should be paid (account holder/recipient), how you wish to receive the money, and any required information.

If the refund is to be paid to a foreign bank account, we recommend that you speak with your bank first to obtain the information necessary in order to receive a transfer from Denmark. In addition to the account information, you may also need to provide the bank's address.

Please note that for a period of 365 days, your fee cannot be returned to a bank account, if you originally paid the fee with Dankort or credit card. For that period of time the payment can only be returned to the same Dankort or credit card account. After 365 days, your fee can be returned to the bank account specified by you below.

Account holder/recipient			
☐ Applicant			
☐ Other person/company: (name)			
☐ Danish NEM account (NEM-konto)	CPR number		
☐ Danish bank account	Name of bank	Reg. number	Account number
☐ Foreign bank account	Account number		
	Name and address of account holder		
	Name and address of bank (incl. country)		

BIC/SWIFT

2. 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)	CPR number (if applicable)
You must attach a copy of your birth certificate.	
Personal ID (if applicable)	
Country of birth	
Phone number	Email address

3. The reason for submitting the application

PLEASE COMPLETE IN CAPITAL LETTERS

What is the reason for your application? (Tick one box only and answer the accompanying question)

☐ I wish to apply for a Danish residence permit as an au pair. This is the **first time** I apply for a residence permit as an au pair

Why do you want to be an au pair in Denmark?

☐ My residence permit as an au pair is due to expire. I would like to extend my stay with the same host family, and I therefore wish to apply for an **extension** of the period of validity of my residence permit

Why do you wish to extend your stay with your current host family?

☐ I would like to **change host family**, and I therefore wish to apply for a new residence permit as an au pair in Denmark

Why do you wish to change host families?

4. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender ☐ Man ☐ Woman	Do you have children or are you expecting a child? ☐ Yes ☐ No
---	--



Current marital status	
☐ Unmarried (single) ☐ Married ☐ Registered partner ☐ Cohabiting partner ☐ Widow(er) ☐ Divorced	
Your address in your home country (Street and number)	Postal code, city and country
Phone number	Email address
If you are currently in Denmark , please state your date of entry, address, and contact information in Denmark. Important: Please inform SIRI of any change to address or other contact information.	
Date of entry into Denmark	
Address in Denmark (Street and number)	Postal code and city
c/o (name)	Phone number

5. Information about the applicant's passport PLEASE COMPLETE IN CAPITAL LETTERS	
A residence permit can only be granted for a period of up to three months before the date of expiry of the passport.	
Passport number	Date of expiry
Have you been to Denmark before? ☐ Yes ☐ No If yes, please state where and when	

6. Information about the applicant's educational background, previous employment and knowledge of languages PLEASE COMPLETE IN CAPITAL LETTERS		
☐ Primary and lower secondary school	Number of years	Completed? ☐ Yes ☐ No
☐ Upper secondary school	Number of years	Completed? ☐ Yes ☐ No
☐ Vocational training	Number of years	Completed? ☐ Yes ☐ No


☐ Higher education

Number of years

Completed?

☐ Yes

☐ No

Please note, you must attach copies of your educational documentation

Previous employment

Current and previous employment
(please give employer's name and
address)Period of employment
(from-until)

Brief job description

Position

1.

2.

3.

Knowledge of languages

In order to be granted a residence permit as an au pair, it is a condition that you have the necessary linguistic and cultural skills to receive the full benefit of a stay as an au pair in Denmark.

You must therefore have a working knowledge of either Danish, Swedish, Norwegian, English or German.

Native language

Second language

Other languages

7. Information about the applicant's contact with the host family and any previous stays in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

How did you first make contact with your host family?

Are you related to a host family member?

☐ Yes

☐ No

If **yes**, what is your relation to the family?

Do you have any family or friends in Denmark?

☐ Yes

☐ No

If **yes**, please describe your relationship to family/friends in Denmark:

Are you presently or have you ever been an au pair with another host family in Denmark?

☐ Yes

☐ No

If **yes**, please state when you are moving (or moved) from this host family.

Have you previously had a residence permit in Denmark on the basis other than an au pair?

☐ Yes

☐ No

If **yes**, please state when

Have you ever previously been an au pair in a country other than Denmark?

☐ Yes☐ No

If **yes**, please state where and when

8. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

9. Declaration and information - applicant

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 necessary to decide whether you can be granted a permit. If you do not provide this information, it may mean that you will not be granted a permit.

C. Information on how we process your personal data

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

Data controller

SIRI is the data controller and 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 on newtodenmark.dk/SIRI-DPO

Data protection officer

You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-DPO

You can read more about SIRI as data controller and about SIRI's data protection officer on 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 holds true 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). This will in some instances happen immediately when 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 collected for the purpose of establishing your identity.

We can disclose 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), the police, municipal authorities, The Regional State Administration, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, 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 Parliament, the Ministry of Foreign Affairs of Denmark and the Danish Agency for Labour Market and Recruitment (STAR).

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 to exercise our official authority.

Personal data will be shared with the relevant authorities in the other Schengen states, when SIRI is legally obliged to do so. These authorities will have access to the information registered in SIS and the Entry/Exit System (EES) by SIRI when it is relevant to their case processing and law enforcement.

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 to exercise our official authority, including when we are legally obliged to share information.

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

The personal data that SIRI processes about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition, we will process data obtained from:

- any of your previous applications submitted to SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Central Business Register (CVR), the Income Register (eIncome), the Building and Housing Registry (BBR), the Schengen Information System (SIS), Entry/Exit System (EES)
- 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.

SIRI will rectify, supplement or erase relevant information that has been registered in the Entry/Exit System (EES) when this information is factually inaccurate or incomplete, or when information has been processed in the Entry/Exit System (EES) in breach of the EU regulation 2017/2226.

Storage of data

SIRI will store your personal data for as long as it is necessary in order 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 use by the immigration authorities at a later date. 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.

If you have your finger prints and facial photo taken for use with your residence card and for identification and identity control, your fingerprints and photo will be stored in the immigration authorities' database. If you are granted a residence permit, your fingerprints and photo will be stored for 10 years. If you are not granted a residence permit, your fingerprints and photo will be stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

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 are 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.

If there has been registered both an entry and an exit from the Schengen area, the personal data, fingerprints and facial images that have been registered in the Entry/Exit System (EES) will be stored for 3 years. If there has not been registered an exit from the Schengen area, the information registered in EES will instead be stored for 5 years. If you are granted a residence permit from SIRI, your information registered in EES will be erased.

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 which 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 obliged 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, with the exception of storage, only process your data with your consent 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.

Read about your rights regarding the Entry/Exit System (EES), including in terms of processing and storage of information, on newtodenmark.dk/EES-personaldata.

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, if such is granted to you.
- Whether you are staying and/or working in Denmark without the necessary permit.

Verification may involve the following:

- Checking public registers, such as the 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 Buildings and Housing 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 registered by your employer about your employment

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

E. 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 result in you becoming ineligible for a visa for 5 years (Aliens Act section 4c).

However, a number of instances exists, in which you can submit an application for a residence permit while staying in Denmark with a visa (short term) without becoming eligible for a visa for 5 years. This is true for the following instances:

- If you are a spouse or a child under 15 applying for family reunification (Aliens Act 9(1) para.1) or 2)).
- If you apply for a residence permit on the grounds of special conditions (Aliens Act section 9c(1) on the grounds of such family ties mentioned in 9(1) para.1) or 2)).
- If you apply for a residence permit on the grounds of studies or PhD studies (Aliens Act section 9i(1) or (2)).
- If you apply for a residence permit on the grounds of the cities of refuge program (Aliens Act section 9c(4)).
- If you apply for a residence permit on the grounds of work (Aliens Act section 9a(2) paras. 1) – 11) or subsection (3).
- If you apply for a residence permit on the grounds of work according to Denmark's international obligations (Aliens Act section 9p(1), the first sentence).
- If you apply for a residence permit as a retired employee of an international organisation etc. or as an accompanying family member to a retired employee of an international organisation etc. (Aliens Act Section 9q(1), (2) or (3)).
- If you, after you have submitted the application, leaves the Schengen States in accordance with the validity of your visa.
- If there are decisive humanitarian reasons for allowing you to remain eligible for a visa.

These exceptions only apply if the reason for your application is genuine.

10. Consent to let SIRI share information from my case with my sponsor or potential third party

SIRI can share information about you with your sponsor (e.g. in order to enable SIRI to verify the accuracy of the information you have provided in the application, or in order to check whether you continue to meet the conditions of your permit) without your consent, when necessary in order to process your application or as part of later spot-checks. Please note paragraph [C] "Information on how we process your data" in section 9 "Declaration and information – applicant".

However, it will sometimes ease the processing of your case if SIRI to a greater extent can share information about your personal circumstances with your sponsor or potential third party (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor or a third party, 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 sponsor or third party. This may result in a longer processing time for your application.

You can at any point in time withdraw your consent. If you wish to withdraw your consent you must inform us. Please find our contact information at newtodenmark.dk/contact-siri.

(tick off)

☐ **I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with my sponsor or a third party to this greater extent in order to ease the processing of this application.**

11. Signature – the applicant

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section 9, paragraph A.

I also confirm that I have made a decision regarding section 10 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 and 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 Buildings and Housing Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome)

Date and place

Signature

Biometric features required on residence cards

If you submit your application in Denmark or in a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded.

If you submit your application at the diplomatic mission of a country with which Denmark has a representation agreement, you must appear in person to submit one passport photo. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

If you send your application via SIRI's contact form on newtodenmark.dk/send-application, or if it is submitted by a third-party such as a lawyer, you must appear in person to have your biometric features recorded **within 14 days** of the application being submitted. If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person to submit one passport photo **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your passport photo, please remember to bring a photocopy of the first three pages of your completed application form. This will allow the immigration authorities to match your biometric features or your passport photo with the application.

Please note that the processing of your application will not begin until your biometric features or your passport photo are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your passport photo. In addition to your biometric features, your signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card.

If you are in Denmark, you can get your biometrics recorded in one of the Agency for International Recruitment and Integration's branch offices. If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (um.dk/en).

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, your application will be **rejected**. If the application is submitted at



another country's diplomatic mission with which Denmark has a representation agreement, and you do not submit one passport photo, it will likewise be rejected. If you are not physically capable of providing fingerprints, you will not be required to do so.

Read more about residence cards and biometric features at newtodenmark.dk/residencecard.

Comments and forwarding endorsements

☐ Names and passport information in compliance with shown documentation of identity

Enclosed:

☐ Documentation of paid fee

☐ Copy of birth certificate

☐ Copy of passport

☐ Other

☐ Copy of education documents

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 3 OF THIS FORM

DEL 2 –PART 2 – to be filled out by the host family and signed by both the host family and the applicant (the au pair)**Part 2: Au pair contract**

When a foreign national applies for a residence permit as an au pair in Denmark, **both** the applicant (the au pair) **and** the host family in Denmark must sign this contract (the au pair and the host family are hereinafter referred to as the parties). The au pair contract is to be completed by the host family.

The host family must be comprised of at least one parent and one child under the age of 18 who is living at home. The child must be registered at the family's address.

If the parents of the child do not live together and the au pair has agreed to live intermittently at both parents' homes, then each parent must draw up an individual au pair contract with the applicant, and each parent must also meet the conditions for being a host family.

12. This au pair contract is concluded between the au pair (the applicant)**PLEASE COMPLETE IN CAPITAL LETTERS**

Name of the au pair

Date of birth

Nationality

13. and the host family in Denmark**PLEASE COMPLETE IN CAPITAL LETTERS**

Name of the host

CPR number of the host

Citizenship of the host

Name of the host's spouse/partner

CPR number of the host's spouse/partner

Citizenship of the host's spouse/partner

Address (Street and number)

Postal code and city

Phone number

Email address

Mobile phone number of the host

Mobile phone number of the host's spouse/partner

During the processing of the application, if we need to correspond with the host family, our letters will be sent digitally to the host's e-boks. The host's spouse or cohabiting partner will not receive any letters from us.

14. The duration of the au pair contract

The parties are asked to state the intended duration of the au pair contract. The au pair can be granted a residence permit for the number of months the contract is valid. Please note that a residence permit as an au pair is valid for a maximum of 24 months. Any previous periods as an au pair with another host family must be subtracted from the 24 months (remember to factor in the 3 months case processing period, when you state the expected start date below).

Number of months: _____ Expected start date _____

15. The rules concerning au pairs and host families

The host family must ensure that the au pair is registered with the Central Office of Civil Registration (the CPR registry) and national health insurance system by reporting to their local citizens' service centre no later than 5 days after he or she arrives at the host family's home. The family must also ensure that the au pair is deregistered when he or she leaves the country.

The au pair is granted a residence permit but not a work permit since the chores the au pair carries out for the host family are not considered as work. The au pair must **not** carry out chores for the host family for longer than the limit set for work hours, carry out other work tasks than household chores or carry out chores for any other party than the host family.

This means among other things that the au pair and the host family cannot agree that the au pair person work for more than 5 hours a day in exchange for more days off. The au pair and the host family likewise cannot agree that the au pair receives compensation in exchange for working more than the total maximum of 30 hours per week.

Before the au pair has been granted a residence permit the following is illegal:

- All types of work for the host family
- All types of work for parties other than the host

After the au pair has been granted a residence permit the following is illegal:

- Additional work for the host family beyond the maximum 5 hours per day/6 days a week
- To carry out other tasks than household chores for the host family
- All work for other parties than the host family

As a foreign national, if you carry out illegal work you risk being expelled and both the foreign national and the employer in Denmark can be punished by fine or imprisonment.

A host family can be excluded from approval as host family for a period of **10 years** as a consequence of violation of the criminal code's sections on threats, murder, violence, sexual offences etc. against an au pair.

A host family can be excluded from approval as host family for a period of **5 years** as a consequence of illegally employing an au pair.

- A host family can in addition be given a ban for **2 years** as a consequence of abuse of the au pair scheme. A host family can therefore be given a ban if:
- An au pair with the host family has carried out chores for longer than the limit set on work hours in the granted permit or has carried out other tasks than household chores for the host family
- An au pair with the host family has not received the minimum allowance set by the immigration authorities
- An au pair with the host family has not been given a separate bedroom which has been approved for habitation.
- An au pair with the host family has not had his or her ticket to Denmark paid, when required, or his or her ticket to the home country or the country where the au pair previously resided paid, when required.
- The host family has not taken out an industrial injuries insurance, insurance covering leisure time and accidents or insurance covering the cost of the au pair's return to his or her homeland in case of death or serious illness or accident.

16. Information about the host family's home and family relations

PLEASE COMPLETE IN CAPITAL LETTERS

Number of rooms in the host family's home, approved for residential use

Which language is generally spoken in the home?

Number of adults in the family

During the entire stay, the au pair is to stay at the following address

17. Information about the children which the au pair is to look after**PLEASE COMPLETE IN CAPITAL LETTERS**

The host family must have at least one child below the age of 18 living at home. The child must be registered in the CPR registry as living at the host family's address.

Does the host family have at least one child below the age of 18, living at home and registered as such in the CPR registry?

☐ Yes ☐ No

Will the au pair be looking after other children?

☐ Yes ☐ No

You must inform us of the name and date of birth of these other children.

First name(s) and last name

Date of birth

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

18. The au pair stay is based on the following conditions **PLEASE COMPLETE IN CAPITAL LETTERS**

- The au pair is entitled to a minimum monthly allowance from the host family. The minimum allowance is regulated on the January 1st every year. Read more about the current allowance amount at newtodenmark.dk/aupair under the section "Other conditions and terms". The allowance must be transferred into a Danish bank account registered in the au pairs name on the last day of banking of every month. In regard to an application for an extension of the residence permit with the same host family and on unchanged terms, the minimum allowance is the same as when the original residence permit was issued.

- Allowance of DKK _____ per month.

- The au pair is entitled to food as well as lodging, in the family's home. In addition to the au pair's bedroom, the host family must also have a common living room, as well as one bedroom for every two people registered at the residence. If the host family's building is occupied by several families, there may only be calculated two members of the same family per bedroom. Both the common living room and all bedrooms must be approved for living in.
- During periods of illness the au pair must also receive his or her allowance and be provided with food. Lodging.
- The host family must pay for the au pair's ticket to Denmark, if the au pair arrives from a country outside the EU/EES or Switzerland.
- The host family must pay for the au pair's return ticket, if the au pair after the end of the stay returns to his or her home country or previous country of residence according to the following rules:
 - If the stay as an au pair ends in connection with the end of the validity of the residence permit as an au pair, the au pair must at the latest one month before the end of the validity of the residence permit in writing inform the host family whether the au pair wishes to return to the home country or previous country of residence in order for the host family to be able to buy a return ticket. The host family must then purchase a return ticket with a departure date no later than the end date of the au pair's residence permit.
 - If the residence permit of an au pair has been revoked, the au pair must at the latest one week after the decision of SIRI in writing inform the host family whether the au pair wishes to return to the home country or previous country of residence in order for the host family to be able to buy a return ticket. The host family must then purchase a return ticket with a departure date no later than 3 weeks after the au pair in writing has informed the host family whether the au pair wishes to return to the home country or previous country of residence.

- If the stay as an au pair with the host family is terminated in other ways than the above mentioned cases, the au pair must at the latest one week after the stay has been terminated in writing inform the host family whether the au pair wishes to return to the home country or previous country of residence in order for the host family to be able to buy a return ticket. The host family must then purchase a return ticket with a departure date no later than 3 weeks after the au pair in writing has informed the host family whether the au pair wishes to return to the home country or previous country of residence.
- If the au pair enters into an au pair contract with a new host family during the stay in Denmark, the obligation to pay for the au pair's return ticket is transferred to the new host family.
- The au pair must be regarded as a part of the family and may carry out chores such as a limited amount of domestic chores and caring for children.
- The au pair must carry out chores between 3 and 5 hours a day, i.e. between 18 and a maximum of 30 hours per week, and the au pair must be granted at least one and a half day off per week. Half a day off means that the au pair must only carry out chores for a minimum of 3 and a maximum of 5 hours for the host family either before or after 2 p.m. on the day in question.
- The au pair is entitled to take time off on official Danish public holidays.
- The au pair must during the entire stay be granted adequate free time to pursue language courses and cultivate cultural, religious or professional interests.

Termination of the contract

- The au pair can in writing terminate the au pair contract with a 2 week notice.
- The host family can in writing terminate the au pair contract with a 1 month notice. If the au pair contract is terminated and the au pair continues to stay with the host family, the host family must provide free food and lodging and pay the allowance during the notice period. If the au pair contract is terminated and the au pair does not continue to stay with the family, the host family must pay the allowance to the au pair during the notice period.
- The au pair as well as the host family can terminate the au pair can terminate the agreement with immediate effect in case of serious breach of contract on the part of one of the parties, or if other serious circumstances make necessary immediate termination.

Changing the contract

- The terms of the contract may, apart from the requirements mentioned below, not be changed by mutual agreement between the two parties.
- The allowance requirement may be changed by mutual agreement between the two parties, but not, however, to an amount which is lower than the minimum amount at the time of applying for a residence permit as an au pair.
- The au pair can be given more rooms at his or her disposal and the host family may pay for the au pair's entry and return tickets in other cases than those mentioned in the contract.
- The weekly schedule may be changed by mutual agreement between the au pair and the host family if the requirement regarding daily work hours, which must be minimum 3 hours and maximum 5 hours per day, i.e. between 18 and 30 hours per week, and the requirement regarding one and a half day off per week continue to be met.

19. Weekly schedule – the au pair

PLEASE COMPLETE IN CAPITAL LETTERS

The au pair's chores, childcare and day(s) off must normally be carried out according to the weekly schedule you complete below. Under each day of the week you must list the start and end time for time spent doing chores and on childcare. Half and whole days off must also be marked in the schedule. At the bottom of the schedule, please list the nature of the chores to be carried out by the au pair.

The au pair must carry out chores between 3 and 5 hours a day, i.e. between 18 and a maximum of 30 hours per week, and the au pair must be granted at least one and a half day off per week. **Half a day off** means that the au pair must only carry out chores for a minimum of 3 and a maximum of 5 hours for the host family **either before or after 2 p.m.** on the day in question.

Note that the total number of work hours for each weekday **must be** min. 3 and max. 5 hours. The five-hour limit may not be exceeded. Granting the au pair more than one and a half day off per week does not mean that the au pair may work more than 5 hours on other days.

At the bottom of the page, you will be able to see the total number of hours for the entire week. You will also be able to add your comments to the weekly schedule.

Weekday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work hours							
Work hours (state the start and end time)							
Work hours (state the start and end time)							
Work hours (state the start and end time)							
Work hours (state the start and end time)							
Work hours (state the start and end time)							
Whole day off (check box)	☐	☐	☐	☐	☐	☐	☐
Half day off (check box)	☐ A.M. ☐ P.M.	☐ A.M. ☐ P.M.	☐ A.M. ☐ P.M.	☐ A.M. ☐ P.M.	☐ A.M. ☐ P.M.	☐ A.M. ☐ P.M.	☐ A.M. ☐ P.M.
Total (daily number of hours)							
	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours	Min. 3 and max. 5 hours
Total (weekly number of hours)	_____ Minimum 18 and maximum 30 hours per week						
What types of chores will the au pair be responsible for?							
☐ Child care ☐ Tidying up ☐ Grocery shopping ☐ Washing and ironing				☐ Bring child/children to and from institution/school ☐ Cooking ☐ Cleaning ☐ Other, please state which: _____			



20. Comments concerning the weekly schedule

PLEASE COMPLETE IN CAPITAL LETTERS

21. Signature

We (the au pair and the host family) hereby confirm that we have read and understood and that we accept the content of this contract.

Date and place

Au pair's signature

Date and place

Host's signature

Date and place

Signature of the host's spouse/partner

PART 3 – to be filled out by the host family**22. Information about contact with the applicant and any current au pair****PLEASE COMPLETE IN CAPITAL LETTERS**

How did you (host family) first make contact with the applicant?

Are any members of your family related to the applicant?

☐ Yes☐ NoIf **yes**, how are they related?

Do you presently have an au pair?

☐ Yes☐ NoIf **yes**, when is the au pair scheduled to leave your home?**Please note:** There may only be one au pair with a host family at one time. However, it is allowable for a new au pair to train with their host family prior to their predecessor's departure for up to 14 days.**23. Sworn declaration regarding misuse of the au pair scheme – the host family**

I (the host) hereby solemnly declare that in the past ten years I have not been sentenced to imprisonment, suspended or otherwise, or other punishment for a criminal offence against an au pair living with my family that involves or leaves open the possibility of imprisonment for violations of one or more of the following sections of the criminal code:

- sec. 216 or 217, sec. 224 or 225, cf. sec. 216 or sec. 217, or sec. 228, sec. 229 (1) – Sexual offences
- sec. 237 or sec. 244-246 and sec. 250 – Offences of violence against the person
- sec. 260, sec. 261 and sec. 262 a – Offences against personal liberty
- sec. 266 – Threats

Moreover, I declare that within the past five years I have neither been convicted of, nor received a fine for violating section 59 (4) of the Aliens Act (illegal employment of a previous au pair living with my family).

I give **my permission** to The Danish Agency for International Recruitment and Integration to request a report from the Central Crime Register or other relevant copies of sentences regarding the abovementioned sections of the Danish Criminal Code.

If the applicant is granted a residence permit, and this declaration is later found to be false, the residence permit can be revoked as a consequence. Moreover, if my declaration is later found to be false, I am subject to

- a fine, imprisonment of up to two years, and
- I can be required to reimburse the Danish state for expenses incurred as a result of the false information.

24. Declaration and information – *host family***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. Acknowledgement of the conditions of the au pair's residence permit

I am aware of the conditions attached to the au pair's residence permit. I am also aware that violations of these conditions can result in:

- The revocation of the au pair's residence permit
- Me being punished with a fine or imprisonment (in the case of illegal employment)
- Me being registered on a special register/watch list by The Danish Agency for International Recruitment and Integration
- Me being excluded from approval as host family for a period of 10 years as a consequence of violation of the criminal code's sections on threats, murder, violence, sexual offences etc. against an au pair.

- Me being excluded from approval as host family for a period of 5 years as a consequence of illegally employing an au pair.
- Me being given a ban for 2 years as a consequence of abuse of the au pair scheme, if:
 - The au pair with the host family has carried out chores for longer than the limit set on work hours in the granted permit or has carried out other tasks than household chores for the host family.
 - The au pair with the host family has not received the minimum allowance set by the immigration authorities.
 - The au pair with the host family has not been given a separate bedroom which has been approved for habitation.
 - The au pair with the host family has not had his or her ticket to Denmark paid, when required, or his or her ticket to the home country or the country where the au pair previously resided paid, when required.
 - The host family has not taken out an industrial injuries insurance, insurance covering leisure time and accidents or insurance covering the cost of the au pair's return to his or her homeland in case of death or serious illness or accident.

C. Declaration regarding self-support

I hereby solemnly declare that I am not receiving public assistance under the terms of the Active Social Policy Act. If this is found to be untrue, it can have the following consequences:

- I can be punished with a fine or imprisonment for up to 2 years.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information.

D. Declaration regarding insurance

I hereby solemnly declare, if a residence permit is granted, I will take out an industrial injury insurance, a leisure and accident insurance, and an insurance covering the cost of repatriation of the au pair in case of death, serious illness or accident. Furthermore, I declare that the insurance will apply from beginning of their au pair's stay and until the end of this period.

E. Information about your duty to provide the necessary information

It is your duty to provide the information necessary to decide whether the au-pair can be granted a permit. If you do not provide this information, it may mean that the au-pair will not be granted a permit.

F. Information on how we process the host family's data

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

Data controller

SIRI is the data controller and 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 on newtodenmark.dk/SIRI-contactform.

Data protection officer

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 on newtodenmark.dk/personaldata.

Purpose and legal basis

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

- to process this application for residence and/or work in Denmark.
- in any later applications from the applicant for extension or for a new residence and/or work permit in Denmark.
- for verification and spot checks regarding the applicants 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 a 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 Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for the tasks of that official authority).

You can be required to provide the information necessary to decide whether the applicant can be granted a Danish residence permit.

The information you give or have given in connection with the application will be registered in the registers of the Danish immigration authorities. The same holds true for any information you later give in connection with an

application from the applicant to extend his or her residence permit or apply for a new residence and/or work permit in Denmark.

We process the following types 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 collected for the purpose of establishing your identity.

We can disclose your data to the following recipients

SIRI can pass on your information to others, and we can for example pass on information 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 Danish Parliament and the Ministry of Foreign Affairs of Denmark, and the Danish Agency for Labour Market and Recruitment (STAR).

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 to exercise our official authority, including when we are legally obliged to share information.

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

The personal data that SIRI processes about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition, we will process data obtained from:

- any of your previous applications submitted to SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Central Business Register (CVR), the Income Register (eIncome), the Buildings and Housing Register (BBR), the Central Crime Register (KR)

Storage of data

SIRI will store your personal data for as long as it is necessary in order 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 use by the immigration authorities at a later date. 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 and when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization, and in cases concerning any potential family members of the applicant. In practice this means that, SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archive 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 request 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 are inaccurate. In

specific situations, you 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 obliged 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, with the exception of storage, only process your data with your consent 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 you can contact SIRI via our contact form newtodenmark.dk/SIRI-contactform.

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.

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

Verification may involve the following:

- Checking public registers, such as the 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 Buildings and Housing Register (BBR), the Central Business Register (CVR) and the income register (E-income).
- Contacting other authorities, such as the Danish Customs and Tax Administration.
- Contacting third parties, such as the foreign national.
- Turning up in person at the workplace.
- Using information registered by the employer about the foreign national's employment.

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

25. Signature – the host family

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section 23 and section 24, paragraph A-D.

I also understand that the information I have given or will be giving will be registered in SIRI's registers and 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 Buildings and Housing Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome).

Date and place	Host's signature
Date and place	Signature of the host's spouse/partner

Did you remember everything?

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

It is therefore important that you make certain that the forms are filled out correctly and that you have included the necessary documents.



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

It is possible to send documents to us through our contact page on newtodenmark.dk/send-documentation, if there are specific documents which you are unable to have ready when you submit the application. It is important that you know that the service goal is calculated from the date when we have received all necessary documents. If you submit additional documents later, the applicant must therefore expect to wait longer before he/she will receive a decision.

Checklist

Before submitting the application, please ensure that the applicant (the au pair) has included the following documents:

- ☐ Documentation of paid fee, such as such as a receipt from a Danish internet bank
- ☐ Copy of all pages of his/her passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)
- ☐ Copy of educational documents
- ☐ Copy of birth certificate

It is important that the applicant has

- ☐ answered all questions in part 1 (section 1 to 8 and section 10),
- ☐ signed and dated part 1 (the application) in section 11,
- ☐ signed and dated part 2 (the au pair contract) in section 21.

It is also important that the host family has

- ☐ answered all questions in part 2 (the au pair contract) section 12 to 20,
- ☐ signed and dated part 2 (the au pair contract) in section 21, and has
- ☐ answered all the questions in part 3 in section 22.
- ☐ signed and dated part 3 in section 25.