



Application form

Application for residence and work permit for Working Holiday

Uses

This form can be used to apply for a residence and work permit in Denmark, if you are an **Australian, Canadian, Japanese, New Zealand or South Korean citizen** wishing to come to Denmark on a Working Holiday.

You can also use this form to apply for an **extension** of your permit for Working holiday, resulting in a one year permit in total, if you are an Argentinian, Australian, Canadian, Chilean, Japanese, New Zealand or South Korean citizen.

How to apply

1. Fill out and sign this form (following the instructions given)
2. Attach the required documents (see below)
3. Submit the application to a Danish diplomatic mission in the country where you live. If you are staying legally in Denmark, the application may normally 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 are required?

You must always attach the following documents:

- A copy of all pages of your passport, including the cover
- Documentation that you have a return ticket or sufficient funds to buy one

*If you are an **Australian citizen**, please attach the following:*

- Documentation of paid fee.
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 18,000, e.g. a bank statement or similar which shows your full name.

*If you are a **Canadian citizen**, please attach the following:*

- Documentation of paid fee.
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name.
- Documentation for health insurance coverage which includes accident, life and home transport. The insurance must be valid during your entire stay.

*If you are a **Japanese citizen**, please attach the following:*

- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name.

*If you are a **New Zealand citizen**, please attach the following:*

- Documentation of paid fee.
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 24,000, e.g. a bank statement or similar which shows your full name.
- Documentation for complete health insurance coverage. The insurance must be valid during your entire stay.

*If you are a **South Korean citizen**, please attach the following:*

- Documentation of paid fee.
- Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name
- Documentation for complete health insurance coverage, to the extent that you are not covered by the Danish National Health Insurance.

*If you are an **Argentinian or Chilean citizen and are applying for an extension**, please attach the following:*

- Documentation of paid fee.
- Documentation of extended insurance if your permit has been shortened because your insurance did not cover a whole year

Are any other documents required when submitting the application?

Yes, if you submit the application, you must bring your original passport for identification.

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 facial 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/biometric

Does it cost anything to submit an application?

If you are an **Argentinian, Australian, Canadian, Chilean, New Zealand or South Korean citizen**, you will normally need to pay a fee in order to get the application processed by the Danish Agency for International Recruitment and Integration. You can read more about the fees in section 1 of this form, or on newtodenmark.dk/fee where you can also see the current fees.

If you are a **Japanese citizen**, you do **not** have to pay a fee to the Danish Agency for International Recruitment and Integration (SIRI) for an application for a residence permit for Working Holiday in Denmark.

If you submit your application through an application centre, you 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 you check the requirements on the website of the diplomatic mission in your country of residence before submitting your application.

For more information

You can find more information about residence and work permits in Denmark at newtodenmark.dk, where you can also find information about processing times. If you have any doubts or questions, you are always welcome to contact SIRI. You can find our contact information on newtodenmark.dk/contact-siri

For official use only

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

*) If the applicant is a Japanese citizen: The case order ID will be created by the authority when recording biometric features.

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Application for residence and work permit for Working Holiday**1. Information about fees**

If you are a Japanese citizen, you do not have to pay a fee. You can skip this section and go directly to section 2.

If you are a citizen of Argentina, Australia, Canada, Chile, New Zealand or South Korea you must pay a fee. Follow the instructions below

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

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

1.1 Case order ID**PLEASE COMPLETE IN CAPITAL LETTERS**

Do not complete, if you are a Japanese citizen.

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.

Case order ID**1.2 Information required for refunding the fee****PLEASE COMPLETE IN CAPITAL LETTERS**

If you are a Japanese citizen, you do not have to pay a fee. You can skip this section and go directly to section 2.

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
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☐ Foreign bank account

Account information (account number/BIC/SWIFT/IBAN)

Additional information (bank address, account holder's address, etc.)

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)

Danish CPR number (if applicable)

Personal ID (if applicable)

Place of birth (city)

Country of birth

3. Reason for application

PLEASE COMPLETE IN CAPITAL LETTERS

What is the reason for your application? (Tick only one box)

☐ I am applying for the **first time** for a residence and work permit for Working Holiday in Denmark

☐ I am applying for an **extension** of the period of validity of my residence and work permit for Working Holiday in Denmark

If you are applying for a residence permit for Working Holiday for the first time, below you must state the period you wish to stay in Denmark.

If you are applying for an extension, below you must state for how long you wish to extend. You can choose between an extension until a specific date and an extension for the longest possible period.

How long do you wish to stay in Denmark?

First time:

From (day, month, year)

To (day, month, year)

Extension:☐ Until a specific date (day, month, year)☐ The longest period possible (maximum 1 year)

4. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender

☐ Male☐ Female

Do you have children?

☐ Yes☐ No

Current marital status

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

Your current address (Street and number)

Postal code, city and country

Telephone number

Email address

If you are **currently in Denmark**, please state your date of entry, address, and contact information in Denmark.**Important:** Please inform SIRI of any change to your address or other contact information.

Date of entry into Denmark

Address in Denmark (street and number)

Postal code and city

C/o (name)

Telephone 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☐ NoIf **yes**, please state where and when

6. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

7. Sworn declarations

PLEASE COMPLETE IN CAPITAL LETTERS

A. Sworn declaration that I have given correct information

I solemnly swear that the information I have given in this application is correct. If the information is found to be false, 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-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 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 and
- 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), municipal authorities, the police, 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 Return Agency, 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 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.

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?

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 about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration, the Danish Tax Agency, 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 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 7, paragraph A.

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

Did you remember everything?

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

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

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

It is possible to send documents through our contact form on newtodenmark.dk/contact-siri, if there are specific documents which you are unable to have ready when you submit the application.

Checklist

Before submitting the application, please ensure that you have enclosed the following:

- ☐ Copy of all pages of your passport, including the cover
- ☐ Documentation that you have a return ticket or sufficient funds to buy one

*If you are an **Australian citizen**, please ensure that you also have enclosed:*

- ☐ Documentation for paid fee.
- ☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 18,000, e.g. a bank statement or similar which shows your full name.

*If you are a **Canadian citizen**, please ensure that you also have enclosed the following:*

- ☐ Documentation for paid fee.
- ☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name.
- ☐ Documentation for complete health insurance coverage which includes accident, life and home transport. The insurance must be valid during your entire stay.

If you are a **Japanese citizen**, please ensure that you also have enclosed:

- ☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name

If you are a **New Zealand citizen**, please ensure that you also have enclosed the following:

- ☐ Documentation for paid fee.
- ☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 24,000, e.g. a bank statement or similar which shows your full name.
- ☐ Documentation for complete health insurance coverage. The insurance must be valid during your entire stay.

If you are a **South Korean citizen**, please ensure that you also have enclosed the following:

- ☐ Documentation for paid fee.
- ☐ Documentation that you have sufficient funds for food and lodging for the first part of your stay, equal to DKK 15,000, e.g. a bank statement or similar which shows your full name.
- ☐ Documentation for complete health insurance coverage, to the extent that you are not covered by the Danish National Health Insurance.

If you are an **Argentinian or Chilean citizen and are applying for an extension**, please ensure that you have also enclosed:

- ☐ Documentation for paid fee.
- ☐ Documentation of extended insurance if your permit has been shortened because your insurance did not cover a whole year.

It is important that you have

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

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/SIRI-contactform, 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 two passport photos **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 passport photo with the application. **Please note** that the processing of your application will not begin until your biometric features or 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.



For official use only – Comments and forwarding endorsements

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

Enclosed:

☐ Copy of passport

☐ Documentation for health insurance coverage

☐ Documentation for return ticket or sufficient funds

☐ Other

☐ Documentation for sufficient funds for food and
lodging

Comments

PLEASE REMEMBER TO STATE NAME AND DATE OF RECEIPT ON PAGE 2