



**DENMARK RESIDENT AND WORK PERMITS CHECKLIST – HAND-IN APPLICATION**

Dear applicant,

Your submitted documentation and biometric data will within a few days be transferred to the Danish Immigration Service (DIS)/ Danish Agency for International Recruitment and Integration (SIRI), whichever is the relevant decision-making authority in your case.

You will be contacted by the Embassy either because we need further information or because we have received a decision from DIS/SIRI regarding your application. However, please be aware that your application for residence and/or work permit is not processed by the Embassy and we therefore cannot provide status updates or answer questions regarding your specific application. We recommend that you direct any questions to DIS or SIRI, whichever is relevant in your case.

If you do not agree to have your biometric features recorded your application will be rejected by DIS/SIRI. This means that your application will not be processed.

<b>Documents required in all cases when handing in a R/W permit application</b>		SUBMITTED	NOT SUBMITTED
<p><b>1. A filled out and signed application form.</b></p> <p><u>The applicant is responsible for filling and signing the correct application form and submitting the required documents mentioned on that application form.</u></p> <p>If your application type is handled by The Danish Agency for International Recruitment and Integration (SIRI), you can find the relevant application forms in the link below: <a href="https://nyidanmark.dk/en-GB/Words-and-concepts/SIRI/Application-forms---SIRI">https://nyidanmark.dk/en-GB/Words-and-concepts/SIRI/Application-forms---SIRI</a></p> <p>If your application type is handled by The Danish Immigration Service (DIS), you can find the relevant application forms in the link below: <a href="https://nyidanmark.dk/en-GB/Words-and-concepts/US/Diverse-US/Application-forms---The-Danish-Immigration-Service">https://nyidanmark.dk/en-GB/Words-and-concepts/US/Diverse-US/Application-forms---The-Danish-Immigration-Service</a></p>			
<p><b>2. A valid passport which has at least 2 blank pages or other travel document. The passport must be valid for at least 6 months or else the permit will be granted up to three months before the expiration date of the passport.</b> - Please note: Your passport will be returned to you after it has been processed at VFS</p>			
<p><b>3. One (1) passport photo (max. 6 months old, on white background, measuring 35 x 45 mm.)</b></p>			
<p><b>4. Documentation that you have paid the application fee to DIS or SIRI also showing the Case Order ID (if you are not exempt). (Example case order ID: AB-1234-CD).</b></p>			
<p><b>5. Receipt for purchase - receipt for Embassy fee payment from <a href="https://dys.um.dk/permit/">https://dys.um.dk/permit/</a>.</b> - Please note: The Embassy may refuse to handle your application, if you have not paid the Embassy fee</p>			

<b>DECISION-MAKING AUTHORITIES</b>	
<p>If you have any questions about your application (before or after applying), please contact either DIS or SIRI from the link below: <a href="https://nyidanmark.dk/">https://nyidanmark.dk/</a></p> <p>Please make sure you write your <b>e-mail address in the application form</b> in case the Embassy needs to contact you.</p> <p>E-mail: _____</p> <p><b>All applicants must submit their passports to the Embassy.</b> Non-resident applicants applying must consider this before travelling to get biometrics taken. Getting their passports back via VFS may take 3-5 days.</p>	
Date, visa applicant's signature	
<b>TO BE FILLED BY VFS</b>	
Remarks (e.g. re. biometrics, passport, etc.)	
Location, date, VFS staff member name and signature	