

## Application form

TBT/US\_en\_281119

**For official use only**

Received date	Received by (stamp and name)	Personal ID
<input type="checkbox"/> CPR (registered with address) <input type="checkbox"/> SIS check		Comments (stamp) <input type="checkbox"/> A.1 <input type="checkbox"/> B.1 <input type="checkbox"/> B.2 <input type="checkbox"/> C.1 <input type="checkbox"/> C.2
Period From: _____ Until: _____		Number of days

**Application for re-entry permit****Uses**

Use this form if you want to apply for a permit to return to Denmark (re-entry permit).

It may be relevant for you to apply for a re-entry permit if you want to travel abroad, and you, for example, have one of the following types of applications being processed at the Danish Immigration Service:

- Application for a residence permit.
- Application for extension of a residence permit.
- Application for issuance of a new residence card.

**How to apply**

1. Fill out and sign this form.
2. Submit the application in person at the Danish Immigration Service's Citizen Service. If you live outside the Greater Copenhagen area, you can also submit the application at a police station capable of recording biometric features. You can find a list of the police stations at [www.newtodenmark.dk/residencecard](http://www.newtodenmark.dk/residencecard).

**How we process personal data**

You can read more about the processing of your personal data and your rights in the fact sheets about data protection which you will find at the back of part 1 and part 2 of the form.

**Bring your passport**

Please bring a valid passport when handing in the application.

**Issuance of the re-entry permit**

Please submit the application in person in order for us to control your identity. If you hand in the application in the Danish Immigration Service's Citizen Service you will – in most cases – be issued your re-entry permit while you are waiting. The permit will be put in your passport.

**Photo on the re-entry permit**

You must have a digital facial image inserted on your re-entry permit. You can get your photo taken when you appear in person at the Immigration Service or at a police station. If the applicant is a child under the age of 2, you can bring a photo that meets the requirements for a passport photo instead.

**Travelling to another Schengen country**

Please note that a Danish re-entry permit only allows you to stay in another Schengen country for a short amount of time.

**For more information**

More information about the rules governing re-entry permits is available at [newtodenmark.dk](http://newtodenmark.dk). If you have questions when filling out the forms, you can also contact the Danish Immigration Service. See contact information at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us).

**1. The applicant****PLEASE COMPLETE IN CAPITAL LETTERS**

Surname		
Given name(s)		
Nationality		
Date of birth (day, month, year)	CPR number	Personal ID / case number
Address in Denmark (street and number)		Postal code and city
Telephone no.	Email address	



Your address abroad (street and number)	Postcode, city and country
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## 2. Travel information

PLEASE COMPLETE IN CAPITAL LETTERS

When do you expect to travel abroad? (state period)

From (date) \_\_\_\_\_ Until (date) \_\_\_\_\_

What is the purpose of the travel abroad?

## 3. Passport information

PLEASE COMPLETE IN CAPITAL LETTERS

National passport  Other travel document – state which:

Passport no.

Date of issue (day, month, year)

Passport expiry date (day, month, year)

In which country is the passport issued?

## 4. Declarations

### A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete.

If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years (Criminal Code section 161 cf. Aliens Act section 40).

### B. Declaration of consent to allow authorities to gather necessary information

I consent to letting the Immigration Service obtain information about my pure private affairs from other Danish authorities, including the police authorities, for the purpose of enabling them to process my application (Public Administration Act section 29).

Such information includes:

- Criminal conditions
- Health conditions
- Intern family conditions
- Social conditions

### C. Information about data protection

You can get information about how the Immigration Service and the Ministry of Foreign Affairs of Denmark process your data and about your rights in the fact sheet at the back of the form.

## 5. Signature

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 4.**

Name

Date and place

Signature

## Information about data protection in the Danish Immigration Service

### Data controller

The Immigration Service is responsible for processing the personal data you provide in this application form and for the data about you we receive in connection with processing the case. Our contact information is: Danish Immigration Service, Ryesgade 53, 2100 København Ø, CVR-nr.: 77940413, telephone: +45 35 36 66 00, [www.newtodenmark.dk](http://www.newtodenmark.dk)

### Data protection officer

If you have questions about how we process your personal data, you can contact our data protection officer who has the following contact information: Danish Immigration Service, Ryesgade 53, 2100 København Ø, Att: Databeskyttelsesrådgiver/Data protection officer

You can also write to our data protection officer through our contact form at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us)

### Purpose and legal basis

Your data are collected in order to process your application for residence and the possible following residence in Denmark and to control the requirements for this.

The legal basis for processing your personal data is:

- provisions of the Aliens Act (udlændingeloven), in particular: section 1 (relating to entry into Denmark and residence)
- the General Data Protection Regulation (GDPR) 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 Immigration Service by the Aliens Act)
- GDPR 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 administration only being allowed to process information about criminal offences if it is necessary for the official authorities' tasks).

You are obligated to provide the information necessary for deciding whether the application is approved (Aliens Act section 40). Failure to provide the information can result in a fine or up to one year imprisonment, as well as placing your residence permit in jeopardy (Aliens Act section 60).

The information you supply or have supplied in connection with your application for a residence permit will be registered in the Danish immigration authorities' registers.

### Types of personal data

We process the following types of data about you:

- General personal data, such as: information about your identity; citizenship and nationality; travel routes; information about your family; memberships of associations; financial information; information about your refugee status; and whether you have committed any legally punishable offences
- Sensitive personal data, such as: political opinions or religious beliefs; health information and biometric data collected for the purpose of establishing your identity.

### Recipients and categories of recipients

The Immigration Service can, in certain situations, share your data with other authorities. We regularly share data with: the police, municipal authorities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service (in accordance with section 45 a of the Aliens Act), the public prosecutor (in accordance with section 45 c of the Aliens Act), the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish Agency for International Recruitment and Integration, the Danish Parliament, and the Foreign Ministry, in particular the embassies and consulates.

Data are shared when it is necessary for the Immigration Service to exercise our official authority, including when we are legally obliged to share data.

In certain situations, the Immigration Service may provide data to a third-party data processor. In addition, other authorities and private organisations can have access to this information (Aliens Act section 44a). In isolated cases, the Immigration Service will share data with other public authorities, private-sector organisations and foreign organisations and authorities.

### Origin of information

The Immigration Service processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

In addition, we will process data obtained from:

- any of your possible previous cases with the Immigration Service,
- searches in databases, such as: the Civil Registration System, the income register (eIndkomst), the Central Register of Buildings and Dwellings (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS II),
- other authorities, such as: the police, municipal authorities, the Danish Agency for International Recruitment and Integration, the Immigration Appeals Board, the Refugee Appeals Board, the Danish Security and Intelligence Service, The Ministry of Immigration and Integration, and the Foreign Ministry, in particular the embassies and consulates,

- third-parties, such as: employers and educational institutions, and
- the person who might be sponsoring your application, as well as any previous cases the person may have had at the Immigration Service.

## **Storage of data**

The Immigration Service will store your data for as long as it is necessary for us to establish or defend a legal claim to residence.

Data submitted as part of an immigration-related matter can be stored for use by the Immigration Service at a later date. The data stored by the Immigration Service can be used in applications to extend a residence permit, when revoking a residence permit, when lapsing a residence permit, applications for permanent residency, applications for naturalisation, when revoking citizenship and in your children's cases, or in the event they may be involved in an application for family reunification.

If data can be deleted at an earlier point, deletion will be considered. Similarly, access to data can be restricted.

Finally, it should be mentioned that data will also have to be transferred to the National Archives within 30 years, in accordance with section 13 of the Archive Act (arkivloven).

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 are stored for 10 years. If you are not granted a residence permit, your fingerprints and photo are stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

## **Consent**

The Immigration Service does normally not request consents in order to process personal data, as is otherwise required by the GDPR, since processing authority is granted by 6.1 (e) and 9.2 (f) of the GDPR (see section 3).

You may be asked for legal consent. If a consent is requested it is normally not in accordance with the GDPR, but a consent in accordance with the Public Administration Act (forvaltningsloven) or the Aliens Act.

## **Rights**

Under the GDPR, you have certain rights when we process your data:

- You have the right to access which data about you the Immigration Service is processing.
- You have the right to request that corrections are made to personal data about you that you feel are inaccurate.
- In special situations you have the right to have data about you deleted or to restrict the processing of your personal data, if the data is no longer necessary for the processing of your case.
- You have the right to object to otherwise legal processing of your personal data.

You can read more about your rights in the Danish Data Protection Agency's guidance about the GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact the Immigration Service.

## **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. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk)

## Information about data protection in the Ministry of Foreign Affairs of Denmark

The Ministry of Foreign Affairs of Denmark is responsible for the processing of personal data, when the Ministry or a Danish Diplomatic Missions (Embassy or General Consulate) assists the Danish Immigration Service in matters regarding the Aliens Act.

### Data controller

The Ministry of Foreign Affairs of Denmark is the data controller of the processing of data collected from the application form and data collected from your case, when your application is submitted to a Danish Diplomatic Mission or a private company that has made an agreement with a Danish Diplomatic Mission or the Ministry of Foreign Affairs of Denmark regarding the handling of certain administrative tasks regarding residency. The Ministry of Foreign Affairs of Denmark is also the data controller, when the Ministry or the Danish Diplomatic Mission (Embassy or General Consulate) exercises tasks regarding the processing of your case – including interviews, DNA-tests and verification of documents.

### Data Protection Officer

If you have questions about the processing of your personal data done by the Ministry of Foreign Affairs of Denmark, please contact our Data Protection Officer: Ministry of Foreign Affairs of Denmark, Asiatisk Plads 2, DK-1448, Copenhagen K, Att. *Data Protection Officer*, e-mail: [dpo@um.dk](mailto:dpo@um.dk)

### Purpose and legal basis

The purpose of collecting personal data and the legal basis for the processing of your data corresponds to the purposes and legal basis of the processing done by the Danish Immigration Service – see 'Information about data protection in the Danish Immigration Service' above.

### Types of personal data

The Ministry of Foreign Affairs of Denmark process the same category of data as the Danish Immigration Service – see 'Information about data protection in the Danish Immigration Service' above.

### Recipients or categories of recipients

The Ministry of Foreign Affairs of Denmark transfers the collected data to the Danish Immigration Service.

The Ministry of Foreign Affairs of Denmark, including the Diplomatic Missions, may in some cases transfer your data to a data processor, who will then process your data on the behalf of the Ministry of Foreign Affairs of Denmark and the Diplomatic Missions.

The Ministry of Foreign Affairs of Denmark may also transfer your data in certain isolated cases to other public authorities, private-sector organizations, foreign organizations and authorities in relation to the verification of documents.

### Origin of information

The Ministry of Foreign Affairs of Denmark processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

### Storage of your data

The Ministry of Foreign Affairs of Denmark will store your data for as long as it is necessary in order to exercise the Ministry's responsibilities in relation to the case process. As a main rule the Ministry will store your data in our filing systems for 5 years where they will be erased subsequently. In isolated cases we may store your data for a longer period of time. In this case the data will have to be passed on to the National Archives within 30 years (section 13 of the Archive Act (arkivloven)).

If you have your finger prints and facial photo taken for the use of your residence card when you apply for residency at a representative or a private company, your finger prints and facial photo will be stored in the filing systems of the Ministry of Foreign Affairs of Denmark. This information will be erased after 30 days from when a decision has been made in your case or at latest 2 years after collected.

### Consent

We refer to the paragraph on consent in 'Information about data protection in the Danish Immigration Service' above.

### Rights as a data subject

We refer to the paragraph on rights in 'Information about data protection in the Danish Immigration Service' above. You have the same rights for the processing done by the Ministry of Foreign Affairs of Denmark. If you wish to invoke your rights regarding the processing done by the Ministry of Foreign Affairs of Denmark, please contact the Ministry of Foreign Affairs of Denmark.

### 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 the Ministry of Foreign Affairs of Denmark process your personal data. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk).