

CIRCULAR NOTE

Processing times for applications for residence permits, renewal of ID cards and other questions submitted to the Protocol Department

The Danish Ministry of Foreign Affairs, Protocol Department, presents its compliments to all Heads of Diplomatic Missions and the Consulate accredited to and resident in Denmark, Heads of International Organisations and other Missions resident in Copenhagen and has the honour to inform the missions of the expected processing times for applications for residence permits, renewal of ID cards and other questions submitted to the Protocol Department and what can be done to have applications processed as quickly as possible.

Processing times for applications

The Protocol Department processes the incoming applications on a first come first served basis and does generally not make exceptions.

First-time application for residence permits: When applying for a residence permit for Denmark issued by the Protocol Department you must expect a processing time of up to two (2) months.

Renewal of residence permits/ID cards: When applying for a renewal of a residence permit/ID card issued by the Protocol Department you must expect a processing time of up to six (6) weeks.

General questions: When contacting the Protocol Department with other questions relating to residence permits, the Protocol Department strives to respond to questions as quickly as possible but waiting time must be expected.

Action:	Processing time:
<u>Application for residence permits</u>	Up to two (2) months
<u>Renewal of residence permits/ID cards</u>	Up to six (6) weeks
<u>General questions</u>	Depends on the question, but waiting time must be expected

Heads of Diplomatic Missions and the Consulate accredited to and resident in Denmark, Heads of International Organisations and other Missions resident in Copenhagen

Points of attention for employees when applying

The Protocol Department would like to remind the missions that processing times for applications for residence permits and/or renewals are highly dependent on the applications being filled out correctly, completed and without any missing or incomplete information. The Protocol Department unfortunately receives many applications with various mistakes that all prolong processing times, as the Protocol Department needs to contact the mission in order to receive a correctly and completed application form without any missing or incomplete information. Thus, the Protocol Department will consider applications, which are not properly filed, as having been submitted by the time they are properly filled out, so significant longer waiting times must be expected in those cases.

Please consult the attached comprehensive list of points of attention for employees when applying for a residence permit/renewal with the Protocol Department.

Information on points for attention and processing times

The Protocol Department will in the future regularly update on potential new points of attention for employees when applying and currently expected processing times if these change. You will be able to find current processing times and a list with points for attention for employees when applying on the homepage of the Protocol Department under “Standard Forms for Diplomats etc.,” which you can find [here](#).

The Ministry of Foreign Affairs, Protocol Department, avails itself of this opportunity to renew to all Heads of Diplomatic Missions and the Consulate accredited to and resident in Denmark, Heads of International Organisations and other Missions resident in Copenhagen the assurances of its highest consideration.

Copenhagen, 17 October 2022

