

**POINTS OF ATTENTION FOR EMPLOYEES WHEN APPLYING  
FOR A RESIDENCE PERMIT OR RENEWAL WITH THE DANISH  
MINISTRY OF FOREIGN AFFAIRS**

Application:

- One email per case/family (i.e. main person, spouse and children in one email)
- The headline should mention the name of the main person and the name of the Embassy/Organisation and subject
- Cover letter and application forms in one file, scanned on white paper (i.e. main person, spouse and children in one file)
- The application with attachments and photos must be submitted to one email only: [provis@um.dk](mailto:provis@um.dk)

Email subject line examples:

- Int. org/Emb – **D-Visa** – Ms/Mr Name of main person (+ family)\*
- Int. org/Emb – **EU/EEA/Swiss New Registration** – Ms/Mr Name of main person (+ family)\*, arrived / not arrived
- Int. org/Emb – **Renewal** – Ms/Mr name of main person (+ family)\*
- Int. org/Emb – **Additional/missing documentation** – Ms/Mr Name of main person (+ family)\*
- Int. org/Emb – **Private Domestic Staff** – Ms/Mr Name of applicant

\*’ If the application does not include the main person, please state i.e. spouse/daughter/son + name

Photos:

- Important that the photo is of high quality and resolution (JPG file)
  - o No ZIP or MSG files
- Each JPG file must state the first name of the person (i.e. one file per person with the first name of the person)
  - o Please consult the guide by the Danish Police, which you can find [here](#) and attached
- Photo must fit within the “frame” on the application form
- The requirements are detailed on the application form: Full frontal. Colour and of high quality:
  - o Measurements min 32x40mm, max 35x45 mm, from eye to tip of chin 13 mm, must show forehead and hairline
- Photo must not be older than 6 months – crucial for minors

### Signatures:

- Children over the age of 12 must sign themselves
- Accompanying family members must fill in and sign their own forms – the main applicant cannot sign on their behalf
- Signature on the application must be within the space provided, in black ink
- It is vital that the signature is of high quality

### Passport:

- Your signature must be visible on the copy of passport – if there is no signature on the data page of the passport you need to attach also the page with the signature
- The title of technical and administrative staff must appear from the passport
  - o If the passport does not indicate the title/function of the staff member, a note/letter from the Ministry of Foreign Affairs of the sending State must indicate the function and confirm the function as being within the scope of the technical and administrative staff, and being a permanent function
- Copy of passport – one file per person with the first name of the person

### Quality of documents:

- Please make sure that all documents are sent to the Protocol Department in high quality. In colour, not too dark and easily readable

### Renewals:

- Residence permit cards and ID cards must always be returned to the Protocol Department upon termination of duty and after renewal
- When renewing
  - o The old card must always be returned to the Protocol Department before receiving the new card
  - o The note must indicate the expected date of termination of duty
- Therefore, when picking up the new card, you must always remember to bring the old one

### Supporting documents needed for processing applications:

- New registration/residence permit:
  - o Copy of passport incl. front page of the passport and data page with signature
  - o Marriage certificate where relevant
  - o Registration of civil partnership where relevant
  - o Proof of cohabitation where relevant
  - o Birth certificate where relevant
  - o Children under the age of 18 traveling with one parent – Letter of Consent from the parent who is not traveling with the child,

featuring contact information and Copy of passport with signature

- Renewal:
  - o Copy of passport incl. front page of the passport and data page with signature
- New registration/renewal of locally recruited staff:
  - o Copy of passport incl. front page of the passport and data page with signature
  - o Nationals of countries outside the EU/EEA or Switzerland need to provide a copy of a valid residence permit issued by another Danish Authority
- Private Servants:
  - o Copy of passport incl. front page of the passport and passport data page with signature
  - o Signed standard contract, standard contract can be obtained via the Protocol Department
  - o Letter of Guarantee, can be obtained via the Protocol Department
  - o Worker's compensation insurance
  - o Medical insurance
  - o Accident insurance
  - o Liability insurance
  - o Proof of payment for abovementioned insurances, e.g. bank receipt

General:

- Fill in all fields on the application form

Please note:

- The Protocol Department should only be contacted about the application process by the HR department at your mission
- Not the individual applicant or their dependent family
- In the Protocol Department's experience this will speed up the process significantly
- The Protocol Department also has the experience that the missions HR' departments often can help answer a lot of the questions from new employees