



Application form

Application for a residence permit for au pairs

What is this form used for?

This form is to be used for an application for a Danish residence permit to work as an au pair with a host family in Denmark.

There are three parts to this form:

- **Part 1** must be completed and signed by the **applicant** (the au pair).
- **Part 2** (au pair contract) must be completed by the **host family** and signed by both the **host family** and the **applicant**.
- **Part 3** must be completed and signed by the **host family**.

Parts 1, 2 and 3 must all be completed and signed in order for The Danish Agency for International Recruitment and Integration (SIRI) to begin processing the application.

Instructions

1. **The host family** completes sections 11-19 of Part 2 (the au pair contract) and signs in section 20 (following the instructions given in the form).
2. The host family signs section 24 of Part 3.
3. After completing and signing part 2 and Part 3, the host family sends the form to the applicant.
4. **The applicant (the au pair)** completes sections 1-8 of Part 1, and signs in Part 10 (following the instructions given in the form).
5. The applicant signs the au pair contract (Part 2, section 20)
6. The applicant attaches the required documents (see section below)
7. The applicant submits the application at a Danish diplomatic mission in his or her country of residence. The application can in certain cases be submitted in Denmark. If the application can be submitted in Denmark, this can be done at the Citizen Centre of The Danish Agency for International Recruitment and Integration (SIRI). If the applicant lives outside the Greater Copenhagen area, he or she can also submit the application at the local police station.

On newtodenmark.dk you can find more information about who can submit an application in Denmark.

Which documents should be included with the application?

The applicant should attach the following documents:

- Documentation of paid fee
- Copy of all pages of his/her passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)
- Copy of education documents.
- Copy of birth certificate.

Are other documents required when submitting the application?

Yes, the applicant must present his or her passport to the authorities for identification when submitting the application in person.

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 two passport photos 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/residencecard

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get the application processed by the Danish Agency for International Recruitment and Integration (SIRI).

You can read more about the fees in section 1 of this form, or on newtodenmark.dk/fee where you can also see a list of current fees.

If the applicant submits his/her application through an application centre, he/she 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 the applicant checks the requirements on the website of the diplomatic mission in his/her country of residence before submitting his/her application.

Host family checklist

In addition to completing Part 2 and 3 of this form, the host family should also remember the following:

CO-FINANCING DANISH LANGUAGE LESSON:

When SIRI has evaluated the other conditions which are to be met in order to grant a residence permit as an au pair, SIRI will request the host family to deposit an one-time payment to cover the fees for the au pair's Danish language lessons.

The residence permit can first be issued when SIRI has received the deposit.

CPR REGISTRATION:

- The au pair must be registered with the Central Office of Civil Registration (the CPR Office) and national health insurance system by reporting to their local citizens' service centre no later than 5 days after he or she arrives at the host family's home. The au pair must also be unregistered when he or she leaves the country.



AU1A Online

Case Order ID (SB-ID)

Case Order ID

Has all required documentation been attached digitally to this application?

 Yes No

Applicant is exempt from paying the fee

Applicant

Surname

Former surname (if applicable)

Given name(s)

CPR number

Personal ID

Date of birth (dd-mm-yyyy)

Citizenship

Country of birth

Current marital status

Gender

 Male Female

Do you have children or are you expecting a child?

 Yes No

Phone No.

Email address

Passport number

Date of expiry of passport (dd-mm-yyyy)

Have you visited Denmark before?

 Yes No

If yes please state

When?

What was the purpose of the visit?

Current place of residence

Are you already in Denmark when this application is submitted?

 Yes No

Will you stay in Denmark until a decision has been made?

 Yes No

Do you expect to enter Denmark before a decision is reached and do you already know your address?

 Yes No

Au pair-kontrakt / Au pair contract

Værtsfamilien i Danmark / The host family in Denmark

Værtens efternavn / Host's surname

[Redacted]

Værtens fornavn / Host's given name

[Redacted]

Værtens CPR-nr. / Host's CPR number

[Redacted]

Værtens statsborgerskab / Host's citizenship

Danmark

 Adresse i Danmark (gade/vej og nr.) / Address in Denmark
(street/road and no.)

[Redacted]

 Postnr. / By /
Postcode City

[Redacted] [Redacted]

Telefonnr. / Phone No.

[Redacted]

E-mailadresse / Email address

[Redacted]

Bor du sammen med en ægtefælle eller samlever? / Do you live with a spouse or cohabiting partner?

 Ja / Yes Nej / No

 Værtens ægtefælles eller samlevers efternavn / Surname of
the host's spouse or cohabiting partner

[Redacted]

 Værtens ægtefælles eller samlevers fornavn / Given name of
the host's spouse or cohabiting partner

[Redacted]

 Værtens ægtefælles eller samlevers CPR-nr. / CPR number
of the host's spouse or cohabiting partner

[Redacted]

 Værtens ægtefælles eller samlevers statsborgerskab /
Citizenship of the host's spouse or cohabiting partner

Danmark

 Værtens ægtefælles eller samlevers telefonnr. / Phone
number of the host's spouse or cohabiting partner

[Redacted]

Oplysninger om au pair-personen / Information about the au pair person

Efternavn / Surname

[Redacted]

Fornavn(e) / Given name(s)

[Redacted]

Fødselsdato / Date of birth

[Redacted]

Statsborgerskab / Citizenship

Filippinerne

Au pair-kontraktens varighed / Duration of the au pair contract

Antal måneder / Number of months

24

Forventet startdato / Expected start date

30-10-2021

Opholdets vilkår / Conditions of the stay

- Au pair-personen skal modtage et minimumsbeløb pr. måned i lommepenge af værtsfamilien. Minimumsbeløbet for lommepenge reguleres pr. 1. januar hvert år. Læs mere om det aktuelle minimumsbeløb på nyidanmark.dk under afsnittet "Øvrige krav og vilkår". Lommepengebeløbet skal indbetales på en dansk bankkonto i au pair-personens navn senest den sidste bankdag i hver måned. For ansøgninger om forlængelse af opholdstilladelse hos samme værtsfamilie og under ændrede vilkår er minimumsbeløbet for lommepenge det samme, som da den oprindelige opholdstilladelse blev udstedt. /
- The au pair is entitled to a minimum monthly allowance from the host family. The minimum allowance is regulated on the January 1st every year. Read more about the current allowance amount at newtodenmark.dk under the section "Other conditions and terms". The allowance must be transferred into a Danish bank account registered in the au pairs name on the last day of banking of every month. In regard to an application for an extension of the residence permit with the same host family and on unchanged terms, the minimum allowance is the same as when the original residence permit was issued.

Lommepenge pr. måned (kr.) / Allowance per month (DKK)

[Redacted]

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