

**ROYAL DANISH EMBASSY OTTAWA  
TRAVELLING TO DENMARK**

**Residence and Work permit – Document Checklist**

In order to ensure quick and efficient processing you must prepare all necessary documentation **before** you submit the application package in person to a VFS Global office. Failing to submit all relevant documentation will result in unnecessary delays or rejection.

**All submitted copies must be on A4 or letter size paper, in colour and be in English or Danish.  
Please do not submit double-sided copies and refrain from using staples.**

**Personal appearance is mandatory.**

Applications **cannot** be submitted more than 3 months prior to your entry date.

Name: _____ Phone: _____ Email: _____	
Please indicate submitted documents with <input type="checkbox"/> . Submit the checklist along with your application and supporting documents.	
1. <b>Application Form</b> ( <a href="#">download</a> ). Please make sure to fully complete the application form.	<input type="checkbox"/>
2. <b>Passport</b> . Must be valid for at least 3 months after your departure date from Denmark. The passport will not be kept for the duration of the processing, but will be returned as soon as its authenticity has been ascertained.	<input type="checkbox"/>
3. <b>Copy of your passport</b> (data page, front & back cover and all pages with information or stamps) Must be <b>colour copies</b> and on A4 or letter size paper. You will need to show your original passport for verification purposes.	<input type="checkbox"/>
4. <b>Receipt of payment to Immigration Service</b> (Case Order ID). Please read more about how to pay the application fee <a href="#">here</a> .	<input type="checkbox"/>
5. <b>Supporting documentation</b> . The required documentation varies depending on which kind of residence or work permit you are applying for, please follow the instructions on the front page of the application form to find which requirements are applicable in your case.	<input type="checkbox"/>
6. <b>Non-refundable processing fee</b> . See the current fee <a href="#">here</a> .	<input type="checkbox"/>

**What happens after you submit your application?**

1. Your application is forwarded to the Consulate General in Toronto.
2. The Consulate General forwards the complete application to the Danish Immigration Service or Danish Agency for Labour Retention and International Recruitment.
3. After processing the application, the Danish Immigration Service or Danish Agency for Labour Retention and International Recruitment forwards the decision to the Consulate General.
4. If a permit has been granted, the Consulate General will notify you directly. You can then travel to Denmark to have the permit issued. Please note that if you are not visa exempt for Denmark, an entry visa will need to be issued for you.  
If your application has been refused, the Consulate General will send you a refusal letter.