

Denmark – work permits and application step by step.

1. Work permits related to temporary events

The starting point is that if a citizen from a third country outside the EU, EEA and the Nordics is to work in Denmark, then the person in concern must have a work permit. It is therefore important to first clarify 1) whether your employees need work permits, visas, or none of the before mentioned, and 2) if they do need work permits, which occupational scheme you must apply through to get the work permits.

As a result of the implementation of Brexit on 31 January 2020, British citizens are subject to the rules for third country citizens.[1]

A work permit can be obtained on different grounds, just as there are certain exceptions. Thus, usually attendees and speakers at a congress or event do not have to have a work permit, while event organizer teams and stand builders from a third country outside the EU, EEA and the Nordics who deliver a service (and otherwise contribute to the company's *output*) in Denmark must have a work permit.

It is always a specific and individual assessment from case-to-case whether activities are work and thereby require a work permit. When in doubt, we recommend that you contact [The Danish Agency for International Recruitment and Integration \(SIRI\)](#) in advance.

Overview of job functions and required documents

Below you will find a quick overview of functions/roles/activities in the event industry and the documents that may be required. The list is intended as an overall guideline, and it is not exhaustive. *If in doubt, always contact [SIRI](#) directly.*

	Notes	Required documents
End client organizers	Includes representatives and employees from the association/company/event organizer team, which is involved in delivering an event.	Danish work permit*
Agents/3rd party suppliers	Includes PCO's, venue finders, housing block managers, AV, exhibition handling, content development etc. present in Denmark.	Danish work permit*
Stand builders	Includes all types of technicians, craftspeople, and builders involved in setting up and dismantling stands and other scenography.	Danish work permit*
Exhibitors	For B2C exhibitor selling or providing goods or services directly to the public, a Danish work permit is required.	Danish visa **+***
Speakers	Includes moderators. Hosts, workshop facilitators, consultants or the like working on more commercial conditions may require a work permit.	Danish visa **
Attendees	The attendee's purpose may be to attend speaks, buy products or services, training, social events etc.	Danish visa **
Entertainment	Exempted where an entertainer is considered the main focal point of the event. Where entertainment is not the primary content of the event, a work	Danish visa **

	permit is required.	
Journalists / press	Journalists working in Denmark for a foreign media outlet are exempt from the requirement for a work permit. The exemption does not apply if the applicant takes on assignments for a Danish media outlet and works on the assignment in Denmark.	Danish visa **

* As a rule, site/pre-event planning visits, meetings, negotiations, briefings and training do not require a work permit.

** As stated in section 2, Denmark has entered into visa-free agreements with several countries. This includes the UK, and the US, EU, EEA and the Schengen Area. Please refer to the full list provided here: [Countries with a visa requirement and visa-free countries](#)

*** As a rule, non-Danish citizens are permitted to be present, exhibit, and engage in commercial B2B activities (such as sales meetings) at industry events without the requirement of specific work permits, provided they **do not perform cash transactions**.

[1] As a result of transitional rules, certain UK nationals who have previously resided in the EU may have retained rights under EU rules.

2. Application procedure: The pay Limit Scheme and the Supplementary Pay Limit Scheme

In most cases where citizens from outside the EU, EEA and the Nordics related to temporary events need work permits, they must apply through one of the pay limit schemes.

Please note that the pay limit schemes are not targeted at temporary events, but they are often the most suitable schemes to use for employees from third countries outside the EU, EEA and the Nordics who are already employed by foreign companies and who must have a work permit.

If you are in doubt about which business scheme for work permits your employees must apply through, please contact [SIRI](#).

Read more about the two schemes here:

- [The Pay Limit Scheme: Need to know](#)
- [The Supplementary Pay Limit Scheme: Need to know](#)
- The telephone number for work permits concerning the pay limit schemes is +45 72 14 20 01.

Please note that for the Supplementary Pay Limit Scheme it is a condition that the job position has been posted on [Jobnet](#) and the [EURES](#) portal for at least 2 weeks prior to applying before you apply for a residence and work permit at SIRI. The number of applicants to the job position, as well as whether the job position is still open or the recruitment process finalised, have no impact on your application.

The following describes the application procedure for applicants/employers related to the pay limit schemes. In addition, you will find a step-by-step guide on how to apply for a work permit via the Pay Limit Scheme in this document's section below.

You can currently not apply using the online form on SIRI's website. You must therefore use the attached application form (AR1) until an online solution is available (see below).

You must follow these procedures:

- [The Pay Limit Scheme: How to apply](#)
- [The Supplementary Pay Limit Scheme: How to apply](#)

Under the form's section 5 (section 4 for the Supplementary Pay Limit Scheme), instead of filling in the online form, you must use the attached application form in paper form (AR1). Here, you must pay particular attention to the fact that:

- The applicant fills in the applicant part of the application form with information about, among other things, education, and previous employment, or gives power of attorney to the employer so that they can provide this information.
- The employer (the foreign company which pays the applicant's salary) fills in the employer part of the application form with information about the employment relationship, including the applicant's weekly working hours, job title and salary in Danish kroner (DKK). In addition, a copy of the applicant's current contract with the employer, optionally supplemented with an additional contract with special conditions for the stay in Denmark, must be attached to the application. [You can see which information the employment contract must, at least, include here.](#)

- When assessing whether the salary that you have been offered meets, at least, the minimum amount, only the following salary components can be taken into account:
 - Salary in the form of liquid assets, including fixed supplements which are, therefore, guaranteed salary.
 - Payments to labour market pension schemes, including the pension contributions paid by both the employer and the applicant.
 - Paid holiday allowance.
- The application is accompanied by either a letter from the company in Denmark where the applicant will physically work, which exclusively confirms the applicant's presence at this company and states the period for which the applicant must be associated with the company, or a copy of the cooperation agreement that forms the basis of the employee's secondment to Denmark.
- Select Pay Limit Scheme or Supplementary Pay Limit Scheme under scheme in the application form.
- The salary is the amount limit divided by a day's salary, but in addition the salary must be customary according to Danish conditions ([Danish standards for salary](#)).
- *Please note that to enter the pay limit schemes, you must meet the annual salary requirement.* The minimum amount for the Pay Limit Scheme for 2024 is DKK 487,000 and for the Supplementary Pay Limit Scheme it is DKK 393.000. The employer (the company which pays the applicant's salary) fills in the employer part of the application form with information about the employment relationship, including the applicant's weekly working hours, job title and salary in Danish kroner (DKK). In addition, a copy of the applicant's current contract with the employer, optionally supplemented with an additional contract with special conditions for the stay in Denmark, must be attached to the application. *It can, for example, be in the form of a temporary salary increase.*

The application and other documents must be submitted via SIRI's contact form on the website: www.nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Contact-form

It is important that you send the application and documents to SIRI via the contact form, and that you do not send it to the Danish Immigration Service!

Please note that the case processing time is 1 month going up to 3 months if SIRI need further information. Apply in good time!

No requirement for a Danish bank account for stays less than 90 days

If your work permit is valid for less than 90 days, it is not a requirement to open a Danish bank account. If your work permit is extended for more than 90 days, you need to open a Danish bank account within 90 days after the date of your new residence permit.

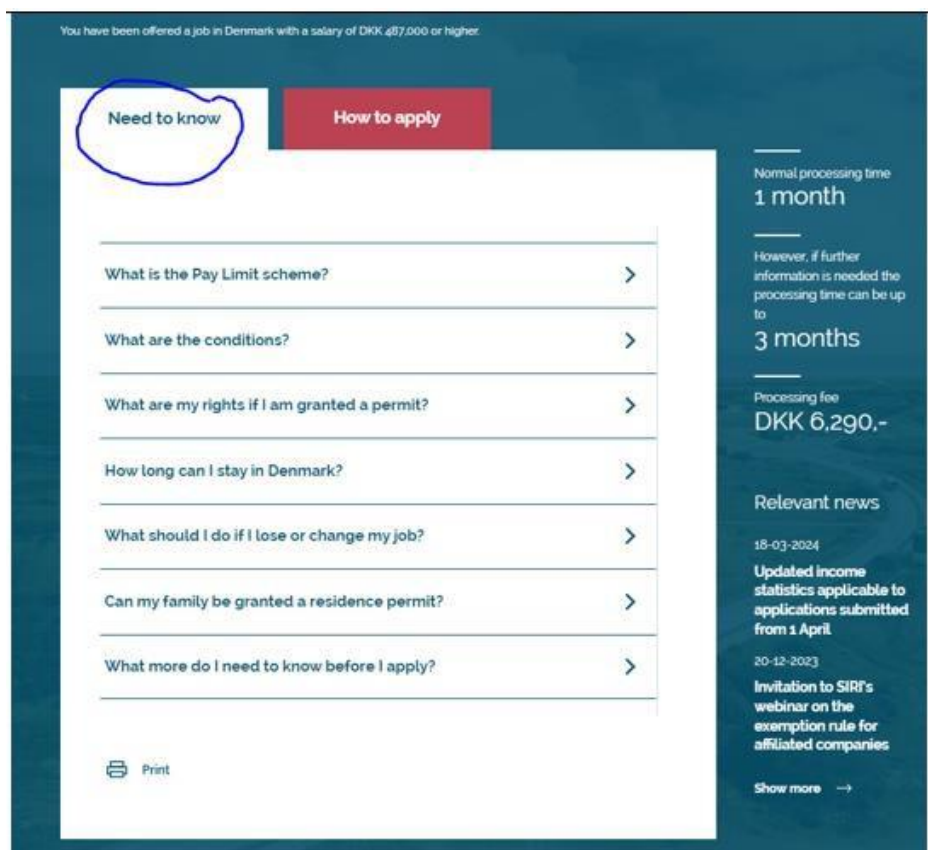
3. Step-by-step guide: How to apply for a work permit (Pay Limit Scheme)

To submit a work permit application to the Danish Agency for International Recruitment and Integration (SIRI), follow this step-by-step guide.

Begin the process by visiting [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk) and downloading the necessary application form as instructed in section 7 of this document.

1. Read the conditions “Need to know”

If your work permit is valid for less than 90 days, it is not a requirement to open a Danish bank account. If your work permit is extended for more than 90 days, you need to open a Danish bank account within 90 days after the date of your new residence permit.



The screenshot displays the SIRI website interface for the Pay Limit Scheme. At the top, a header reads: "You have been offered a job in Denmark with a salary of DKK 487,000 or higher." Below this, there are two tabs: "Need to know" (highlighted with a blue circle) and "How to apply". The "Need to know" section contains a list of questions with right-pointing arrows:

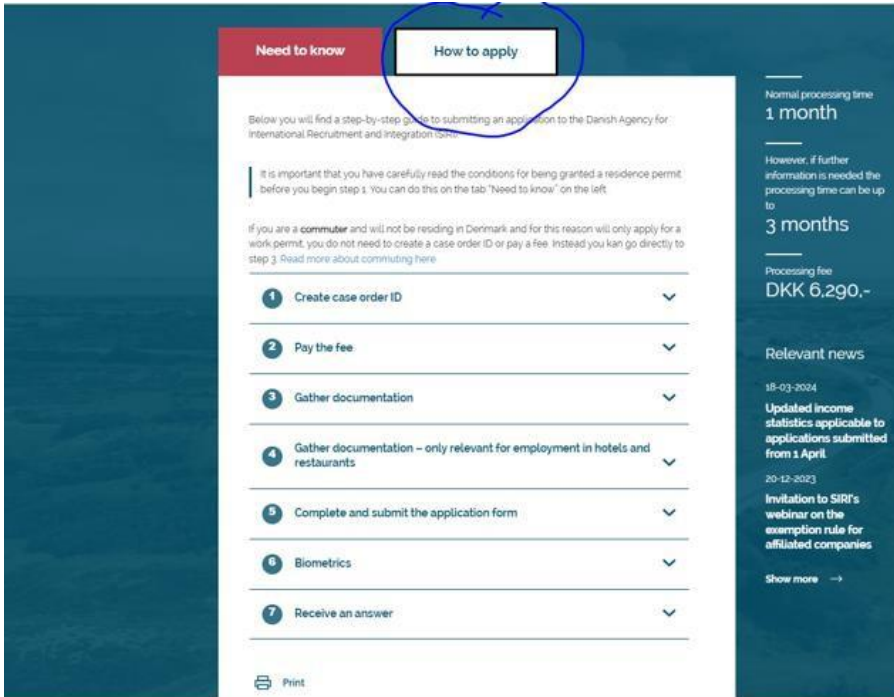
- What is the Pay Limit scheme?
- What are the conditions?
- What are my rights if I am granted a permit?
- How long can I stay in Denmark?
- What should I do if I lose or change my job?
- Can my family be granted a residence permit?
- What more do I need to know before I apply?

At the bottom left of the "Need to know" section is a "Print" button. On the right side of the page, there is a sidebar with the following information:

- Normal processing time: **1 month**
- However, if further information is needed the processing time can be up to: **3 months**
- Processing fee: **DKK 6,290,-**
- Relevant news:
 - 18-03-2024: Updated income statistics applicable to applications submitted from 1 April
 - 20-12-2023: Invitation to SIRI's webinar on the exemption rule for affiliated companies
- Show more →

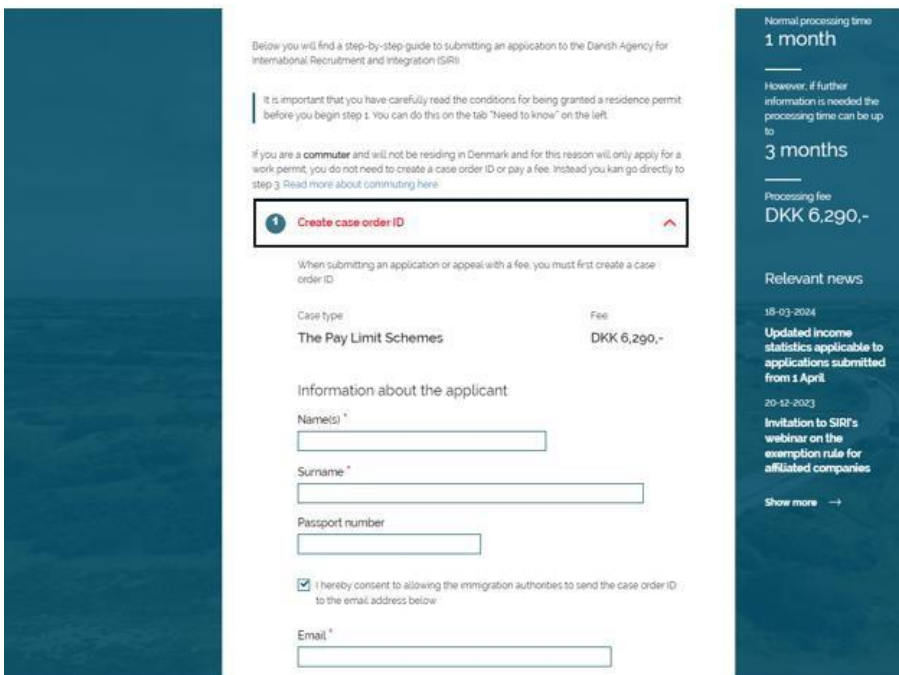
2. Read “How to apply”

Follow the steps from 1 to 7 (Section 4 is exempted)



3. Create case order ID

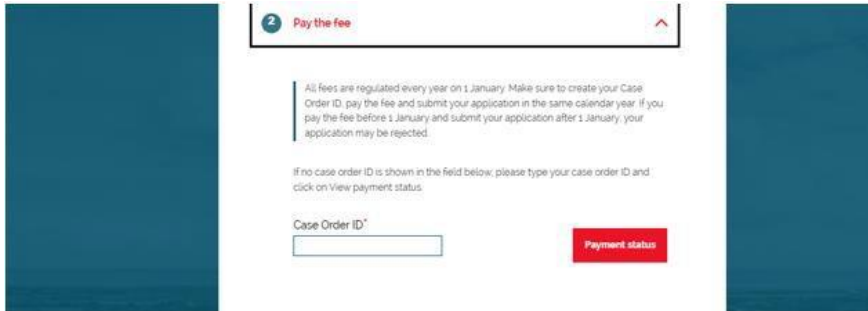
Fill in information about the applicant. Remember to save your case order ID as you will need it later in the process. You will also receive an email confirmation once the case order ID is created.



4. Pay the fee

It is important that you pay the fee no later than the time you submit your application/appeal. Please be aware of submitting your application form in the same calendar year due to adjustment of the fee as it is regulated every year on the first of January.

Payment can be made by Visa, MasterCard or by international bank transfer.

The screenshot shows a web interface for paying a fee. At the top, there is a header with a blue background and a white box containing a red circle with the number '2' and the text 'Pay the fee'. Below this, there is a text box with the following text: 'All fees are regulated every year on 1 January. Make sure to create your Case Order ID, pay the fee and submit your application in the same calendar year. If you pay the fee before 1 January and submit your application after 1 January, your application may be rejected.' Below this text, there is a smaller text box that says: 'If no case order ID is shown in the field below, please type your case order ID and click on View payment status.' Underneath, there is a text input field labeled 'Case Order ID*' and a red button labeled 'Payment status'.

5. Gather documentation regarding the applicant.

It is important to gather all required documents before completing the application form. Use the check list under 'Gather documentation'.

- These documents include a letter of confirmation from the Danish company where the applicant will work, or a copy of the collaboration agreement with the Danish company. Alternatively, a confirmation letter from the venue where the work will be performed may be submitted.
- Additionally, a copy of the applicant's employment contract is needed, with a salary and terms of employment that align with Danish standards ([Danish standards for salary](#)). If there is a discrepancy, a temporary salary increase could be arranged during the secondment in Denmark. An addendum outlining the temporary salary increase and terms of employment must be included with the employment contract.

3 Gather documentation

It is a good idea to gather the necessary documents before you start to complete the application form. You can use the check list below.

If you submit documents not written in English, Norwegian, Swedish or Danish, you must also submit certified translations into Danish or English.

If you represent a company, please be aware that we sometimes need specific documentation of the company in order to be able to assess the economic basis for paying the salary of an employee.

You must submit:

- Documentation of paid fee. Attach receipt for your payment.
- Copy of all pages of your passport - including all empty pages and the passport's front and back cover.
- Employment contract or job offer which contains information about your salary and terms of employment and a job description.
- Documentation of education relevant to the job offered.
- Documentation of authorisation. Only relevant if the job requires a Danish authorisation.

Companies setting up in Denmark can attach

- A detailed plan for the set up of the Company with information about when the company expects to be up and running.
- A documented overview of the larger expenses connected to the set-up of the company in Denmark.

6. Gather documentation – only relevant for employees in hotels and restaurants

You can skip this part as it is only relevant for people seeking employment in hotels and restaurants in Denmark.

Gather documentation – only relevant for employment in hotels and restaurants

It is a good idea to gather the necessary documentation before you start completing the application form.

You should use the checklist below, which is specific for you who have been offered employment in a hotel or a restaurant (i.e. in the hospitality and food service industry). We have designed this specific checklist for employment in the hospitality and food service industry, as we know from experience that more information is needed in these types of applications.

If you submit documents not written in English, Norwegian, Swedish or Danish, you must also submit translations into Danish or English by a professional translator.

You must submit:

- Documentation of paid fee. Attach receipt for your payment.
- Copy of all pages of your passport – including all empty pages and the passport's front and back cover.
- Employment contract – see which information that contract must include below. Be aware that a job offer is not sufficient.
- Documentation of education and courses relevant to the job offered. For example in the form of a diploma from the educational institution.
- Documentation of employment experience relevant to the job offered. For example in the form of a declaration/statement from a previous employer.
- Your CV.

You or your employer must submit:

- This document is not applicable.

7. Application form

A Danish MitID is necessary to access the digital work permit form, but a manual alternative form AR1 is available. The manual application form fir AR1 is attached this note. Both you and your employer are responsible for completing different sections of the form AR1:

- Application form part 1 (pages 3 to 14) should be filled out by the applicant.
- Application form part 2 (pages 15 to 23) should be completed by the employer.

Companies must choose pay limit schemes in section 16.C and ensure that salaries meet Danish standards, as outlined in this guide's section 5.

8. Submitting the form

You submit the form to SIRI by using this link: [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk).

Remember to upload the work permit application together with copies of all required documentation.

You can experience problems when you try to call the Danish Immigration Service. We are working to solve the

Frontpage → Contact us → Contact SIRI →

Write to SIRI

If you need to write to SIRI using our contact form, you must first choose one of the below reasons for your enquiry.

Choose your type of enquiry

- I want to submit an application to SIRI
- I have a specific case and need to answer a letter from SIRI, send documentation or want to ask a question
- I represent a company or an educational institution and want to send information related to more than one case
- I have an enquiry for information about rules, regulations and practice
- I am an employer and need to send an answer to a hearing regarding the digital logbook, or I have an enquiry regarding a spot check visit

9. Biometrics

When you apply for a work permit, you must have your biometric features recorded. This means that you must have a facial photo taken and your fingerprints recorded.

- [Read more about biometrics here.](#)

Biometrics in Denmark

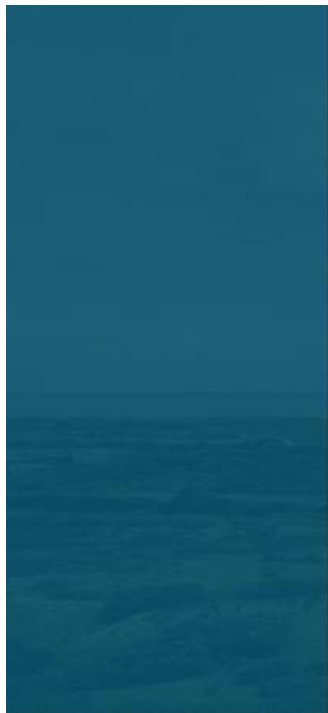
If you are exempted from the visa rules you can travel to Denmark and in advance book a time for a Biometric appointment.

- [See SIRI's departments in Denmark where you can have your biometric features recorded.](#)

Biometrics abroad

You can have your biometric features recorded at a Danish diplomatic mission or an application centre in the country where you reside.

- [See the Ministry of Foreign Affairs' list of diplomatic missions or application centres where you can have your biometric features recorded.](#)



6 Biometrics

When you apply for a residence permit, you must have your biometric features recorded. This means that you must have a facial photo taken and your fingerprints recorded. The facial photo and your fingerprints will be stored on a microchip embedded in the residence card, which will be issued to you if you are granted a permit.

If you do not agree to have your biometric features recorded, your application will be rejected. This means that your application will not be processed.

[Read more about biometrics here](#)

You must have your biometric features recorded no later than 14 days after you submitted your application.

If you are unable to have your biometric features recorded within the time limit of 14 days, because you are unable to book an appointment at a Danish diplomatic mission, you can inform us of the appointed time you will have your biometrics recorded. This way you can avoid having your application rejected.

You are abroad

You can have your biometric features recorded at a Danish diplomatic mission or an application centre in the country where you reside.

[See the Ministry of Foreign Affairs' list of diplomatic missions or application centres where you can have your biometric features recorded](#)

In certain countries Denmark does not have a diplomatic mission or application centre. In these instances the list will refer you to one of the Norwegian missions with which Denmark has made an agreement or to the nearest Danish diplomatic mission or application centre in the region.

If you submit your application to a Norwegian diplomatic mission, you must also submit one passport photo. If you are later granted a residence permit based on your

Waiting for an answer

Visit the website [New to Denmark \(nyidanmark.dk\)](https://nyidanmark.dk) to access a variety of resources such as a Q&A, details about the application process, and other helpful information.