

Applying for an extension of Residence Permit: Procedures for Accompanying Family Members – Form MF2

1. Create a Case Order ID and pay the fee
2. Fill in the MF1 application form online + attach all required documents
3. Have your biometric features recorded
4. Processing time

1. Case Order ID and Fee Payment

To pay the [fee](#), first create a case order ID. Please find instructions on the following page.

2. Fill in the MF2 application form online + attach all required documents

Please fill in the [MF2 application form](#).

To ensure that SIRI connects all of your applications, we recommend that you add all case order IDs in the comment field at the end of the online application.

3. Have your biometric features recorded

[Biometric Residence Cards](#)

Please note that your biometric features must be recorded no later than 14 days after your application is submitted. Failure to submit your biometrics in time can result in the rejection of your application!

To have your biometric features recorded (digital facial image and fingerprints), you need to appear in person at a Danish diplomatic mission.

Please find a list of Danish diplomatic missions [here](#).

If you reside in a country with a Danish diplomatic mission or an outsourcing agency, you must appear in person at the Danish diplomatic mission or outsourcing agency to have your biometric features and signature recorded **no later than 14 days** from the day you submit your application.

If you reside in a country where Denmark has a representation agreement with a Norwegian or Swedish diplomatic mission, you must appear in person at the diplomatic mission to submit two facial photos and show a valid ID **no later than 14 days** from the day you submit your application.

After applying **online** and attaching the required documentation, you only need to bring the receipt for the submission of your application (incl. the case order ID) and your passport to the Danish diplomatic mission.

If you are already in Denmark, please visit [SIRI's Citizen Centre in Copenhagen](#).

Please note that it is mandatory to book appointments in SIRI's Citizen Centre. [Read more about how to book an appointment in SIRI's Citizen Centre](#)

4. Processing time

We recommend that you apply for extension of your family's residence permits (MF2) **at the same time** that you apply for your own extension of work and residence permit. Please note the normal processing time can take up to **3 months**.

How to Create a Case Order ID

1. Visit <https://www.nyidanmark.dk/en-GB/You-want-to-extend/Family/Accompanying-family-member/Family---work-and-greencard?anchor=howtoapply>

Click on "Create case order ID"

The screenshot shows a navigation bar with two tabs: "Need to know" (selected) and "How to apply". Below the tabs, there is a section titled "Below you will find a step-by-step guide to submitting an application to the Danish Agency for International Recruitment and Integration (SIRI)." followed by two paragraphs of text. The first paragraph states: "It is important that you have carefully read the conditions for being granted a residence permit before you begin step 1. You can do this on the tab "Need to know" on the left." The second paragraph states: "Due to the current COVID-19 situation, in many places and in a number of situations it is not possible to have your biometric features (fingerprints and facial photo) recorded, when you submit an application for a residence permit. The deadline for recording biometric features has therefore been extended until 1 July 2020. [Read more about the extension here.](#)" At the bottom of the page, there is a horizontal bar with a button labeled "1 Create case order ID" and a downward arrow. A red oval is drawn around the button.

2. [Pay the fee](#)
3. Gather documentation
4. Complete the application form – use the [online MF2](#)
5. Submit the application
6. Have your biometrics features recorded
7. Receive an answer, the normal processing time is up to three months. Please keep updated on the current processing time at <https://www.nyidanmark.dk/en-GB/You-want-to-extend/Family/Accompanying-family-member/Family---work-and-greencard?anchor=howtoapply>