

















## Apply for an adoption allowance (instructions)

Here you can find instructions in English for how to apply for an adoption allowance.

	<p>Go to <a href="http://www.lifeindenmark.dk/apply-adoption-allowance">www.lifeindenmark.dk/apply-adoption-allowance</a></p>
	<p>Log in using your NemID digital signature.</p>
	<p>Click [Start].</p>
	<p>Click [Start ny ansøgning] (Start new application)</p>
	<p>Under 'Hvem søger du adoptionstilskud til?' you must state which children you are applying for an adoption allowance for. You must state:</p> <ul style="list-style-type: none"> <li>○ 'Barnets navn' (The name of the child)</li> <li>○ 'Barnets CPR-nummer' (The civil registration number of the child)</li> </ul> <p>Tick the box by 'Barnet har ikke et CPR-nummer' if the child does not have a civil registration number.</p> <p>You can add information on several children by clicking [Tilføj barn] (Add child).</p>
	<p>Click [Næste] (Next).</p>
	<p>Under 'Hvornår er dit barn blevet overdraget til dig?' you must state when you have been given custody of your child. State the date.</p> <p>Under 'Min situation som adoptant' you must describe your situation as an adopter. Choose between:</p> <ul style="list-style-type: none"> <li>○ 'Jeg har adopteret alene' (I have adopted by myself)</li> <li>○ 'Jeg har adopteret sammen med min ægtefælle/samlever' (I have adopted a child together with my spouse/cohabiting partner)</li> </ul>
	<p>Click [Næste] (Next).</p>

	<p>Under 'Arbejder du i Danmark eller i udlandet?' you must state whether you work in Denmark or abroad. Choose between:</p> <ul style="list-style-type: none"> <li>○ 'Jeg er ikke i arbejde' (I am not employed)</li> <li>○ 'Jeg arbejder i Danmark' (I work in Denmark)</li> <li>○ 'Jeg arbejder i udlandet' (I work abroad)</li> <li>○ 'Jeg arbejder både i Danmark og i udlandet' (I work both in Denmark and abroad)</li> </ul>
	<p><b>If you work abroad</b>, under 'I hvilket land arbejder du?' you must state what country you are working in. Please note that the names of the countries are in Danish.</p>
	<p>Click [Næste] (Next).</p>
	<p>Under 'Supplerende oplysninger' you must state whether you have lived or worked in Greenland or on the Faroe Islands in the last 10 years. Choose between:</p> <ul style="list-style-type: none"> <li>○ 'Ja, jeg har boet eller arbejdet i Grønland eller på Færøerne indenfor de sidste 10 år'  (Yes, I have lived or worked in Greenland or on the Faroe Islands in the last 10 years)</li> <li>○ 'Nej, jeg har ikke boet eller arbejdet i Grønland eller på Færøerne indenfor de sidste 10 år'  (No, I have not lived or worked in Greenland or on the Faroe Islands in the last 10 years)</li> </ul> <p><b>If your answer is yes</b>, you must attach documentation for the periods in which you have lived or worked in Greenland or on the Faroe Islands. You do so by clicking [Vedhæft dokument] (Attach document)</p> <p>You can also state your telephone number under 'Mit telefonnummer' (My telephone number) so that Udbetaling Danmark can contact you if they have questions.</p>
	<p>Click [Næste] (Next).</p>
	<p>Under 'Kontrollér dine oplysninger og send' (Confirm your information and send) there will be a review of the information you have provided.</p>

	<p>Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.</p> <p>You do this by ticking the box at the bottom of the page.</p>
	<p>Click [Godkend og send] (Approve and send).</p>

## More information

You can read more about family benefits on [www.lifeindenmark.dk/family-benefits](http://www.lifeindenmark.dk/family-benefits).