



To be sent/ handed over to the municipality	To be stated upon request	
	Date received	KLE 28.77.08Ø47 • Case identification
	Application for a free place (daycare facility, after-school centre, after-school club/ before-and-after school care facility)	
	Change to previous application <input type="checkbox"/> No <input type="checkbox"/> Yes, the change takes effect from	Date of change

Applicant

Name	Civil registration number
Address	
Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Cohabiting with another person in a marriage-like relationship	
Name of spouse/cohabiting partner	Civil registration number

Children for whom a free place is applied for

			To be filled in only for first-time application		
Name	Civil registration number	Date of enrolment	Date, spouse/cohabiting partner		
Does the applicant have a duty to support other children living at home under 18 years of age?				<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, number
If the applicant and/or spouse/cohabiting partner is a student, please state when the studies are expected to be completed		Date, applicant	Date, spouse/cohabiting partner		

Information about household income
(Documentation may be attached)

	Applicant	DKK	Spouse/cohabiting partner	DKK	Reserved for the municipality
Personal income	Weekly Fortnightly Monthly		Weekly Fortnightly Monthly		Income taxed at source
Income not taxed at source	Weekly Fortnightly Monthly		Weekly Fortnightly Monthly		Income not taxed at source +
State educational grant	Weekly Fortnightly Monthly		Weekly Fortnightly Monthly		Welfare benefits +
Cash benefits Unemployment benefits Pension	Weekly Fortnightly Monthly		Weekly Fortnightly Monthly		Other taxable income +
Other taxable income	Weekly Fortnightly Monthly		Weekly Fortnightly Monthly		Positive net capital income +
Positive net capital income (For example, interest income)		DKK annually		DKK annually	Share income +
Share income		DKK annually		DKK annually	Total income =
Remarks					Deduction for children (Number x DKK 7,000) ÷
					Single parent deduction (DKK 76,317) ÷
					Calculation basis =

Declaration and signature

I know my rights and obligations as stated in the section on the processing of personal data on page 2.	
Applicant – Date and signature	Spouse/cohabiting partner, if any – Date and signature
Daytime telephone number	Daytime telephone number

Information about the right to income-based free place

Income-based free place means that the municipality reduces the payment for a place in a daycare facility, after-school centre, before-and-after school care facility or after-school club, etc. or waives the payment entirely. Your child may have an income-based free place if the income falls within the following limits:

Free place scale at 2026 level

Income	Parental payment in per cent of full subsidised parental payment
Less than DKK 218,101	0 per cent.
DKK 218,101 to DKK 222,936	5 per cent
DKK 222,937 to DKK 677,499	Parental payment is increased by 1 per cent for every DKK 4,836 increase in income
DKK 677,500 and above	100 per cent.

As soon as you have been granted a place for your child in a daycare facility, after-school centre, before-and-after school care facility or after-school club you may contact your municipality to have them calculate whether your child can have a full or partial income-based free place. You may also visit www.borger.dk or possibly your municipality's website for a free place calculation.

If you want to apply for a free place, you must fill in the digital application in your municipality at www.borger.dk. You may obtain more information about income-based free places by contacting your municipality.

The rules on income-based free place are also set out in the Danish Act on Daycare Facilities, Consolidated Act no. 988 of 27 August 2024, and the executive order on after-school centres and after-school clubs, etc., for children and young people.

Single parent

To be eligible for a deduction of DKK 76,317 as a single parent in the assessment of income-based free place subsidy, it is required that you are genuinely single. The definition of a "genuinely single parent" is largely in line with the definition of single parents in relation to child allowance. You can find more information in "Vejledning om dagtilbud m.v." (Guide to daycare facilities etc.) no. 9109 of 27 February 2015, which you can find at www.retsinfo.dk

Rights and obligations in connection with the municipality's processing of personal data

Please fill in the form so that the municipality can process your request on an adequate basis, cf. section 11(1) of the Danish Due Process Act.

When you receive benefits from the municipality, you are obliged to report any changes that may affect the case. This applies to information regarding yourself, any spouse or cohabiting partner, and children, cf. section 11(2) of the Danish Due Process Act.

Under section 34 of the Danish Executive Order on Daycare, you must inform the municipality of all circumstances that may result in changes in the income-based free place subsidy, including changes in household composition, civil status, etc. However, there is no obligation to provide information on changes in household income unless it is information about income from self-employment or information about income that is not taxable in Denmark. It is always a good idea to notify the municipality of any permanent changes so that your free place subsidy is calculated correctly right away.

Incorrect or missing information may result in a claim for repayment of subsidies for parental payment, cf. section 93 of the Danish Act on Daycare Facilities. If you provide incorrect, incomplete or misleading information - either deliberately or through gross negligence - you may be fined under section 12b of the Danish Due Process Act or charged under section 289a of the Danish Penal Code.

Information that may be obtained by the municipality without your consent

The municipality can obtain financial information as well as information about your holiday status from

- other public authorities,
- eIndkomstregistret (digital income register),
- Unemployment funds and
- Feriekonto (Danish holiday pay scheme)

The municipality can obtain similar information about others in your household.

The municipality uses the information to process your case or for subsequent control, cf. section 11a(2) to (5) of the Danish Due Process Act.

The municipality is authorised to carry out inspections at the company where you are or have been employed to check the salary payments that form the basis for [benefit]. During the visit, the municipality has the right to ask you and the other employees questions in accordance with section 12a of the Danish Due Process Act.

The municipality has access to the necessary information in Udbetaling Danmark if an investigation procedure has been opened regarding other benefits. The municipality can see what is being investigated, what steps have been taken in the case, but also whether an investigation

procedure involving you has been closed within the last 6 months. Similarly, the municipality discloses the same information to Udbetaling Danmark, cf. section 11a(2) of the Danish Udbetaling Danmark Act.

Registration and disclosure of information by the municipality

The municipality registers the information received and discloses the information to other public authorities, private companies, etc. that have a legal right to the information or cooperate with the municipality.

The municipality and Udbetaling Danmark have a mutual obligation to disclose information that may affect a benefit you receive from Udbetaling Danmark and the municipality respectively, cf. sections 6, 9 and 10 of the Danish Udbetaling Danmark Act.

The municipality also discloses information that may be relevant to any future payment of child or youth benefit ("child cheque").

In order to determine whether it is relevant to disclose information, the municipality and Udbetaling Danmark have access to information about any benefits you may have received in the last three months, cf. section 8 of the Danish Udbetaling Danmark Act.

The municipality's information about your cash benefits and subsidies is reconciled in Udbetaling Danmark's data unit against benefits from other municipalities and information from various public registers at, for example, the tax authorities and the Civil Registration Office (Folkeregister), cf. part 3a of the Danish Udbetaling Danmark Act.

Data on financial, residential and family circumstances for you, your spouse/cohabiting partner and other current, former and presumed household members are reconciled. The purpose of this reconciliation is to prevent errors in the payment of benefits granted by public authorities.

Udbetaling Danmark's data unit discloses information about suspected errors or incorrect data to the municipality, which then decides whether your benefit/subsidy should be adjusted or whether a claim for repayment should be raised.

Udbetaling Danmark's data unit deletes data about you once the municipality has been notified of the result.

The municipality deletes the data when the retention period expires and any archiving requirement has been met. Once the information is archived or deleted, the municipality no longer has access to it.

You have the right to know what information the municipality holds about you, and you can request that incorrect information is corrected or deleted.

The municipality's data protection officer

You can contact the data protection officer about your rights under the data protection legislation.

You have the right to file a complaint with the Danish Data Protection Agency about the municipality's processing of your personal data.

You can read more about the role of the data protection officer on www.datatilsynet.dk.