

Spillemyndigheden  
 Lerchesgade 35, 6  
 5000 Odense C, Denmark

## Application

### Application for manager and staff (see guide)

The application must be completed by persons wishing to be approved as a manager of a gambling arcade with slot machines, a shop selling lottery and/or betting products, premises or a location offering land-based bingo or a land-based casino and for employment in a land-based casino.

#### Position

##### 1. Manager

- Gambling arcade with slot machines
- Shop selling lottery and/or betting products
- Premises/location offering land-based bingo
- Land-based casino

Name of the venue

Address \_\_\_\_\_ House number \_\_\_\_\_

Postcode \_\_\_\_\_ Town/city \_\_\_\_\_

##### 2. Staff

- Employment in land-based casino

#### Personal data

##### 3. Name and address

First names \_\_\_\_\_ Surnames \_\_\_\_\_

Address \_\_\_\_\_ House number \_\_\_\_\_ Floor \_\_\_\_\_

Postcode \_\_\_\_\_ Town/city \_\_\_\_\_

Phone number \_\_\_\_\_ Alternative phone number \_\_\_\_\_ Email address \_\_\_\_\_

Current address since \_\_\_\_\_

**Personal data**  
Continued

**4. Identity data**

Danish civil registration number \_\_\_\_\_

If you do not have a Danish civil registration (CPR) number, please fill in the rest of item 4

Date of birth \_\_\_\_\_

Passport number \_\_\_\_\_ Issued on \_\_\_\_\_ Issued by authority and country \_\_\_\_\_

- Copy of the passport is enclosed

**Previously employment**

**5. Previous employment**

Have you previously been employed as a manager of a gambling venue or as an employee in a casino?

- No        Yes – fill in the item

Name of the venue \_\_\_\_\_

Address \_\_\_\_\_ House number \_\_\_\_\_

Postcode \_\_\_\_\_ Town/city \_\_\_\_\_ Country \_\_\_\_\_

Period of employment      From \_\_\_\_\_ To \_\_\_\_\_

Job title \_\_\_\_\_

If you have been employed at multiple gambling venues or casinos, you must enclose an appendix with the information

**6. Refusal of approval**

Have you previously been refused approval as a manager of a gambling venue or as an employee in a casino in Denmark or abroad?

- No        Yes – fill in the item

Provide details about this \_\_\_\_\_

**Previous employment**  
*Continued*

**7. Revocation or lapse of approval**

Have you previously had an approval as a manager of a gambling venue or as an employee in a casino revoked or has such approval lapsed in Denmark or abroad?

- No                        Yes – fill in the item

Provide details about this

**Criminal information and guardianship**

**8. Criminal offences**

Have you been charged with or convicted of a criminal offence in Denmark or abroad?

- No                        Yes

**You must enclose a criminal record, which must not be more than six months old**

Have you lived in another country than Denmark within the past five years?

- No                        Yes – you must enclose a criminal record or the like from the country/countries in which you have lived in the past five years.

If you have been charged by the police abroad for a criminal offence, you must provide the details connected with this.

**9. Guardianship**

Are you under guardianship according to section 5 of the Danish Guardianship Act (Værgemålsloven) or under limited guardianship according to section 7 of the Guardianship Act?

- No                        Yes

**Declaration and signature**

**10. Applicant's declaration and signature**

I declare that the information provided in this application is correct and complete.

I understand that missing information or deliberate errors in the information may result in the application being rejected.

If there is a change to any of the information provided, the Danish Gambling Authority (Spillemyndigheden) must be notified immediately.

Anyone who withholds information or provides incorrect or misleading information for use for the Danish Gambling Authority's processing of the application for approval is punishable by fine or imprisonment according to the provisions of the Danish Criminal Code (Straffeloven).

Date

*Signature – submit the form using your digital signature (MitID) or sign by hand*

## Guidance

### Application

You must submit your application to the Danish Gambling Authority, which is the authority that can issue the licence. This is stipulated in Danish Consolidation Act no. 1182 of 22 September 2025 on gambling (Lovbekendtgørelse om spil).

The application must be completed to obtain approval as

1. manager of a gambling arcade with slot machines;
2. manager of a shop selling lottery and/or betting products;
3. manager of premises or a location offering land-based bingo;
4. manager of a land-based casino;
5. employment in a land-based casino.

A manager is responsible for the day-to-day operation of gambling arcades with slot machines, shops selling lottery and/or betting products, premises or locations offering land-based bingo and land-based casinos.

You must enclose relevant documentation. If relevant documentation is missing or is not submitted on request, the processing of the case may be delayed.

### Terms and conditions

Persons over the age of 21 can be approved as managers of land-based casinos, of premises/locations offering land-based bingo, gambling arcades with slot machines and shops selling lottery and/or betting products if they

1. are not under guardianship or limited guardianship;
2. have not been convicted of a criminal offence that entails a risk that they will abuse the access to offer gambling products and services.

The manager must not have acted in such a way that there is reason to believe that the gambling venue will not be run in a responsible manner.

Persons over the age of 18 can be approved as an employee in land-based casinos if they

1. are not under guardianship or limited guardianship;
2. have not been convicted of a criminal offence that entails a risk that they will abuse the access to offer gambling products and services.

### Item 1: Manager

You must state the name and address of the gambling venue where you will be the manager. You can only be the manager in one venue, but the same venue can have both payout slot machines and sell lottery and/or betting products. The approval as manager is linked to the gambling venue that you specify.

### Item 2. Staff

You must provide the name and address of the casino where you will initially be employed if you are approved.

An approval will normally be valid for 5 years. If you have a valid approval, you do not need to apply for a new approval if you change employment to another casino. The approval is linked to you personally.

### Item 3 Name and address

You must enter your full name, address, phone number and any email address. You must also state how long you have had your current address.

If you do not have a Danish civil registration (CPR) number or are exempt from digital post, the email address is necessary for the Danish Gambling Authority's communication in connection with the application.

### Item 4 Identification details

You need to state your civil registration number.

If you do not have a Danish civil registration number, you must enter your date of birth, your passport number, the date of issue, the issuing authority and the country in which it has been issued.

You must enclose a copy of your passport.

### Item 5 Previous employment

You must state whether you have previously been employed as a manager of a gambling venue or as an employee in a casino. You must enter the name and address of the gambling venue, the position you held and when you were employed at the venue in question.

If you have been employed at multiple gambling venues or casinos, you must enclose appendices containing the information.

### Item 6 Refusal of approval

You must provide information if you have previously been refused approval as a manager of a gambling venue or for employment in a casino in Denmark or abroad. You must state the reason for the refusal, and if the decision was made by a foreign authority, you must state the name of the authority and the country in question as well as reference number or other information by which the case can be identified.

### Item 7 Revocation or lapse of approval

You must state if you have previously been approved as a manager of a gambling venue or as an employee in a casino, and the approval has been revoked or lapsed in Denmark or abroad. You must state the reason why the approval was revoked or lapsed. If the decision was made by a foreign authority, you must state the name of the authority and the country in question as well as reference number or other information by which the case can be identified.

### Item 8 Criminal offences

You must state whether you have been charged or convicted of a criminal offence in Denmark or abroad.

You must enclose your private certificate of criminal record, which you can order on the front page of [politi.dk/en](http://politi.dk/en). The certificate of criminal record must not be more than six months old.

You can read more about obtaining your private criminal record at [politi.dk/en](http://politi.dk/en) – Certificate of criminal record.

You must state whether you have lived in another country in the past five years. If you have lived in another country, you must enclose a certificate of criminal record or the like from the country/countries in which you have lived in the past five years. The certificate of criminal record must be applicable to the entire peri-

## Guidance – continued

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od of your stay.

If you have been charged by the police abroad for a criminal offence, you must state the reason, which police authority, in which country and reference number or other information by which the case can be identified.

### **Item 9 Guardianship**

You must state whether you are under guardianship according to section 5 of the Guardianship Act or under limited guardianship according to section 7 of the Guardianship Act.

### **Item 10 Declaration and signature**

By signing the document, you declare that the information provided is correct and complete.

The information will be checked by the Danish Gambling Authority in connection with the processing of the application.

The Danish Gambling Authority may require the submission of additional information.

You can submit the form via borger.dk or e-boks using your MitID. You can sign it by hand and send it via The Danish Gambling Authority's contact form at spillemyndigheden.dk/en under 'Contact'.

### **Other**

If you have any questions about the application, you can contact the Danish Gambling Authority at mail@spillemyndigheden.dk. You can send an encrypted email to us via our website – Contact.

## Processing of your personal data

The Danish Gambling Authority processes your personal data in connection with your application.

### The Danish Gambling Authority is the data controller – how to contact us?

The Danish Gambling Authority is the data controller for the processing of the personal data we receive from you. You can find the Danish Gambling Authority's contact details below.

#### Spillemyndigheden

Lerchesgade 35, 6  
5000 Odense C, Denmark  
CVR no.: 34730415  
Tel.: (+45) 72 38 79 13  
Email: [gdpr@spillemyndigheden.dk](mailto:gdpr@spillemyndigheden.dk)

If you want more information about the Danish Gambling Authority's processing of personal data, you can read our Privacy Policy at [spillemyndigheden.dk/en/privacy-policy](https://spillemyndigheden.dk/en/privacy-policy)

### Contact details for the Data Protection Officer

If you have any questions about our data processing, you are always welcome to contact our Data Protection Officer at the Danish Tax Agency via the below contact details:

Udviklings- og Foreklingsstyrelsen  
Osvald Helmuths Vej 4  
2000 Frederiksberg, Denmark  
Attn: Databeskyttelsesrådgiveren/Data Protection Officer  
Email: [DPO@ufst.dk](mailto:DPO@ufst.dk)

### What are personal data?

Personal data are any type of information that can be directly or indirectly attributed to an identifiable natural person. This may, for example, be data such as name, address, civil registration (CPR) number and financial circumstances.

Personal data can also be information about businesses, for example in case of sole proprietorships or shareholders in a company.

Processing of personal data means any handling of personal data. Typical types of processing include: collection, registration, systematisation, storage, disclosure, correlation and erasure.

### What personal data does the Danish Gambling Authority process about you?

We process data about your name, your contact details, data about potential criminal offences, occupational matters and data about your financial circumstances.

### Where do the personal data come from?

The Danish Gambling Authority processes personal data that you have yourself submitted to the Danish Gambling Authority in connection with your application.

In addition, we process data about you that we have received from other private individuals, businesses and public authorities.

There is CCTV surveillance at the addresses of the Ministry of Taxation's departments.

### Purposes and lawfulness of our processing of personal data

The Danish Gambling Authority processes personal data about individuals and businesses submitted for the processing of an application for a licence to offer games of chance.

The Danish Gambling Authority processes personal data as part of the tasks for which we are responsible as a public authority. The processing of general personal data is based on Article 6(1)(e) of the General Data Protection Regulation.

If we process data about criminal offences, such data are processed as a necessary part of the performance of a task carried out in the public interest and the exercise of official authority vested in us, and the processing of the data is consequently based on section 8(1) and (2) para (3) of the Danish Data Protection Act (Databeskyttelsesloven).

### Recipients or categories of recipients

The Danish Gambling Authority often discloses personal data to our data processors and other public authorities as part of our general performance of tasks. It may follow from legislation that the Danish Gambling Authority has a disclosure obligation. For example, data are disclosed to the Danish Tax Agency (Skattestyrelsen), the police, the courts and other relevant authorities.

### Disclosure to recipients in third countries, including international organisations

The Danish Gambling Authority rarely discloses personal data to recipients outside the EU and EEA.

### Storage of personal data

We store personal data for as long as necessary to process your application. In this connection, we attach importance to the complexity of the application when determining how long the data will be stored.

### Automated decisions, including profiling

The Danish Gambling Authority does not use automated decisions, including profiling.

### Your rights

You have a number of rights when the Danish Gambling Authority processes personal data about you. You can read more about these rights below. If you wish to exercise your rights, please contact us.

#### *Right to be informed*

You have the right to be informed when the Danish Gambling Authority collects and processes personal data about you. This includes a right to be informed about the purpose and legal basis for the processing.

The Danish Gambling Authority may be exempt from its obligation to provide you with information in certain situations. This will apply, for example, if you are already familiar with the information, or your interest in receiving the information should be overridden by the consideration of private or public interests.

#### *Right of access*

As a general rule, you have a right of access concerning the Danish Gambling Authority's processing of your personal data. This means that you have the right to obtain confirmation that personal data about you are processed as well as various additional information.

## Processing of your personal data – *continued*

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### *Right to rectification (correction):*

You have the right to rectification of any inaccurate data about you.

### *Right to erasure*

In special cases, you have the right to have data about you erased before the time at which it would normally be erased by us.

### *Right to restriction of processing*

In some cases, you have the right to have the processing of your personal data restricted. If you have a right to have our processing restricted, this means that, in future, we may only process the data – with the exception of storage – with your consent, or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest.

### *Right to object*

In certain cases, you have the right to object to our otherwise lawful processing of your personal data.

### *Right to transmit data (data portability)*

In certain cases, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to transmit those data from one data controller to another without hindrance.

### *Storage and erasure*

The data that the Danish Gambling Authority collects and processes about you will be processed and stored in the Danish Gambling Authority's IT systems.

We erase your personal data when they no longer serve a valid purpose. The specific date of erasure depends on for how long the data must be stored to fulfil the purpose for which they were collected.

You can read more about your rights at the website of the Danish Data Protection Agency (Datatilsynet): <https://datatilsynet.dk/english/privacy-policy>

### *Complaint to the Danish Data Protection Agency*

You have the right to file a complaint with the Danish Data Protection Agency if you are dissatisfied with the way in which the Danish Gambling Authority processes your personal data.

The Danish Data Protection Agency is the central independent authority that supervises compliance with the rules in privacy law. You can find the contact details of the Danish Data Protection Agency at [datatilsynet.dk/english/contact-us](https://datatilsynet.dk/english/contact-us).