

EU registration certificate

In order to get an EU registration certificate at the State Administration, please bring:

- passport / national ID card as well as a color copy of the passport / ID card
- complete OD1 application form (for each applicant, also for children)
- one passport picture (two if you are from outside of EU)
- documentation for the basis on which you apply for registration (see options below)

Documentation for the basis on which you apply for registration:

Employed:

- employer's declaration (Appendix A in the application form)

or

- employment contract

The document must be dated and signed not more than 30 days before you submit the application.

Self-employed:

- budget covering the first year of operation drawn up by a registered public accountant or a state-authorized public accountant
- if you already have a CVR-number: proof of registration at the Danish Commerce and Companies Agency
- lease agreement that states where the activity is based (if applicable)

Student:

Acceptance letter from an educational facility that the Danish Ministry of Education has approved

Sufficient funds:

Documentation for sufficient resources to finance your stay:

- bank statement from an account in your name
- a declaration from your employer outside of Denmark

or

- other documents proving that you can provide for yourself while living in Denmark

If another person is willing to assume responsibility for your subsistence, he/she must provide the same documentation and fill out a support declaration.

You and your provider must appear in person at the appointment.

Family member to an EU-citizen living in Denmark:

Documentation of family relationship with the EU-citizen:

- Marriage certificate and / or birth certificate

If you are a co-habiting couple:

- documentation that you have been living together for a minimum of 1½-2 years (lease, rent receipt, owner contract, etc.)
- documentation for your spouse's or parent's basis of stay

CPR number

Do you also need a CPR number? Please fill in your online application for a CPR number at www.ihcph.dk, as soon as you schedule an appointment at the State Administration at ICS. If both applications are approved, you will get your EU registration certificate and CPR number right away when you visit ICS at International House Copenhagen.