



## How to register and what to bring - Workers

At the International Citizen Service (ICS) you find all relevant authorities under one roof. You can do all necessary registrations (residence certificate, personal registration number (CPR), health insurance and tax card), find valuable information and get personal guidance when you take up residence in Denmark.

**In order to be registered correctly we kindly ask you to bring the following documents preferably organized according to the steps below.**

### ***EU/EEA Citizens***

Citizens from an EU/EEA country can take up residence in Denmark, if you have found a job in Denmark. If you work in Denmark for more than 3 months, you must register for a registration certificate, a personal registration number and a tax card.

For the residence certificate, please use form OD1. The form can be found on [www.statsforvaltningen.dk](http://www.statsforvaltningen.dk) > EU residence > Application.

#### **Step 1 - Documents for EU residence document**

- Form OD1. Each family member must fill in form OD1 – incl. accompanying children.
- Work contract or Declaration by the Employer (Appendix A in form OD1). Please note, that you must register within one month from the day your employer have signed the work contract/the Declaration by the employer.
- Original passport/ID card with photo + two copies
- One passport size photo

#### **Step 2 - Documents for CPR-number**

- Your registration certificate
- A completed arrival form for new citizens in Denmark
- Original passport/ID card as well as a copy
- Proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- Your original marriage certificate + a copy if you are married. Please remember to bring your marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(er)). Only certificates in English/German/Scandinavian languages are accepted
- Original birth certificate(s) + copy for accompanying children under 18 years. Only certificates in English/German/Scandinavian languages are accepted

#### **Step 3 - Documents for TAX / SKAT**

- Tax form 04.063 to apply for a tax card if you will receive salary/payments from Denmark. If you are going to be on researcher's tax you do not need to fill this form out
  - A copy of your work contract
  - A copy of your passport or national ID card if you don't have a CPR-number
- A copy of your marriage certificate (if applicable) if you don't have a CPR-number