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.

Non EU/EEA Citizens

Citizens from Non-EU/EEA countries must apply for a work- and residence permit *before* arrival in Denmark. Each family member must have a residence permit. After arrival in Denmark, you must register for a personal registration number (CPR) and a tax card.

Step 1 - Documents for CPR-number

- ☐ A completed arrival form for new citizens in Denmark
- ☐ Your work- and residence permit + a copy from the Danish Agency for International Recruitment and Integration
- ☐ 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 2 - 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