

# How to register and what to bring - Workers

## *EU/EEA/Swiss Citizens*

At the International Citizen Service (ICS) in Copenhagen, Aarhus, Aalborg and Odense 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 about living and working conditions in Denmark and get personal guidance.

Citizens from EU/EEA country and Switzerland can take up residence in Denmark when you have found a job. 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. If you work in Denmark for 3 months or less, all you need is a tax card (step 3).

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

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

- Form OD1. Each family member must fill in form OD1 – incl. accompanying children. The form can be found on [www.statsforvaltningen.dk](http://www.statsforvaltningen.dk) > EU residence > Application.
- Employment contract/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 employment contract/the Declaration by the employer.
- Your original passport/ID card with photo
- One passport size photo

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

- Your registration certificate
- Arrival form for new citizens in Denmark (the arrival form will be handed out in ICS). (In Copenhagen area, please use <http://ihcph.kk.dk/> for online registration).
- Your original passport/national ID card + a copy
- Proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- Your original marriage certificate (if you are married) + a copy. Please remember to bring your marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(er)).
- Original birth certificate(s) + copy for accompanying children under 18 years.

Please note: Only marriage and birth certificates in English/German/Scandinavian languages are accepted. Translation of the marriage certificate must be done in a satisfactory manner. Marriage and birth certificates from some countries need to be apostille certified or legalised.

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

- Tax form 04.063 ([www.skat.dk](http://www.skat.dk) > English) to apply for a tax card if you will receive salary/payments from Denmark.
- A copy of your employment 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

### **Family members**

Family members (spouse, registered partner or permanent partner) to workers, students, self-employed persons or jobseekers with sufficient funds in Denmark (principal person) can apply for a residence permit to Denmark. The application process and which forms to use, depends on the principal person and the family members' nationality. Please find further information in the checklist "Accompanying family".