

## Get off to a good start in Denmark

Get help with the paperwork, job search and get good advice on what it's like to live and work in Denmark.

All relevant authorities under one roof.

A public service for foreign employees, job seekers and Danish companies.



## **All the service you need in one place**

There's a lot to take care of when you arrive in Denmark as a foreign employee or job seeker. International Citizen Service (ICS) is there to help. We make the contact to Danish authorities as easy as possible – for you, your partner, and for Danish companies that employ foreign employees.

All the authorities you typically need to contact are represented at ICS. So in most cases, you'll only need to visit an ICS office to take care of paperwork and find answers to your questions.

We can't help you with everything there and then, but you can expect efficient service and assistance. If ICS cannot help with your enquiry, we will refer you to the relevant authority.

# International Citizen Service offers

## Help with the paperwork:

- registration certificate for EU citizens
- tax card
- Civil Registration number (CPR)
- health insurance card
- NemID

## Personal guidance on:

- residence rules for non-EU citizens
- job seeking in Denmark
- Danish courses
- the Danish tax system
- registration of foreign vehicles

## Useful information about:

- living and working conditions in Denmark
- authorisation and recognition of foreign qualifications
- study and career counselling
- accommodation
- schooling
- day-care for children
- network and social activities in your area



[www.icitizen.dk](http://www.icitizen.dk)

# Contact International Citizen Service

You will find an International Citizen Service office in each of the four largest cities in Denmark: Copenhagen, Aarhus, Odense and Aalborg. Foreign employees, job seekers and Danish companies are welcome to contact us. For personal service, please come during office hours. You may also contact us via mail or phone.

If your enquiry is more general, you will in most cases find the information you're looking for on the relevant authority's website.

You will find the following authorities represented at ICS:

- Workindenmark
- The Danish Agency for International Recruitment and Integration
- The Danish Tax and Customs Administration (SKAT)
- The State Administration
- Host municipal administrations (Copenhagen, Aarhus, Odense and Aalborg)
- At ICS Aarhus: the expat organisation, International Community

The host municipal administrations can help you get your Civil Registration number (CPR) and your health insurance card, working on behalf of a large number of municipalities.

Please use checklists at [icitizen.dk](http://icitizen.dk) to find out:

- if your closest ICS can issue CPR-number on behalf of the municipality you reside in, and
- if you bring all the necessary documents when you visit.

Contact your local ICS for more information.

[www.icitizen.dk](http://www.icitizen.dk)

## **Copenhagen**

Gyldenløvesgade 11  
DK-1600 Cph.V

P: +45 33 66 66 06  
M: [east@icitizen.dk](mailto:east@icitizen.dk)

### *Office hours:*

Mon - Wed.  
10am - 3pm  
Thurs. 11am - 3pm  
Fri. 10am - 2pm

## **Odense**

Dannebrogsgade 3  
DK-5000 Odense C

P: +45 72 20 54 20  
M: [south@icitizen.dk](mailto:south@icitizen.dk)

### *Office hours:*

Wed. 830am -  
1230pm  
Thurs. 12pm - 4pm

## **Aarhus**

Åboulevarden 31  
1st. floor  
DK-8000 Aarhus C

P: +45 72 22 33 75  
M: [west@icitizen.dk](mailto:west@icitizen.dk)

### *Office hours:*

Thurs. 1pm - 5pm  
Fri. 9am - 1pm

## **Aalborg**

Slotspladsen 1  
Opgang A  
DK-9000 Aalborg

P: +45 72 56 89 20  
M: [north@icitizen.dk](mailto:north@icitizen.dk)

### *Office hours:*

Tues. 8am - 12pm  
Thurs. 12pm - 4pm