

## How to register and what to bring - Workers

### *Nordic 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 the Nordic countries can take up residence in Denmark without any restrictions. If you work in Denmark for more than 3 months you must register for a Danish CPR number and a tax card. If you work for 3 months or less, all you need is a tax card (Step 2).

**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 CPR-number**

- 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/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 2 - 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.
- Your employment contract + a copy
- Your original passport/national ID card + a copy if you don't have a CPR-number
- Your original 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".