



## Registration at the International Citizen Service

### Accompanying family

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.

Family members (spouse/registered or cohabiting partner and children under the age of 21 years) 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.

#### **Nordic citizen**

A Nordic citizen, who accompanies a worker/student/self-employed/jobseeker, can register in Denmark without any restrictions. If you stay in Denmark for more than 3 months, you must register for a Danish CPR number.

Please bring (in hard copy):

- A completed arrival form for new citizens in Denmark (the form will be handed out at International Citizen Service) (in Copenhagen, please use <http://ihcph.kk.dk> for online registration)
- Original passport/ID card or other proof of your Nordic personal registration number + 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. If applicable: divorce certificate/death certificate (widow(er)).
- Original birth certificate(s) + a copy for accompanying children under 18 years.

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

You must attend in person at the International Citizen Service when you register. This also applies to accompanying children.

#### **Children not accompanied by both parents**

If you are applying for an EU residence document on behalf of your child when the child's other parent will not be moving to Denmark, you must in addition to proving your relationship with the child, either prove that you have full custody of the child in the form of a valid decision regarding parental custody, or that the other parent consents to the move.

Consent can be given by the other parent either verbally, if he/she attends in person with you and the child when you register, or by providing written consent to a notary. If the consent is not in Danish, English or German, it must be translated into one of these languages in a satisfactory manner after it has been authenticated by a notary.

## **EU/EEA/Swiss citizen, who accompany an EU/EEA/Swiss citizen**

An EU/EEA/Swiss citizen, who accompanies an EU/EEA/Swiss citizen, can apply for a residence certificate in Denmark, if the spouse/partner (the principal person) has already been granted – or who is simultaneously applying for a certificate of residence in Denmark. If you stay in Denmark for more than 3 months, you must register for a certificate of residence and a personal registration number. Your spouse/partner must accompany you, when you register.

Please bring (in hard copy):

- Application for residence permit - 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. Please note, that Appendix B.1 and B.2 must be filled in front of the person from the State Administration or a notary public.
- Original passport/national ID card with photo + a copy
- One passport size photo
- Proof of the principal person's current basis for residence - work (e.g. currently completed appendix A in OD1 form), funds (e.g. current transcript from bank) or similar.
- Principal person's registration certificate + a copy
- A completed arrival form for new citizens in Denmark (the form will be handed out at International Citizen Service) (In Copenhagen, please use <http://ihcph.kk.dk> for online registration)
- A proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- Original marriage certificate (if you are married) + a copy. If applicable: divorce certificate/death certificate
- Documentation for long-term cohabitation (min. 18 months) if you are not married – e.g. a common rental contract, transcript from national personal register or similar
- Original birth certificate(s) for accompanying children under 18 years + a copy.

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

You must attend in person at the International Citizen Service, when you register. This also applies to accompanying children.

### **Children not accompanied by both parents**

If you are applying for an EU residence document on behalf of your child when the child's other parent will not be moving to Denmark, you must in addition to proving your relationship with the child, either prove that you have full custody of the child in the form of a valid decision regarding parental custody, or that the other parent consents to the move.

Consent can be given by the other parent either verbally, if he/she attends in person with you and the child when you register, or by providing written consent to a notary. If the consent is not in Danish, English or German, it must be translated into one of these languages in a satisfactory manner after it has been authenticated by a notary.

## **Non-EU/EEA/Swiss citizen, who accompany an EU/EEA citizen**

A Non-EU/EEA citizen, who accompanies an EU/EEA citizen, can apply for a registration certificate according to EU regulations in Denmark. Your partner/spouse must be able to prove, that he/she has legal residence in Denmark and that he/she has established genuine residency in Denmark. If you stay in Denmark for more than 3 months, you must apply for a registration certificate and a personal registration number. Your spouse/partner must accompany you, when you register.

Please bring (in hard copy):

- Application for residence permit - 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. Please note, that Appendix B.1 and B.2 must be signed in front of the person from the State Administration or a notary public.
- Original passport/national ID card with photo + a copy
- Two passport sized photos
- Proof of the principal person's current basis for residence - work ( e.g. currently completed appendix A in OD1 form), funds (e.g. current transcript from bank) or similar
- Your spouse/partner's registration certificate (copy)
- A completed arrival form for new citizens in Denmark (the form will be handed out at International Citizen Service) (in Copenhagen, please use <http://ihcph.kk.dk> for online registration)
- A proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- Original marriage certificate (if you are married) + a copy. If applicable: divorce certificate/death certificate (widow(er)).
- Documentation for long-term cohabitation (min. 18 months) if you are not married – e.g. a common rental contract, transcript from national personal register or similar
- Original birth certificate(s) for accompanying children under 18 years + a copy.

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

Please note that all family members wishing to register in Denmark must attend in person at the International Citizen Service. This also applies to accompanying children.

### **Children not accompanied by both parents**

If you are applying for an EU residence document on behalf of your child when the child's other parent will not be moving to Denmark, you must in addition to proving your relationship with the child, either prove that you have full custody of the child in the form of a valid decision regarding parental custody, or that the other parent consents to the move.

Consent can be given by the other parent either verbally, if he/she attends in person with you and the child when you register, or by providing written consent to a notary. If the consent is not in Danish, English or German, it must be translated into one of these languages in a satisfactory manner after it has been authenticated by a notary.

### **Family members of a Danish national who has lived in another EU/EEA country or Switzerland are able to apply for family reunification pursuant to EU rules.**

You find further information and the application form (OD2) at [www.statsforvaltningen.dk](http://www.statsforvaltningen.dk) > EU residence > Family reunification with a Danish national.

### **Non-EU/EEA citizens who accompany a non-EU/EEA citizen**

Non-EU/EEA citizens who accompany a non-EU/EEA citizen 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 number)

Please bring (in hard copy):

- Your residence permit(s) from the Danish Agency for International Recruitment and Integration + a copy

- A completed arrival form for new citizens in Denmark (the form will be handed out at International Citizen Service) (in Copenhagen, please use <http://ihcph.kk.dk> for online registration)
- Original passport/ID card + a copy
- A proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- Original marriage certificate (if you are married) + a copy. If applicable: divorce certificate/death certificate (widow(er)).
- Original birth certificate(s) for accompanying children under 18 years + a copy.

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

Please note that all family members must attend in person at the International Citizen Service when you register. This also applies to accompanying children.

### ***Other services at the International Citizen Service***

- NemID
- Welcome to Denmark handbook
- Personal guidance about living and working in Denmark
- Job search seminars for e.g. spouses/partners

If you have any questions, please do not hesitate to contact us.

#### International Citizen Service

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