

How to register and what to bring - Workers

Non EU/EEA 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 (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 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.

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.

- Your work- and residence permit + a copy from the Danish Agency for International Recruitment and Integration (Please note that you must register within 6 months from the date your permit was issued).
- A completed 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).
- 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 > 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".