



How to register at and what to bring to ICS Aarhus –Workers

PLEASE NOTE – 22nd. Of December 2020

Due to COVID-19 preventive measures only the Danish Agency for International Recruitment and Integration (SIRI) is currently open for personal service in Aarhus.

Office hours:

Thursday 1pm - 5pm

Friday 9am - 1pm

For CPR number registration please call +45 89 40 10 30 for further information

At the International Citizen Service (ICS) in Aarhus you can do most of the necessary registrations and receive EU residence document, CPR number (civil registration number), health insurance card, and find valuable information.

Check if you can use ICS:

You can use ICS Aarhus, if you take up residence in either the municipality of Aarhus, Viborg, Syddjurs, Struer, Horsens, Silkeborg, Ringkøbing-Skjern, Randers, Odder, Norddjurs, Ikast-Brande, Favrskov, Herning, Skive or Skanderborg.

If you live in Hedensted, Holstebro, Lemvig or Samsø, you can apply for residence certificate, but *not* the CPR number.

What to bring to ICS Aarhus, when you are:

- an EU/EEA/Swiss citizen residing in Denmark [page 2](#)
- a non EU/EEA/Swiss citizen residing in Denmark [page 4](#)
- a Nordic citizen residing in Denmark [page 5](#)
- a cross border worker (all nationalities) [page 6](#)

Do you have a family member?

There is a separate checklist for Family members (spouse, registered partner or permanent partner). Family members to workers, students, self-employed persons or jobseekers with sufficient funds in Denmark, 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 "How to register - Accompanying family" at icitizen.dk.

Opening hours:

Thursdays 13.00 to 17.00

Fridays 9.00 to 13.00.

Questions and further information

Address: Dokk1, Hack Kampmanns Plads 2, 8000 Aarhus C
Telephone: +45 7222 3330 (open Monday, Wednesday, Thursday 9am – 3pm & Friday 9am-1pm)
Email: info@icitizen.dk
Web: www.icitizen.dk

EU/EEA/Swiss citizens

When you start working and take up residence in Denmark, you can register for an EU residence document, a CPR number (civil registration number) and a tax card. If you work for less than 3 months, all you need is a tax card.

When you register in Denmark, you must go through 3 steps. You can do all 3 steps on the same day if you bring the necessary documentation.

Step 1: Apply for an EU residence document

Step 2: Register your address in Denmark and apply for a CPR number (civil registration number).

Step 3: Apply for a tax card (online service on www.skat.dk > English > Short guide – working in Denmark)

In order to be registered correctly, please fill in and bring the forms and the necessary documentation

Step 1. Apply for an EU residence document

Fill in form OD1. You find the form on www.newtodenmark.dk > I want to apply > Residence as an EU/EEA citizen > EU residence as a worker > How to apply. Please fill in the paper form and bring it.

Each family member must fill in form OD1 – incl. accompanying children. You must appear in person when you submit the application.

You must book an appointment before you visit ICS Aarhus.

You find the booking system on www.newtodenmark.dk > Book an appointment > Book an appointment at SIRI > I am residing here based on the EU-rules > Continue to book an appointment at SIRI > Go to the SIRI booking system > choose SIRI Aarhus and click on Book your appointment > I am applying for residence under EU rules > Indicate how many persons you want to book an appointment for > Continue to the appointment selection > Choose the date and click on the green or yellow spot > make an appointment now > fill in your name, date of birth and email.

You will get a booking confirmation with your booking number in your mailbox. Please bring the booking number, when you visit ICS.

If you will apply for a CPR number the same day as you apply for EU residence document, please book your appointment Thursday between 13.00 and 17.00 or Friday 9.00 and 13.00

Step 2. Register your address in Denmark/apply for a personal registration number (CPR).

A completed online arrival form for the CPR number for new citizens in Denmark – you find the online form here: <http://ilk.dk/scsemf> (choose language). Please fill in the online form and bring the receipt. This applies to citizens, who do not have a CPR or a tax CPR number and who take up residence in the municipalities Aarhus, Horsens, Ikast-Brande, Randers, Ringkøbing-Skjern, Struer or

Syddjurs. If you have an “old” CPR number or a tax CPR number, please use the paper form <https://goo.gl/6wNosT> – and bring it when you visit ICS.

If you take up residence in Viborg, Norddjurs, Favrskov, Herning, Skive, Odder or Skanderborg, please print and fill in this paper form: <https://goo.gl/6wNosT> – and bring it when you visit ICS.

It is also possible to register for the CPR number at the Citizens Service Center in the municipality where you live. Please check the municipality web site for opening hours and booking.

You must appear in person when you submit the application.

Step 3. Apply for a tax card (online service)

To apply for a tax card you can complete an online application or complete and submit form 04.063. You will find the online service at www.skat.dk > English >

Shortcuts – Your guide to working in Denmark > Select language (EN, DE, LT, PL, RO) > [Applying for a personal tax number and a tax card](#) (direct link).

When you apply online you must remember to attach copies of following documents:

- Photo ID, such as a passport or an ID Card
- Marriage certificate if you are married (family certificate if you are a Swedish citizen)
- Work permit if you are a citizen from outside the EU, Iceland, Liechtenstein, Switzerland or Norway
- Employment contract (signed by your employer)

Documentation for step 1 and 2

Please bring:

- 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 + 2 printed copies
- Proof of your address in Denmark (e.g. lease, letter from landlord) + 1 printed copy
- Your original passport/national ID card with photo + 1 printed copy
- One passport size photo
- Your original marriage certificate (if you are married) +2 printed copies. 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) + 1 printed 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 carried out by an authorised translator. Marriage and birth certificates from some countries need to be apostille certified or legalised.

Non-EU/EEA/Swiss Citizens

Before you start working in Denmark, you must have a valid residence permit. It is advisable to apply for the residence permit **before** arrival in Denmark. Further information on www.newtodenmark.dk. Each family member must have a residence permit.

After arrival in Denmark you must go through 2 steps:

Step 1: Register your address in Denmark and apply for a CPR number (civil registration number)

Step 2: Apply for a tax card (online service)

In order to be registered correctly, please fill in and bring the forms/receipt and the necessary documentation

Step 1. Register your address in Denmark/apply for a personal registration number (CPR).

A completed online arrival form for the CPR number for new citizens in Denmark – you find the online form here: <http://ilk.dk/scsemf> (choose language). Please fill in the online form and bring the receipt. This applies to citizens, who do not have a CPR or a tax CPR number and who take up residence in the municipalities Aarhus, Horsens, Ikast-Brande, Randers, Ringkøbing-Skjern, Struer or Syddjurs. If you have an “old” CPR number or a tax CPR number, please use the paper form <https://goo.gl/6wNosT> – and bring it when you visit ICS.

If you take up residence in Viborg, Norddjurs, Favrskov, Herning, Skive, Odder or Skanderborg, please print and fill in this paper form: <https://goo.gl/6wNosT> – and bring it when you visit ICS.

Please note, that you must book an appointment on <https://newcitizen.dk/> > Welcome

It is also possible to register for the CPR number at the Citizens Service Center in the municipality where you live. Please check the municipality web site for opening hours and booking.

You must appear in person when you submit the application.

Step 2. Apply for a tax card (online service)

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When you apply online you must remember to attach copies of following documents:

- Photo ID, such as a passport or an ID Card
- Marriage certificate if you are married (family certificate if you are a Swedish citizen)
- Residence permit from Danish Agency for International Recruitment and Integration
- Employment contract (signed by your employer)

Documentation for step 1

Please bring:

- Your residence permit from the Danish Agency for International Recruitment and Integration + 1 printed copy. (Please note, that you must register for the CPR number within 6 months from the date of permit issue)
- Proof of your address in Denmark (e.g. lease, letter from landlord) + 1 printed copy
- Your original passport/national ID card with photo + 1 printed copy
- Your original marriage certificate (if you are married) + 1 printed 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) for *accompanying* children under 18 years + 1 printed copy.

- Your employment contract + a printed 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.

Nordic citizens

If you are a citizen from a Nordic country, you can take up residence in Denmark and register for a CPR number in Denmark without any restrictions.

When you register at International Citizen Service, you must go through 2 steps:

Step 1: Register your address in Denmark and apply for a CPR number (civil registration number).

Step 2: Apply for a tax card (online service)

In order to be registered correctly, please fill in and bring the forms/receipt and the necessary documentation

Step 1. Register your address in Denmark/apply for a personal registration number (CPR).

A completed online arrival form for the CPR number for new citizens in Denmark – you find the online form here: <http://ilk.dk/scsemf> (choose language). Please fill in the online form and bring the receipt. This applies to citizens, who do not have a CPR or a tax CPR number and who take up residence in the municipalities Aarhus, Horsens, Ikast-Brande, Randers, Ringkøbing-Skjern, Struer or Syddjurs. If you have an “old” CPR number or a tax CPR number, please use the paper form <https://goo.gl/6wNosT> – and bring it when you visit ICS.

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When you apply online you must remember to attach copies of following documents:

- Photo ID, such as a passport or an ID Card
- Marriage certificate if you are married (family certificate if you are a Swedish citizen)
- Work permit if you are a citizen from outside the EU, Iceland, Liechtenstein, Switzerland or Norway
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Documentation

Please bring:

- Proof of your address in Denmark (e.g. lease, letter from landlord) + 1 printed copy
- Your original passport/national ID card with photo + 1 printed copy

- Your original marriage certificate (if you are married) + 1 printed 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) for *accompanying* children under 18 years + 1 printed copy.
- Your employment contract + a printed copy

Please note: Only marriage and birth certificates in English/German/Scandinavian languages are accepted. Translation of the certificates must be carried out by an authorised translator. Marriage and birth certificates from some countries need to be apostille certified or legalised.