



How to register and what to bring

- accompanying family

At the International Citizen Service (ICS) 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.

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.

Check if you can use ICS:

Check if your closest ICS can issue your CPR-number. The municipality you reside in should be listed under the ICS centre you plan to visit. Please refer to each centre's checklist for workers at icitizen.dk for a detailed description of the registration procedure at each centre.

ICS Copenhagen:

Albertslund (NB! Only students living in Vognporten or Morbærhaven), Allerød, Ballerup, Brøndby, Copenhagen, Dragør, Fredensborg, Frederiksberg, Frederikssund, Furesø, Gladsaxe, Glostrup, Guldborgsund, Halsnæs, Hillerød, Holbæk, Hvidovre, Høje-Taastrup, Hørsholm, Ishøj, Kalundborg, Køge, Lejre, Lyngby-Taarbæk, Næstved, Odsherred, Roskilde, Rudersdal, Rødovre, Slagelse, Solrød and Stevns.

ICS Aarhus:

Aarhus, Viborg, Syddjurs, Struer, Horsens, Silkeborg, Ringkøbing-Skjern, Randers, Odder, Norddjurs, Ikast-Brande, Favrskov, Herning, Skive or Skanderborg.

ICS Aalborg:

Aalborg, Brønderslev, Jammerbugt, Rebild, Læsø, Mariagerfjord, Frederikshavn, Hjørring and Thisted.

ICS Odense:

Odense, Billund, Esbjerg, Fredericia, Faaborg-Midtfyn, Kerteminde, Kolding, Langeland, Middelfart, Nordfyn, Nyborg, Svendborg, Sønderborg, Varde, Vejle or Ærø.

You can use ICS Odense only when you register as a worker and are accompanying family members to a worker. It is also a prerequisite that all register on the same day. Otherwise, please book an appointment at SIRI (Danish Agency for International Recruitment and Integration) Odense for EU residence document (only applicable for EU/EEA/Swiss-citizens and their accompanying family members); subsequently apply for a personal registration number at your municipality's citizen centre.

What to bring as an accompanying family member, when you are:

- an EU/EEA/Swiss citizen [page 2](#)
- a non-EU/EEA/Swiss citizen who accompanies an EU/EEA/Swiss citizen [page 3](#)
- a non-EU/EEA/Swiss citizen who accompanies a non-EU/EEA/Swiss citizen [page 5](#)
- a Nordic citizen [page 6](#)

EU/EEA/Swiss citizen

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

Please bring (in hard copy):

- Form OD1. Each family member must fill in form OD1 – incl. accompanying children. You find the form on www.newtodenmark.dk > EU residence > Application. Please note, that Appendix B.1 and B.2 must be signed in front of the person from The Danish Agency for International Recruitment and Integration (SIRI) or a notary. Please remember to book an appointment on www.newtodenmark.dk > Contact us
- 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 registration procedure depends on which ICS office you visit. You can find further information about the CPR registration procedure in the checklists for "Workers" on www.icitizen.dk
- 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 accompanies an EU/EEA/Swiss citizen

A Non-EU/EEA citizen, who accompanies an EU/EEA citizen, can apply for an EU residence document 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 an EU residence document and a personal registration number. Your spouse/partner must accompany you, when you register.

Please bring (in hard copy):

- Form OD1. Each family member must fill in form OD1 – incl. accompanying children. You find the form on www.newtodenmark.dk > EU residence > Application. Please note, that Appendix B.1 and B.2 must be signed in front of the person from The Danish Agency for International Recruitment and Integration (SIRI) or a notary.

Please remember to book an appointment on www.newtodenmark.dk > Contact us

- 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 registration procedure depends on which ICS office you visit. You can find further information about the CPR registration procedure in the checklists for "Workers" on www.icitizen.dk
- 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.newtodenmark.dk > You want to apply > Residence as a Nordic citizen or EU or EEA citizen > Family reunification with a Danish citizen under EU rules.

Non-EU/EEA/Swiss Citizen who accompanies a non-EU/EEA/Swiss citizen

Non-EU/EEA citizens, who accompany a non-EU/EEA citizen, must apply for a residence permit via www.newtodenmark.dk 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). If you are going to work in Denmark, you need a work permit before you start working.

You can register for the CPR number at the Citizens Service Center (Danish: Borgerservice) in the municipality where you live or in one of the 4 International Citizen Service Centers (Aalborg, Odense, Aarhus, Copenhagen). You must attend in person. This applies also to accompanying children.

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 registration procedure depends on which ICS office you visit. You can find further information about the CPR registration procedure in the checklists for "Workers" on www.icitizen.dk
- 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.

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.

You can register for the CPR number at the Citizens Service Center (Danish: Borgerservice) in the municipality where you live or in one of the 4 International Citizen Service Centers (Aalborg, Odense, Aarhus, Copenhagen). You must attend in person. This also applies to accompanying children.

Please bring (in hard copy):

- A completed arrival form for new citizens in Denmark. The registration procedure depends on which ICS office you visit. You can find further information about the CPR registration procedure in the checklists for “Workers” on www.icitizen.dk
- 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 year

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.

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.