

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



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

Check if you can use ICS in Copenhagen:

You can use ICS **Copenhagen** if you take up residence in the municipality of 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.

What to bring to ICS Copenhagen, if you are:

- an EU/EEA/Swiss citizen residing in Denmark [page 2](#)
- a non-EU/EEA/Swiss citizen residing in Denmark [page 5](#)
- a Nordic citizen residing in Denmark [page 7](#)
- a cross-border worker (all nationalities) [page 9](#)

Opening hours:

Monday 9am-3pm

Tuesday closed

Wednesday 11am-5pm

Thursday 9am-3pm

Friday 9am-1pm

Questions and further information

Address: Gyldenløvesgade 11, 1600 Copenhagen V

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 for more than three months, you must register for an EU residence document, a CPR number (civil registration number) and a tax card (online service). Please note that if you work for less than 3 months, all you need is a tax card (step 3).

When you register in Copenhagen, you must go through 5 steps.

Step 1: Apply for a CPR number (civil registration number) online

Step 2: Apply for an EU residence document

Step 3: Collect your CPR number at ICS Copenhagen (you can also apply for a NemID)

Step 4: Apply for a tax card (online service)

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

Step 1. Apply for a CPR number (civil registration number) online

Only applicable for residents in the municipality of 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 Stevn.

*If you live in other municipalities in Eastern Denmark you must skip step 1 and apply for a CPR number at the local **citizen service** (borgerservice) in your residence municipality.*

Apply for CPR-number online www.ihcph.dk. When the application is submitted, you will receive a confirmation on the screen with a reference number (save that) - the application is in process. During the processing period, all correspondence with ICS-CPR team will be via email – e.g. if relevant documents are missing and/or additional ones are needed. When the CPR process is finished, you will be notified by email and be invited to book an appointment to come and collect the CPR-number at ICS in International House. When you collect your CPR number, you can also have a NemID issued.

Be aware:

- It takes 1 – 2 weeks to process your CPR-application after applying online. If you would like to apply for a EU residence document and collect your CPR-number at ICS on the same day, please book your appointment regarding EU residence document approximately two weeks ahead (Step2).
- You can initiate the CPR-application process without possessing EU residence document, but you should bring it when you will receive your CPR-number at ICS Copenhagen.
- A permanent address is mandatory in order to be able to apply for a CPR number. The minimum residing period needed for a permanent address varies in municipalities, but usually 1-3 months.
- You can initiate the online CPR-application process at the earliest one month before a month before you take over the permanent residence.

Documents to upload for the online CPR application

- Your EU residence document – if you have it
- Your original passport/national 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:

<https://um.dk/en/travel-and-residence/legalisation-frontpage/legalisation-of-foreign-documents/>

Step 2. Apply for an EU residence document

At ICS, you can apply for an EU residence document. You need to book an appointment in advance:

<https://kk.reservetid.nu/Start/1057> in order to appear in person to hand in the application.

You will need to bring the below mentioned **documentations**.

At the meeting, you will get the EU registration document processed and the document handed over – provided you have brought all the necessary documents.

If you would like to apply for a EU residence document and collect your CPR-number at ICS on the same day, please book your appointment approximately two weeks ahead.

Documents to bring:

- Form OD1. Each family member must fill in form OD1 *Application for EU-residence document* – incl. accompanying children. You find the form on www.newtodenmark.dk > you want to apply > residence as an EU/EEA citizen > EU residence as a worker > How to apply
- Employment contract or 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
- Your original passport/ID card with photo
- One passport size photo

Step 3. Collect your CPR number at ICS

When your application for a CPR number is processed, you will receive a notification on email with a link to book an appointment to collect the CPR-number at ICS in International House.

Bring the originals of all the documents you have uploaded in your online application to finalise your CPR-process.

If you have not attached your EU residence document in your online application, don't forget to bring your EU residence document.

DO YOU KNOW?

You also have a possibility to apply for EU residence document at The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, 2500 Valby

Open all weekdays except Tuesdays. You need to appear in person in order to hand in the application by booking an appointment in advance at SIRI in Valby:

<https://www.nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Landing-page-EU-booking/>

The processing time is approximately one week and will most likely be send to your address. Check with the staff if you do not have a permanent address registered yet.

If you also apply for an EU residence document at ICS on the same day, you first go to your appointment regarding EU residence document, then you collect your CPR-number.

Your **health insurance card** (yellow card) will be ordered at the same time. Within 30 days you will receive the card. Please make sure to have the correct name on the mailbox, or else the card will not be delivered.

When you collect your CPR number, you can also have a **NemID** issued. NemID is a national electronic ID and digital signature used by citizens to access bank and public and private services.

If you wish to apply for a NemID later, you must go to the local Citizenservice (borgerservice) at the municipality of residence (bopælskommune).

Step 4. 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)

Non-EU/EEA/Swiss Citizens

Before you start working in Denmark, you must have a valid residence and work permit. Further information on www.newtodenmark.dk. Each family member must have a residence permit.

After arrival in Denmark you must go through 3 steps:

Step 1: Apply for a CPR number (civil registration number) online

Step 2: Collect your CPR-number at ICS

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

Step 1. Apply for a CPR number (civil registration number) online

Only applicable for residents in the municipality of 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 Stevn.

*If you live in other municipalities in Eastern Denmark you must apply for a CPR number at the local **citizen service** (borgerservice) in your residence municipality.*

Apply for CPR number online www.ihcph.dk. When the application is submitted, you will receive a confirmation on the screen with a reference number (save that) - the application is in process. During the processing period, all correspondence with ICS-CPR team will be via email – e.g. if relevant documents are missing and/or additional ones are needed. When the CPR process is finished, you will be notified by email and invited to come and collect the CPR-number at ICS in International House.

Be aware:

- It takes 1 – 2 weeks to process your CPR-application after applying online.
- A permanent address is mandatory in order to be able to apply for a CPR number. The minimum residing period needed for a permanent address varies in municipalities, but usually 1-3 months.
- You can initiate the online CPR-application process at the earliest one month before a month before you take over the permanent residence.

Documents to upload for the online CPR application

- Your work- and 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 and latest 5 days after you have taken over your new address)
- Your original passport/national 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:
<https://um.dk/en/travel-and-residence/legalisation-frontpage/legalisation-of-foreign-documents/>

Step 2. Collect your CPR number at ICS

When your application for a CPR number is processed, you will receive a notification on email with a link to book an appointment to collect the CPR-number at ICS in International House.

Bring the originals of all the documents you have uploaded in your online application to finalise your CPR-process.

Your **health insurance card** (yellow card) will be ordered at the same time. Within 30 days you will receive the card. Please make sure to have the correct name on the mailbox, or else the card will not be delivered.

When you collect your CPR number, you can also have a **NemID** issued. NemID is a national electronic ID and digital signature used by citizens to access bank and public and private services. If you wish to apply for a NemID later, you must go to the local Citizenservice (borgerservice) at the municipality of residence (bopælskommune).

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)

Nordic citizens

If you are a citizen from a Nordic country, you can take up residence in Denmark without any restrictions. If you work in Denmark for more than 3 months, you can register for a Danish CPR number and a tax card. If you work for less than 3 months, all you need is a tax card.

When you register at International Citizen Service, you must go through 3 steps:

Step 1: Apply for a CPR number (civil registration number) online

Step 2: Collect your CPR-number at ICS

Step 3: 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. Apply for a CPR number (civil registration number) online

Only applicable for residents in the municipality of 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 Stevn.

*If you live in other municipalities in Eastern Denmark you must apply for a CPR number at the local **citizen service** (borgerservice) in your residence municipality. Go to step 3.*

Apply for CPR-number online www.ihcph.dk. When the application is submitted, you will receive a confirmation on the screen with a reference number (save that) - the application is in process. During the processing period, all correspondence with ICS-CPR team will be via email – e.g. if relevant documents are missing and/or additional ones are needed. When the CPR process is finished, you will be notified by e-mail and invited to come and collect the CPR-number at ICS in International House.

Be aware:

- It takes 1 – 2 weeks to process your CPR-application after applying online.
- A permanent address is mandatory in order to be able to apply for a CPR number. The minimum residing period needed for a permanent address varies in municipalities, but usually 1-3 months.
- You can initiate the online CPR-application process at the earliest one month before a month before you take over the permanent residence.

Documents to upload for the online CPR application

- Your original passport/national ID card + a copy
- Proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- A copy of your original marriage certificate (if you are married) + 1 printed copy. Please remember to bring a copy of your marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(er)).
- A copy of the original birth certificate(s) for *accompanying* children under 18 years + 1 printed copy.

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:
<https://um.dk/en/travel-and-residence/legalisation-frontpage/legalisation-of-foreign-documents/>

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Bring the originals of all the documents you have uploaded in your online application to finalise your CPR-process.

Your **health insurance card** (yellow card) will be ordered at the same time. Within 30 days you will receive the card. Please make sure to have the correct name on the mailbox, or else the card will not be delivered.

When you collect your CPR number, you can also have a **NemID** issued. NemID is a national electronic ID and digital signature used by citizens to access bank and public and private services. If you wish to apply for a NemID later, you must go to the local Citizenservice (borgerservice) at the municipality of residence (bopælskommune).

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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
- Employment contract (signed by your employer)

Cross-border workers

You might register as a cross-border worker, if you work in Denmark with a Danish employment contract and live in another EU/EEA country.

You *will be* considered as a cross-border worker if you

- only work in Denmark
- come to Denmark to work and return to your home country on a daily or weekly basis
- come to Denmark to work for 2-4 weeks and hereafter return to your home country for e.g. one week and return to Denmark to work 2-4 weeks etc.

You will *not* be considered a cross-border worker, if you

- also work in your home country (unpaid voluntary work is accepted)
- give up your main residence in another EU/EEA country

Step 1 Work permit in Denmark and residence permit in the country of residence – only mandatory for citizens from a non-EU/EEA country/Switzerland

Step 2 Apply for a tax card – online service

Step 3 Apply for a special health insurance card

<https://lifeindenmark.borger.dk/cross-borders/Cross-border-commuters>

For cross-borders and commuters to and from Denmark and Sweden, please refer to Øresunddirekt for further: <https://www.oresunddirekt.dk>

General and specific official information regarding coming to, living in and leaving Denmark and online registration is to be found at <https://lifeindenmark.borger.dk>