

How to register and what to bring to Odense – Workers



At the International Citizen Service (ICS) in Odense, 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 Odense, if you take up residence in either the municipality of Odense, Billund, Esbjerg, Fredericia, Faaborg-Midtfyn, Kerteminde, Kolding, Langeland, Middelfart, Nordfyn, Nyborg, Svendborg, Sønderborg, Varde, Vejle or Ærø.

What to bring to ICS Odense:

- an EU/EEA/Swiss citizen residing in Denmark [page 2](#)
- a non EU/EEA/Swiss citizen residing in Denmark [page 3](#)
- a Nordic citizen residing in Denmark [page 4](#)

Do you have a family member?

Family members (spouse, registered partner or permanent partner) to a worker that is already registered need to book an appointment for SIRI Odense at this website www.newtodenmark.dk in order to register. 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 call SIRI for more information at this number: +45 72 14 20 04 or book an appointment for SIRI Odense at this website www.newtodenmark.dk. Please find further information in the checklist "How to register - Accompanying family" at icitizen.dk.

Cross borders:

Please apply for a tax card online at www.skat.dk. When you have received your tax card please call Udbetaling Danmark at +45 70 12 80 81 in order to apply for a special health insurance card.

Opening hours:

Wednesdays 8.30 – 12.30

Thursdays 12.00 – 16.00

Questions and further information

Address: Dannebrogsgade 3, 5000 Odense C (entrance from Thomas B. Thriges Gade)
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 and a CPR number (civil registration number). You have to apply online for 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)

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

Use form OD1. Each family member must fill in form OD1 – incl. accompanying children. 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 go in person when you have booked an appointment at www.newtodenmark.dk > Contact us > Book an appointment at the Danish Agency for International Recruitment and Integration (SIRI).

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

When you have received your EU residence document at SIRI you can book an appointment on site at the SIRI office (Ipad solution) for Odense Borgerservice in order to register for a CPR number.

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

Please bring:

- Employment contract/Declaration by the Employer (Appendix A in form OD1) + 2 printed copies. Please note, that you must register within one month from the day your employer have signed the employment contract/the Declaration by the employer
- 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
- A copy of your original marriage certificate (if you are married) +2 printed copies. 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 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 and work 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)

If you reside in Odense please book an appointment with Odense Borgerservice (online at www.odense.dk) in order to obtain a Danish social security number (CPR).

[Book an appointment for a civil registration number \(CPR-number\) and health insurance card \(yellow card\) at Municipality of Odense \(new window\) - Choose "Entry to Denmark" at the appointment booking page.](#)

If you reside elsewhere please contact your local municipality for information on how to get registered.

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- Work permit if you are a citizen from outside the EU, Iceland, Liechtenstein, Switzerland or Norway
- Employment contract (signed by your employer)

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

Documentation

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
- A copy of 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)).
- A copy of 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 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 2 steps:

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

If you reside in Odense please book an appointment with Odense Borgerservice (online at www.odense.dk) in order to obtain a Danish social security number (CPR).

[Book an appointment for a civil registration number \(CPR-number\) and health insurance card \(yellow card\) at Municipality of Odense \(new window\) - Choose "Entry to Denmark" at the appointment booking page.](#)

If you reside elsewhere please contact your local municipality for information on how to get registered.

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- A copy of original birth certificate(s) for *accompanying* children under 18 years + 1 printed copy.
- Your employment contract + a printed copy