

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



At the International Citizen Service (ICS) in Odense you find all relevant authorities under one roof. You can do all necessary registrations (EU residence document, personal registration number (CPR), health insurance and tax card), find valuable information and get personal guidance.

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.

Other services at ICS

- NemID
- Welcome to Denmark handbook (www.workindenmark.dk > Publications)
- Personal guidance about living and working in Denmark
- Job search seminars

Opening hours:

Wednesdays 8.30 – 12.30 and Thursdays 12.00 – 16.00

Questions and further information

Address: Dannebrogsgade 3, 1st floor, 5000 Odense C
Telephone: +45 72 20 54 20 (open Monday-Thursday 9.00-15.00 – Friday 9.00-13.00)
E-mail: south@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 personal registration number (CPR) 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

You can book an appointment for SIRI Odense at www.newtodenmark.dk, but it is not mandatory

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

Step 3: Apply for a tax card

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 bring it. You must appear in person when you submit your application.

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

We will hand out the application form, when you come to our office.

Step 3. Apply for a tax card

Fill in tax form 04.063 to apply for a tax card. You find the form on 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. You can print and bring the form 04.063 or submit it online.

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/apply for a personal registration number (CPR)

Please note that we will hand out the application form when you come to our office.

Step 2. Apply for a tax card

Tax form 04.063 to apply for a tax card. You find the form on 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. You can print and bring the form 04.063 or submit it online.

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/apply for a personal registration number (CPR)

Please note that we will hand out the application form when you come to our office.

Step 2. Apply for a tax card

Tax form 04.063 to apply for a tax card. You find the form on 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. You can print and bring the form 04.063 or submit it online.

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