



# How to register at and what to bring to ICS Aalborg – Workers

At the International Citizen Service (ICS) in Aalborg 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 Aalborg, if you take up residence in Aalborg, Brønderslev, Jammerbugt, Rebild, Læsø, Mariagerfjord, Frederikshavn, Hjørring and Thisted.

If you live in Morsø or Vesthimmerland you can apply for residence certificate and tax card, but *not* the CPR number.

## What to bring to ICS Aalborg, 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](http://icitizen.dk).

## Other services at ICS

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

## Opening hours:

**Mondays 9.00 to 13.00 and Thursdays 12.00 to 16.00.**

## Questions and further information

Address: Rantzausgade 4 1st , 9000 Aalborg  
Telephone: +45 72 14 21 11 (open daily 9.00 – 15.00)  
Web: [www.icitizen.dk](http://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

Step 2: Register your address in Denmark and apply for a personal registration number (CPR) when you reside in Aalborg, Brønderslev, Jammerbugt, Rebild, Læsø, Mariagerfjord, Frederikshavn or Hjørring.

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**

Fill in form OD1. You find the form on [www.newtodenmark.dk](http://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.

It is an advantage for you to book an appointment before you visit ICS Aalborg.

If you will apply for a CPR number and/or tax card the same day as you apply for EU residence document, please book your appointment Monday between 9.00 and 13.00, Thursday between 12.00 and 16.00.

You find the booking system on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us > Book an appointment > I am here based on EU-rules > Continue to the SIRI booking system > Go to the SIRI booking system > choose SIRI Aalborg 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.

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

You can use the ICS service for CPR number, if you live in Aalborg, Brønderslev, Jammerbugt, Rebild, Læsø, Mariagerfjord, Frederikshavn or Hjørring. We will hand out the application form, when you arrive to our office.

If you live in Morsø, Thisted or Vesthimmerland, you must apply for the CPR number in the Citizen Service Center (Danish: Borgerservice) in the municipality where you live.

### **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](http://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). 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

Citizens from Non-EU/EEA countries must apply for a residence and work permit *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) and a tax card.

### After arrival in Denmark you must go through 2 steps:

Step 1: Register your address in Denmark/apply for a personal registration number (CPR) when you reside in Aalborg, Brønderslev, Jammerbugt, Rebild, Læsø, Mariagerfjord, Frederikshavn or Hjørring.

Step 2: Apply for a tax card

### 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)

You can use the ICS service for CPR number if you live in Aalborg, Brønderslev, Jammerbugt, Rebild, Læsø, Mariagerfjord, Frederikshavn or Hjørring. We will hand out the application form, when you arrive to our office.

If you live in Morsø, Thisted or Vesthimmerland, you must apply for the CPR number in the Citizen Service Center (Danish: Borgerservice) in the municipality where you live.

#### 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](http://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:

- A completed arrival form for new citizen in Denmark. We will hand out the application form when you arrive to our office.
- Your residence and work permit + a copy from the Danish Agency for International Recruitment and Integration (Please note, that you must register within 6 months from the date of permit issue).
- Original passport/ID card + a copy
- Proof of your address in Denmark (e.g. lease, 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 certificates must be done in a satisfactory manner. Marriage certificates from some countries need to be apostille certified or legalised.

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## 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.

### **In order to be registered correctly, please fill in and bring 2 forms (CPR and tax) + the necessary documentation**

Step 1: Register your address in Denmark/apply for a personal registration number (CPR) when you reside in Aalborg, Brønderslev, Jammerbugt, Rebild, Læsø, Mariagerfjord, Frederikshavn or Hjørring.

Step 2: Apply for a tax card

### **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).**

You can use the ICS service for CPR number if you live in Aalborg, Brønderslev, Jammerbugt, Rebild, Læsø, Mariagerfjord, Frederikshavn or Hjørring. We will hand out the application form, when you arrive to our office.

If you live in Morsø, Thisted or Vesthimmerland, you must apply for the CPR number in the Citizen Service Center (Danish: Borgerservice) in the municipality where you live.

#### **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](http://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:

- A completed arrival form for new citizen in Denmark. We will hand out the application form when you arrive to our office.
- 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.*

## 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

**You can do all the necessary registration online.**

Step 1 Work permit (Step 1)

Step 2 Apply for a personal tax number and a tax card (Step 2)

Step 3 Apply for a special health insurance card (Step 3)

### **Step 1. Work permit:**

If you are a cross-border worker from a Nordic, EU/EEA country or Switzerland, you do not need a residence and work permit to Denmark. All you need is a tax card (step 2) and a special health card (step 3).

If you are a citizen from a non-EU/EEA country/Switzerland, you must apply and obtain a work permit, before you are allowed to start working in Denmark. Further information for non-EU/EEA/Swiss citizens at [www.newtodenmark.dk](http://www.newtodenmark.dk). In addition, you should possess a valid residence permit in the country of residence.

### **Step 2. Apply for a personal tax number and a tax card**

If you earn more than 75% of your annual income in Denmark, you can ask to be taxed according to the cross-border worker rules. As a cross-border worker, you are, as a rule, entitled to the same tax allowances and deductions as people living in Denmark.

You can apply for the tax card and a personal tax number by completing form 04.063. You find the form on [www.skat.dk](http://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 submit the form it online.

When you have completed the form in full and attached the documents required (signed employment contract, marriage certificate (if you are married), passport/national ID card and work permit (Non-EU/EEA/Swiss citizens only), you will receive a preliminary tax card (Danish: forskudsopgørelse) and a personal tax number. You will find your personal tax number on the top of your preliminary tax card. Your employer will withhold your tax from your salary and pay it directly to the tax authorities. If you do not apply for a tax card, your employer will deduct 55% tax from your salary.

### **Step 3. Apply for a special health insurance card**

When you have obtained the personal tax number, you can move on to step 3.

As a cross-border worker you have a right to health insurance scheme services in both your country of residence and in Denmark. Your family members, who do not have health insurance of their own, are also insured via the Danish national health insurance scheme. However, family members, who live in your home country, may only receive medical treatment in their country of residence and in accordance with that country's laws. You can apply to be enrolled in the Danish health insurance system on [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Cross-border commuters > Special health insurance card. If you are entitled to be enrolled, you will receive the special health insurance card by post to your address in your home country. The special health insurance card is issued by Udbetaling Danmark. If you have any questions about the special health insurance card, please contact Udbetaling Danmark, telephone +45 70 12 80 81.