

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



At International Citizen Service in International House Copenhagen - ICS Copenhagen - you can find all relevant authorities under one roof, and find valuable information and get personal guidance regarding all matters arriving to and working and living in the eastern part of Denmark.

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](#)

Other services at ICS

- Welcome to Denmark handbook (www.workindenmark.dk > Publications)
- Personal guidance about living and working in Denmark
- Job search seminars (Currently webinars only – registration at www.workindenmark.dk)
- Job search guidance (Mondays, Wednesdays and Thursdays)

Opening hours, summer 2020:

Tuesday – Thursday from 10 am. – 3 pm.

Questions and further information

Address: Gyldenløvesgade 11, 1600 Copenhagen V

Telephone: +45 3366 6606 (Mon- Wed- 10am-4pm, Thu. 11am-4pm, Fri. 10am-330pm)

E-mail: east@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 personal registration number (CPR) and a tax card. Please note that if you work for less than 3 months, all you need is a tax card (step 3).

When you register in Denmark, you must go through 4 steps.

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

Step 2: Apply for an EU residence document

Step 3: Collect your CPR-number at ICS Copenhagen

Step 4: 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 a personal registration number (CPR) 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 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. 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:

<http://um.dk/en/travel-and-residence/legalisation>

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 you receive a notification email to collect the CPR-number at ICS in International House, you just show up during ICS Copenhagen opening hours, at the ground floor at Gyldenløvsgade 11.

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.

Step 4. 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.

After receiving your CPR-number at ICS as described under the previous step, please ask the staff who issues your CPR-number to forward the queue number to the Tax Department/SKAT in order to hand in your application.

You can also choose to apply for a tax card online, and the processing time is normally short if you already have a CPR number: <https://www.skat.dk/skat.aspx?oid=3099&lang=us>

If you apply for a tax card **without** having a CPR-number, the processing time is normally 2-3 weeks when submitting your application online.

Documents for TAX card (skattekort) / SKAT

Tax form 04.063 (www.skat.dk > English) to apply for a tax card if you will receive salary/payments from Denmark.

You can print and bring the form or submit it online: <https://skat.dk/skat.aspx?oid=1899274>

A copy of your employment contract

A copy of your passport or national ID card if you don't have a CPR-number

A copy of your marriage certificate (if applicable) if you don't have a CPR-number

You are now ready to apply for a NemID

NemID is a national electronic ID and digital signature used by citizens to access bank and public and private services. You can apply for the NemID at the local Citizenservice (borgerservice) at the municipality of residence (bopælskommune).

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>

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 personal registration number (CPR) online

Step 2: Collect your CPR-number at ICS

Step 3: Apply for a tax card

Step 1. Apply for a personal registration number (CPR) 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:
<http://um.dk/en/travel-and-residence/legalisation>

Step 2. Collect your CPR-number at ICS

When you receive a notification email to collect the CPR-number at ICS in International House, you just show up during ICS Copenhagen opening hours, at the ground floor at Gyldenløvsgade 11.

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.

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.

After receiving your CPR-number at ICS as described under the previous step, please ask the staff who issues your CPR-number to forward the queue number to the Tax Department/SKAT in order to hand in your application.

You can also choose to apply for a tax card online, and the processing time is normally short if you already have a CPR number: <https://www.skat.dk/skat.aspx?oid=3099&lang=us>

If you apply for a tax card **without** having a CPR-number, the processing time is normally 2-3 weeks when submitting your application online.

Documents for TAX card (skattekort) / SKAT

Tax form 04.063 (www.skat.dk > English) to apply for a tax card if you will receive salary/payments from Denmark.

You can print and bring the form or submit it online: <https://skat.dk/skat.aspx?oid=1899274>

A copy of your employment contract

A copy of your passport or national ID card if you don't have a CPR-number

A copy of your marriage certificate (if applicable) if you don't have a CPR-number

You are now ready to apply for a NemID

NemID is a national electronic ID and digital signature used by citizens to access bank and public and private services. You can apply for the NemID at the local Citizenservice (borgerservice) at the municipality of residence (bopælskommune).

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>

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 personal registration number (CPR) online

Step 2: Collect your CPR-number at ICS

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

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*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:
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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 – as described above

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>

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