

ARRIVAL GUIDE

QUESTIONS ABOUT REGISTRATION?
CONTACT
International Citizen Service
Dannebrogsgade 3,
5000 Odense C

south@icitizen.dk
+4572205420
icitizen.dk

NEED ASSISTANCE WITH YOUR
RELOCATION? CONTACT
International Community Odense
Skulkenborg 1
5000 Odense C

internationalcommunity@odense.dk
+45 2910 6276
odense.dk/ico

EU/EEA CITIZENS

If you expect that your stay in Denmark will last more than 3 months, visit International Citizen Service before the expiry of the three months to apply for an EU residence document.

NEEDED DOCUMENTS:

- One passport photo
- Passport/ID
- Birth certificate (children)
- Marriage certificate (if married)
- Divorce/death certificates (if applicable)
- Proof of address in Denmark
- EU-residence permit (when obtained)
- Civil registration no. (when obtained)
- Contract of employment (if obtained)

IMPORTANT TO KNOW

- Please note that only certificates in English/German/Scandinavian languages are accepted at International Citizen Service.
- Persons who want to register in Denmark must attend in person at the International Citizen Service. This also applies to accompanying children and spouses.
- To get a passport size picture, you can use the photobooth at Odense Central Station, ground floor, or visit a photo studio in the city center.

REGISTER AT INTERNATIONAL CITIZEN SERVICE

OPEN
TUESDAYS 8:30 - 12:30
THURSDAYS 12:00 - 16:00

DANNEBROGSGADE 3,
5000 ODENSE C

Outside of the working hours of International Citizen Service you can visit Borgerservice (Citizen service) in order to obtain your CPR no. and NemID.

Borgerservice
Østre Stationsvej 15
5000 Odense

Open
Monday - Wednesday 9.30 - 15.00
Thursday 9.30 - 17.00
Friday 9.30 - 13.00

1	Accommodation	<ul style="list-style-type: none">• You need a Danish address prior to acquiring your CPR no.• Check the accommodation guide on odense.dk/ico.
VISIT INTERNATIONAL CITIZEN SERVICE TO OBTAIN:		
2	EU-residence card	<ul style="list-style-type: none">• Download the form OD1 "Application for EU-residence doc" from statsforvaltning.dk or fill it in at International Citizen Service.
3	Civil registration (CPR) & Healthcare card	<ul style="list-style-type: none">• Fill in the application at International Citizen Service.• Healthcare card will be sent to you by post. Please make sure to have your name on the mailbox.
4	Tax card	<ul style="list-style-type: none">• Get your tax card at ICS or call SKAT tel. +45 7222 2795.
5	NemID (digital signature)	<ul style="list-style-type: none">• Ask for NemID at International Citizen Service or in your bank.• Make sure you only get one NemID.
6	Digital Post (e-Boks)	<ul style="list-style-type: none">• Sign up at e-boks.dk, choose Ny bruger/New User.• Make sure to click yes to activate and synchronize with Digital Post.• You can download an e-Boks app for your mobile device.
7	Bank account	<ul style="list-style-type: none">• Contact the bank where you wish to open an account.• Remember to ask for a "NEM konto" (designated bank account).
8	Blue Healthcare card	<ul style="list-style-type: none">• If you plan to travel outside Denmark you can acquire a Blue Healthcare card at lifeindenmark.dk (using NemID). Read more about the Blue European Health Insurance Card.



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NON-EU CITIZENS

Visit International Citizen Service as soon as possible after your arrival to register in Denmark.

NEEDED DOCUMENTS:

- Passport
- Birth certificate (children)
- Marriage certificate (if married)
- Divorce/death certificates (if applicable)
- Proof of address in Denmark
- Residence and work permit (when obtained)
- Civil registration no. (when obtained)
- Contract of employment (if obtained)

IMPORTANT TO KNOW

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- Persons who want to register in Denmark must attend in person at the International Citizen Service. This also applies to accompanying children and spouses.
- To get a passport size picture, you can use the photobooth at Odense Central Station, ground floor, or visit a photo studio in the city center.

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1	Residence and work permit	<ul style="list-style-type: none">• You need approval of your residence permit prior to arriving in Denmark.• Please find more information at newindanmark.dk.
2	Accommodation	<ul style="list-style-type: none">• You need a Danish address prior to acquiring your CPR no.• Check the accommodation guide on odense.dk/ico.
VISIT INTERNATIONAL CITIZEN SERVICE TO OBTAIN:		
3	Civil registration (CPR) & Healthcare card	<ul style="list-style-type: none">• Fill in the application at International Citizen Service.• Healthcare card will be sent to you by post. Please make sure to have your name on the mailbox.
4	Tax card	<ul style="list-style-type: none">• Get your tax card at International Citizen Service or call SKAT tel. +45 7222 2795.
5	NemID (digital signature)	<ul style="list-style-type: none">• Ask for NemID at International Citizen Service or in your bank.• Make sure you only get one NemID.
6	Digital Post (e-Boks)	<ul style="list-style-type: none">• Sign up at e-boks.dk, choose Ny bruger/New User.• Make sure to click yes to activate and synchronize with Digital Post.• You can download an e-Boks app for your mobile device.
7	Bank account	<ul style="list-style-type: none">• Contact the bank where you wish to open an account.• Remember to ask for a "NEM konto" (designated bank account).
8	Driver's license	<ul style="list-style-type: none">• Exchange your drivers' license no later than 90 days after receiving your CPR no. Find more information here.

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NORDIC

CITIZENS

Citizens from the Nordic countries can take up residence in Denmark without any restrictions. If you work in Denmark for more than 3 months you must register for a Danish CPR number and a tax card.

NEEDED DOCUMENTS:

- Passport
- Birth certificate (children)
- Marriage certificate (if married)
- Divorce/death certificates (if applicable)
- Civil registration no. (from home country)

IMPORTANT TO KNOW

- Please note that only certificates in English/German/Scandinavian languages are accepted at International Citizen Service.
- Persons who want to register in Denmark must attend in person at the International Citizen Service. This also applies to accompanying children and spouses.
- To get a passport size picture, you can use the photobooth at Odense Central Station, ground floor, or visit a photo studio in the city center.

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Borgerservice

Østre Stationsvej 15
5000 Odense

Open

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Thursday 9.30 - 17.00
Friday 9.30 - 13.00

1 Accommodation

- You need a Danish address prior to acquiring your CPR no.
- Check the accommodation guide on odense.dk/ico.

VISIT INTERNATIONAL CITIZEN SERVICE TO OBTAIN:

2 Civil registration (CPR) & Healthcare card

- Visit International Citizen Service to get a CPR no.
- Healthcare card will be sent to you by post. Please make sure to have your name on the mailbox.

3 Tax card

- Get your tax card at International Citizen Service or call [SKAT tel. +45 7222 2795](tel:+4572222795).

4 NemID (digital signature)

- Ask for NemID at International Citizen Service or in your bank.
- Make sure you only get one NemID.

5 Digital Post (e-Boks)

- Sign up at e-boks.dk, choose Ny bruger/New User.
- Make sure to click yes to activate and synchronize with Digital Post.
- You can download an e-Boks app for your mobile device.

6 Bank account

- Contact the bank where you wish to open an account.
- Remember to ask for a "NEM konto" (designated bank account).



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CROSS BORDER WORKERS EU/EEU

NEEDED DOCUMENTS:

- Passport
- Contract of employment
- Home address
- Marriage certificate (if married)
- Divorce/death certificates (if applicable)
- Civil registration no. (when obtained or if Nordic citizen)
- Healthcare card from your home country

IMPORTANT TO KNOW

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1	Special Healthcare insurance card	<ul style="list-style-type: none">• The authority Udbetaling Danmark handles Special healthcare insurance for Cross Border workers.• For questions regarding the special healthcare cards please call Udbetaling Danmark at tel. +45 7012 8081.
2	Tax number	<ul style="list-style-type: none">• To get a tax number please download and submit the form "Foreign labour force" at www.skat.dk.• For questions call <u>SKAT</u>, Foreign Tax at tel. +45 7222 2892.
3	Bank account	<ul style="list-style-type: none">• You need a tax number prior to opening a bank account.• Contact the bank where you wish to open an account.



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