



**WORK IN  
DENMARK**

**WELCOME  
TO DENMARK**





# **WELCOME TO DENMARK**

**USEFUL INFORMATION  
WHICH WILL MAKE IT EASIER  
FOR YOU TO SETTLE INTO  
YOUR PROFESSIONAL AND  
PRIVATE LIFE IN DENMARK**

**WORK IN  
DENMARK**

# WELCOME TO DENMARK

We are pleased that you have chosen to settle in Denmark. Denmark has a lot to offer – a good work-life balance, excellent working conditions based on teamwork and consensus in a flat management structure and free welfare. People living in Denmark are said to be the happiest people in the world.

Moving to a new country is automatically associated with surprises – both good and bad. Many questions arise – do I need a work permit, how does my partner find a job, what about social security, registration, bank account, tax + many more questions. The purpose of this welcome brochure is to answer some of these questions and to help you get started on your new life in Denmark. If you have questions – do not hesitate to contact us. We are here to help you.

Once again, Welcome – we hope you will enjoy living in Denmark.

## Workindenmark



THE EUROPEAN UNION

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Investing in your future

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Skagen

Hjørring

Frederikshavn

Aalborg

Thisted

Struer

Viborg

Randers

Grenå

Herning

Aarhus

Ringkøbing

Vejle

Fredericia

Kolding

Esbjerg

Sønderborg

Odense

Kalundborg

Sjællands  
Odde

København

Ringsted

Korsør

Rødby

Gedser



# DENMARK

## COUNTRY AND PEOPLE

Denmark is a country with many islands. The Kingdom of Denmark encompasses the peninsula of Jutland and more than 400 islands. No place in this country is more than 50 kilometres from the sea coast. These geographic realities present a real challenge, especially for engineers. Bridges are part of the Kingdom's image, as are contemporary design, kilometres of sandy beaches and successful economic policies. People in Denmark enjoy a high standard of living. Probably not least for this reason, Organisation for Economic Co-operation and Development (OECD) studies have concluded that Danes are very contented people.

The Danish labour market serves as a role model for many countries. Liberal

employment regulations, a broad net of social security and a pro-active labour market policy are all combined under the watchword of "flexicurity". As a result, the labour market in Denmark is described as deregulated. The unemployed receive a relatively high level of unemployment benefits, as well as comprehensive retraining for new jobs. The employment rate in Denmark is one of the highest in the European Union (EU).

### **Informal social interaction and democracy**

Most Danes place a high value on equal rights and democracy. Compared with other countries, social interaction and the tone of voice are informal. Friends, family and also colleagues are

addressed informally on a first-name basis. It is also common to address superiors by their first names. The informal tone is also valid in educational settings, where pupils address their teachers on a first-name basis.

Two basic elements of education in Denmark are discussion and debate, whether in public, in family relations or at work. Danish companies place high demands on their employees, as they expect their staff to develop, propose and implement ideas themselves. There is no need to fear making mistakes here, because companies value their employees highly. They place high priority on skills development, and most companies in Denmark offer continued training for their employees. Teamwork is also appreciated highly



in Denmark. Studies repeatedly show that teamwork leads to better use of the knowledge pool and promotes creativity. It is probably for all these reasons that so many Danes are efficient at work. They are motivated and committed employees.

### Getting to know people and making friends

Most Danes have a high level of education, and they take interest in their social circles and local communities as well as happenings around the country. Danes are said to be informal, unassuming, humorous, cheerful and jovial folks always likely to say, "Things will work out", but also to be a short-sighted, impulsive, individualistic, undisciplined, anarchic people with a lack of earnest and little respect for tradition. Danes are also perceived to be relaxed, happy and easy going. All the same, many foreigners find it difficult at first to become acquainted and make

friends with Danes outside the work place.

The Danish people spend a large part of their free time with their families – the spouse, children and other close family members. They generally spend birthdays, Christmas, public holidays and vacations in close family company.

The social behaviour of Danes can best be described by the term "bonding". One distinguishes in general between those who build bridges to other people and those, who work to bond with others and intensify existing bonds – family ties, friendship bonds, etc. Bridge builders establish contact quickly, but "bonders" like the Danes are slow to do so.

Being a small population, the Danes are used to having some kind of shared history with almost everyone in the country. When they meet someone for the first time, they will imme-

diately try to find out what common acquaintances they may have.

### Homogeneous society – the clan-based society

In many respects, the Danes are a very homogeneous society: incomes are about the same (net), they dress similarly, they all have more or less the same values, they travel to the same holiday destinations, celebrate the same holidays and above all: almost all of them have the same nationality. Foreigners are a relatively new phenomenon in Denmark; compared with other countries, there are relatively few non-natives in Denmark. Anyone whose speech, traditions, attitudes or values are unlike those of the homogeneous "clan-based society" will initially be perceived by Danes as "different". Many Danes feel that to be "properly" Danish, a person must above all master the Danish language.

# FACTS

## ABOUT DENMARK

Monarchy – Queen Margrethe II

- Representative democracy
- 5,7 million inhabitants
- 43.000 square kilometres – more than 400 islands, 7.300 kilometres (km) coastline
- Official language – Danish
- Currency: Danish Krone (DKK) 1 Krone = 100 øre 1 € = 7,45 DKK
- 98 municipalities and 5 regions
- 78% of all 16 to 64 years old Danes have a job
- 75% of all women and 81% of all men work
- 72% of all employees are member of an union or an unemployment insurance fund
- 83% of all children continue education after elementary school
- More women than men have an academic education
- 90% of all Danish citizens are member of at least one association



# TIPS

## ABOUT THE DANES

All of this makes it a challenge to get to know Danes and to find Danish friends. Here are a few tips:

- Be active and invite people over, rather than waiting for an invitation from the Danish side. Danes want to get to know people, but they find it difficult to take the first step.
- Join an association – Denmark is a country full of associations and clubs. On average, each Dane is a member of no less than five associations.
- Learn Danish. Even though you might find it difficult to begin with, it really pays off.
- Meet other people who are in the same situation as you. A number of international clubs arrange

social events where international families can meet and learn more about Denmark and Danish culture.

- Be open minded. What is normal and accepted in your home country may not apply to Denmark. Even if you find the Danish traditions and ways of behaviour strange do not be prejudiced. Remember there are more similarities than differences between the culture you are used to from your home country and the culture and tradition you meet in Denmark.

Where do Danes “hang out” after work?

- At evening classes, in language classes, cooking courses or creative activities

- At Open University events (Danish: Folkeuniversitet) where they participate in lectures and similar
- At sports clubs, associations, literary circles, senior citizens’ clubs, stamp collecting associations, volunteer work etc.
- At the fitness center
- At the theatre
- At the swimming baths, indoor swimming pools, beaches

Your local library, town hall/Borger-service and municipality website are good places to find out what associations, clubs and events there are in your vicinity – otherwise ask your Danish colleagues and friends – you will find, that they are very helpful.

# FIRST STEPS IN DENMARK

## CHECKLIST – MOVING TO DENMARK

### What to remember in the first 30 days after your arrival in Denmark?

When newly arrived in Denmark there are a lot of important issues to be aware of as foreign citizen.

In the following checklist we have listed matters of particular importance. The different subjects are discussed in more detail in the following chapters. The checklist mainly refers to people who have signed an employment contract with a Danish company and who will have residency in Denmark.

**Please find a detailed checklist with information about how to register and what to bring when you register at the International Citizen Service (ICS) in Copenhagen, Aarhus, Odense and Aalborg on [www.icitizen.dk](http://www.icitizen.dk) > Checklist**

### In general it is advisable to bring:

- Passport/national identification (ID) card with photo
- Passport photo
- Residence and work permit from the Danish Agency for International Recruitment and Integration (SIRI) (non-EU/EEA (European Economic Area) citizens only)
- Original marriage certificate if you are married. Please remember to bring the marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(er)). Please note that only certificates

in English/German/Scandinavian languages are accepted.

- Original birth certificate(s) for accompanying children under 18 years. Please note that only certificates in English/German/Scandinavian languages are accepted.
- Proof of address in Denmark (lease/rental contract)
- The blue European health card (EU/EEA nationals only)
- Medical card (optional)
- Driving license
- Educational certificates
- Vehicle papers (if you bring vehicles)

### Residence document/residence and work permit in Denmark

- Nordic citizens: You are free to reside and work in Denmark without a residence document/permit
- EU/EEA/Swiss Citizens: Apply for residence document at International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen or at the Danish Agency for International Recruitment and Integration
- Non-EU Citizens: Apply for a residence and work permit prior to start working in Denmark at [www.newtodenmark.dk](http://www.newtodenmark.dk). The application can be submitted online at a Danish representation (embassy or consulate) in your home country or at the Danish Agency for International Recruitment and Integration in Denmark.

Further information in chapter "Register as a citizen in Denmark"

### Social security and personal registration number "CPR number"

If you are planning to stay in Denmark for more than 3 months, you can register for a Personal Registration Number (CPR number) and a health card. You can apply for a CPR number and a health card at the International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen or at the local municipal Citizen Service Centre (Danish: Borgerservice). At the registration you will choose a doctor. Your social security card (Danish: sundhedskort) which includes your CPR number will be sent to you by post – normally within 2 weeks.

EU/EEA/Swiss citizens who need medical treatment during travels in the EU, Norway, Iceland, Liechtenstein (EEA), or Switzerland must apply for the blue European Health Insurance Card.

Further information in chapter "Register as a citizen in Denmark"

### Tax registration

When you work in Denmark you must also have a tax card. This is issued to you at either the International Citizen Service or online via form 04.063. Further information in chapter "Tax"

### Bank

Open a bank account – preferably an "Easy Account" (Danish: Nemkonto). This is generally a current account, into which payments from your employer and from the state are made (e.g. tax refunds). Further information in chapter "Bank"



## Unemployment insurance

Unlike many other countries, unemployment insurance in Denmark is voluntary and you are not as a standard covered through your employer. Thus, you are not automatically insured against unemployment. Further information in chapter "Unemployment insurance"

## Insurance

Check your insurances from your home country. Some of the most important insurances in Denmark are:

- Personal liability insurance (Danish: Ansvarsforsikring)
- Household insurance (Danish: Indboforsikring)
- Accident insurance (Danish: Ulykkesforsikring)
- Unemployment insurance (Danish: Arbejdsløshedsforsikring). Further information in chapter "Unemployment insurance"
- Life insurance (Danish: Livsforsikring)
- Legal protection insurance (Danish: Retshjælpforsikring)
- Car insurance (Danish: Bilforsikring) – if you have a car
- Dog insurance (Danish: Hundeforsikring) – if you have a dog

Further information in chapter "Private insurance"

## Danish Language

All municipalities in Denmark offer Danish lessons when you have a CPR number. Further information in chapter "Learning the Danish language"

## Vehicle

If you bring your vehicle with you from your home country, the vehicle may have to be re-registered with Danish number plates or you must have obtained exemption. Further information in chapter "Bringing your private vehicle to Denmark"

## Driver's licence

Driver's licences issued within the EU are valid in Denmark. Driver's licences issued in a non-EU country may be valid in Denmark. Further information in chapter "Driving licence"

## Media licence

You are legally obligated to register with "media licence" if you have a television, computer, smart phone or other devices with internet access if you are

more than 18 years old. You must register within 14 days of procurement. Further information in chapter "Radio and television fees"

## e-Boks & NemID

NemID is a secure log on to internet services. e-Boks is your online mailbox for mail from public authorities (tax, pension etc. (et cetera)). Apply for your NemID at your municipal Citizen Service Center. Further information in chapter "NemID, e-Boks/Digital Post"

## Further information and advice:

In the International Citizen Service in Aalborg, Aarhus, Odense and Copenhagen you will receive free of charge advice concerning residence permit, social security, tax, recognition of qualification, insurance and many other questions that may arise when moving to Denmark. Further information in chapter "Register as a citizen in Denmark – International Citizen Service"

Find further information at  
[www.icitizen.dk](http://www.icitizen.dk)







# REGISTER AS A CITIZEN IN DENMARK

The registration procedure depends on your nationality, the duration of how long you expect to stay in Denmark and your place of residence. In this chapter you find information about how to apply for a residence document/permit, social security (CPR number) and tax. Please follow the relevant registration procedure according to your nationality and the duration, you plan to work/stay in Denmark.

DURATION	NORDIC CITIZENS	EU/EEA CITIZENS	NON-EU/EEA CITIZENS
Work in Denmark for less than 3 months	<b>Step 1:</b> Create a tax card online on <a href="http://www.skat.dk">www.skat.dk</a>	<b>Step 1:</b> Create a tax card online on <a href="http://www.skat.dk">www.skat.dk</a>  <b>Step 2:</b> Apply for special health card (online) <a href="http://www.lifeindenmark.dk">www.lifeindenmark.dk</a> > Cross-borders > Special health insurance card	<b>Step 1:</b> Apply for a residence and work permit with the Danish Agency for International Recruitment and Integration (SIRI) – <a href="http://www.newtodenmark.dk">www.newtodenmark.dk</a> .  <b>Step 2:</b> Create a tax card online on <a href="http://www.skat.dk">www.skat.dk</a>
Work in Denmark for more than 3 months	<b>Step 1:</b> Register for a Danish CPR number and the yellow health card (International Citizen Service or municipal Citizen Service Center (Borgerservice))  <b>Step 2:</b> Create a tax card (online <a href="http://www.skat.dk">www.skat.dk</a> or at International Citizen Service)  <b>Step 3:</b> Apply for the blue European health card (online <a href="http://www.lifeindenmark.dk">www.lifeindenmark.dk</a> )	<b>Step 1:</b> Apply for an EU residence document (SIRI or International Citizen Service). <a href="http://www.newtodenmark.dk">www.newtodenmark.dk</a>  <b>Step 2:</b> Register for a Danish CPR number and the yellow health card (International Citizen Service or municipal Citizen Service Center (Borgerservice))  <b>Step 3:</b> Create a tax card (online <a href="http://www.skat.dk">www.skat.dk</a> or at International Citizen Service)  <b>Step 4:</b> Apply for the blue European health card (online <a href="http://www.lifeindenmark.dk">www.lifeindenmark.dk</a> )	<b>Step 1:</b> Apply for a residence and work permit with the Danish Agency for International Recruitment and Integration – <a href="http://www.newtodenmark.dk">www.newtodenmark.dk</a>  <b>Step 2:</b> Register for a Danish CPR number and the yellow health card (International Citizen Service or municipal Citizen Service Center (Borgerservice))  <b>Step 3:</b> Create a tax card (online <a href="http://www.skat.dk">www.skat.dk</a> or at International Citizen Service)
Cross-border workers	<b>Step 1:</b> Create a tax card online on <a href="http://www.skat.dk">www.skat.dk</a>  <b>Step 2:</b> Apply for the special health card (online <a href="http://www.lifeindenmark.dk">www.lifeindenmark.dk</a> > Cross-borders > Special health card)	<b>Step 1:</b> Create a tax card online on <a href="http://www.skat.dk">www.skat.dk</a>  <b>Step 2:</b> Apply for the special health card (online <a href="http://www.lifeindenmark.dk">www.lifeindenmark.dk</a> > Cross-borders > Special health card)	<b>Step 1:</b> Apply for a residence and work permit with the Danish Agency for International Recruitment and Integration – <a href="http://www.newtodenmark.dk">www.newtodenmark.dk</a>  <b>Step 2:</b> Create a tax card online on <a href="http://www.skat.dk">www.skat.dk</a>  <b>Step 3:</b> Apply for the special health card online ( <a href="http://www.lifeindenmark.dk">www.lifeindenmark.dk</a> )



# SHORT TERM STAYS – IF YOU WORK IN DENMARK FOR LESS THAN 3 MONTHS

## If you work in Denmark for less than 3 months you should consider your:

- Step 1.** Residence document/residence and work permit
- Step 2.** Tax
- Step 3.** Social security (CPR number)

### Nordic Citizens

#### Step 1 Residence document/residence and work permit

As a Nordic citizen from Finland, Iceland, Norway or Sweden you may freely enter Denmark to reside and work. You do not need to apply for a residence document/permit.

#### Step 2 Tax

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 ([www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark > Apply for a personal tax number and tax card). If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married) and passport/national ID card), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assesment, you will see your personal tax number. Your personal tax number works like a Danish personal identification number (CPR number). 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 Social security (CPR)

If you work in Denmark for minimum 9 hours per week and have your permanent address in another EU/EEA country, you are entitled to be enrolled in the Danish health insurance system. You find further information and an online application form at [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Cross-borders > Special health insurance card. You can – however – also choose to stay in the social security system in your country of origin if you stay in Denmark for less than 6 months.

**Please find a detailed checklist about the 3 steps for registration and what to bring when you register at the International citizen Service in Copenhagen, Aarhus, Odense and Aalborg on [www.icitizen.dk](http://www.icitizen.dk) > Checklist**

### EU/EEA/Swiss Citizens

#### Step 1 Residence document/residence and work permit

If you are a citizen from an EU/EEA country or Switzerland you may freely enter Denmark to reside and work. If you work in Denmark for less than 3 months, you do not need to have a residence document/permit.

#### Step 2 Tax

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 ([www.skat.dk](http://www.skat.dk) > English >

Short guide – Working in Denmark > Apply for a personal tax number and tax card). If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married) and passport/national ID card), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assesment, you will see your personal tax number. Your personal tax number works like a Danish personal identification number (CPR number). Your employer will withhold your tax from your salary and pay it directly to the tax authorities.

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**Please find a detailed checklist about the 3 steps for registration and what to bring when you register at the International citizen Service in Copenhagen, Aarhus, Odense and Aalborg on [www.icitizen.dk](http://www.icitizen.dk) > Checklist**

## Non-EU citizens

### Step 1 Residence document/ residence and work permit

As a Non-EU citizen you need a residence and work permit **before** you start working. You must submit your application for residence and work permit to the Danish Agency for International Recruitment and Integration (SIRI) in Denmark or to a Danish representation (embassy or consulate) in your home country.

As a general rule a residence and work permit will be issued on the basis of professional or labour market considerations. However, a number of schemes e.g. the Working Holiday Programme have been designed in order to make it easier for young short term employees from some countries to get a residence and work permit in Denmark. The application

forms and guidelines can be found on [www.newtodenmark.dk](http://www.newtodenmark.dk).

### Step 2 Tax

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 ([www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark > Apply for a personal tax number and tax card). If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married) and passport/national ID card), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assessment, you will see your personal tax number. Your personal tax number works like a Danish personal identification number (CPR number). Your employer will withhold your tax from your salary and pay it directly to the tax authorities.

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If you do not apply for a tax card, your employer will deduct 55% tax from your salary

### Step 3 Social security (CPR)

As your stay in Denmark does not exceed 3 months, you cannot register for a Danish CPR number and thus, you will not be covered by Danish health insurance. Please make sure you are covered either with an insurance from your home country or sign up for a private insurance in Denmark.

**Please find a detailed checklist about the 3 steps for registration and what to bring when you register at the International citizen Service in Copenhagen, Aarhus, Odense and Aalborg on [www.icitizen.dk](http://www.icitizen.dk) > Checklist**





# IF YOU WORK IN DENMARK FOR MORE THAN 3 MONTHS

If you are planning to work/stay in Denmark for more than 3 months you should consider your:

- Step 1.** Residence document/residence and work permit
- Step 2.** Social security (CPR number)
- Step 3.** Tax

## Nordic Citizens

### Step 1 Residence document/ residence and work permit

If you are a citizen from Finland, Iceland, Norway and Sweden you may enter Denmark without any restriction to reside, study or work. You do not need a residence document/permit.

### Step 2 Social security/CPR

If you are planning to stay in Denmark for more than 3 months, you **can** register for Danish social security and a CPR number. If you are planning to stay in Denmark for more than 6 months, you **must** register for the CPR number. You can apply for the CPR

number by using either the International Citizen Service or the municipal Citizen Service Center (Danish: Borger-service) where you live.

### Step 3 Tax

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 ([www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark > Apply for a personal tax number and tax card). If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married) and passport/national ID card),



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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

**Please find a detailed checklist about the 3 steps for registration and what to bring when you register at the International citizen Service in Copenhagen, Aarhus, Odense and Aalborg on [www.icitizen.dk](http://www.icitizen.dk) > Checklist**

## EU/EEA/Swiss Citizens

### Step 1 Residence document/residence and work permit

If you are a citizen from an EU/EEA country or Switzerland you can take up residence in Denmark. You may enter Denmark and start to work/study in Denmark during the application period. It is recommended that you apply for the EU residence document as soon as you come to Denmark. You can apply for a residence document if you:

- Have found a job in Denmark or
- Start studying in Denmark or
- Have sufficient funds to support yourself financially or supported by another person
- Is a self-employed person or
- Is a family member to one of the above mentioned groups

The application forms and guidelines can be found on [www.newtodenmark.dk](http://www.newtodenmark.dk) > I want

to apply > Residence as an EU/EEA citizen

**Please note, that you must have completed step 1 before you can register for the CPR number (Step 2)**

### Step 2 Social security (CPR number)

After you have obtained an EU residence document you must register your address with the Danish Personal Register. If you are planning to stay in Denmark for more than 3 months, you **can** register for Danish social security and a CPR number. If you are planning to stay in Denmark for more than 6 months, you **must** register for the CPR number. You can apply for the CPR number by using either the International Citizen Service or the municipal Citizen Service Center (Danish: Borger-service) where you live.

### Step 3 Tax

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 ([www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark > Apply for a personal tax number and tax card). If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married) and passport/national ID card), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assessment, you will see your personal tax number. Your personal tax number works like a Danish personal identification number (CPR number). Your employer will withhold your tax from your salary and pay it directly to the tax authorities.

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## Non-EU Citizens

### Step 1 Residence document/residence and work permit

If you are a citizen from a country outside the EU/EEA, it is essential that you have been granted a residence and work permit before you start working. Applications for residence and work permits must typically be submitted to a Danish representative office, e.g. an embassy or consulate general in the applicant's home country. The application forms and guidelines can be found on [www.newtodenmark.dk](http://www.newtodenmark.dk).

**Please note, that you must complete Step 1 before you can apply for the CPR number.**

### Step 2 Social security (CPR number)

After you have obtained your residence and work permit, you must register your address and apply for a CPR number. You can apply for the CPR number by using either the International Citizen Service or the municipal Citizen Service Center (Danish: Borger-service) where you live.

### Step 3 Tax

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 ([www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark > Apply for a personal tax number and



tax card). If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married) and passport/national ID card), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assessment, you will see your personal tax number. Your personal tax number works like a Danish personal identification number (CPR number). 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.

**Please find a detailed checklist about the 3 steps for registration and what to bring when you register at the International citizen Service in Copenhagen, Aarhus, Odense and Aalborg on [www.icitizen.dk](http://www.icitizen.dk) > Checklist**

Family members (spouse/registered or cohabiting partner and children under the age of 21 years) to workers, students, self employed persons (principal person) in Denmark can

apply for a residence document/permit and CPR number. The application process and which forms to use, depends on the principal persons and the family members nationality. You can find further information about residence document/permit on [www.newtodenmark.dk](http://www.newtodenmark.dk) > You want to apply > Family.

On [www.icitizen.dk](http://www.icitizen.dk) > Checklist "How to register and what to bring – Accompanying family" you can find detailed information about the rules and regulations, application forms and necessary documentation.



## Cross-border Workers

Workers who maintain their residence in another country than Denmark and travel to Denmark on a regular basis to work are considered as cross-border workers.

If you are considered as a cross-border worker you should consider your:

1. Residence and work document/permit
2. Tax
3. Social security (CPR number)

### Step 1 Residence and work document/permit:

Cross-border workers with Nordic, EU/EEA or Swiss citizenship do not need a residence and work document/permit to Denmark.

Non-EU/EEA/Swiss citizens need a work permit before they can start working. You can submit your application for work permit to the Danish representation (embassy or consulate) in your home country or to the immigration service in Denmark prior to your arrival in Denmark. The applica-

tion forms and guidelines can be found on [www.newtodenmark.dk](http://www.newtodenmark.dk)

### Step 2 Tax:

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 general rule, entitled to the same tax allowances and deductions as people living in Denmark.

You will need a tax card. You can apply for the tax card and a personal tax



number by completing form 04.063 ([www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark > Apply for a personal tax number and tax card). If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married), passport/national ID card and your residence and work permit (Non-EU citizens only), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assessment, you will see your personal tax number. Your personal tax number works like a Danish personal identification number (CPR number). 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 Social security (CPR number)

As a cross-border worker you have a right to health insurance services in both your country of residence and in Denmark.

All of 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 via [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 within 2-3 weeks 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.

**Please find a detailed checklist about the 3 steps for registration and what to bring when you register at the International citizen Service in Copenhagen, Aarhus, Odense and Aalborg on [www.icitizen.dk](http://www.icitizen.dk) > Checklist**

### Step 4 Bank, insurance etc.

You need to open a bank account in order for your employer to pay out your salary. As soon as you have your personal tax number you must open a bank account. It is an advantage to have an Easy Account (Danish: Nemkonto). This is generally a current account, into which payments from your employer are made. The Nemkonto is also used by the Danish state for e.g. tax refunds.

Contact the bank you prefer concerning opening of a bank account.

### Insurance

When you work for a Danish employer you are covered by the occupational accident insurance held by your employer, but only in the hours you are working. In your spare time you will be covered by your insurances from your home country.

### Driver's license

As a cross-border worker you can use your driving license from your home country.

### Vehicles

As a cross-border worker you are allowed to use your foreign registered vehicle to and from work in Denmark. If you return to your home country on a daily basis you do not have to do anything, but it is generally advisable always to keep a copy of your employment contract and your special Danish health card in your vehicle.

If you stay in Denmark less than 185 days within a 12-month period, you may drive a vehicle with foreign number plates without having to pay Danish registration tax.

Please note that if you stay in Denmark for more than 185 days within one year, you are considered to reside in Denmark and you must register your vehicle in Denmark.

If you are unsure of the duration of your stay in Denmark or your country of residence, you can apply for permission to drive a vehicle with foreign number plates in Denmark. Please note that you will be charged a fee of DKK 400 to process your application.

Submit the following information to the Danish Motor Vehicle Agency (Motortstyrelsen):

- Form 21.059
- A copy of the vehicle registration certificate
- An employment or student contract to document the duration of your stay in Denmark
- A receipt for having paid the processing fee of DKK 400

Apply as soon as you start working in Denmark. Until you get your permission, you must bring the application whenever you drive in Denmark. Remember always to keep the permission in your car.

On [www.oresunddirekt.com](http://www.oresunddirekt.com) (in Danish, English and Swedish language) you find more information concerning cross-border workers between Denmark and Sweden.

On [www.eures-kompas.eu](http://www.eures-kompas.eu) and [www.pendlerinfo.org](http://www.pendlerinfo.org) (in Danish and German language) you find more information concerning cross-border workers between Denmark and Germany

More information concerning tax in English: [www.skat.dk](http://www.skat.dk) > English > Shortcuts > Motor vehicles





Questions about tax and vehicles email via [www.skat.dk](http://www.skat.dk) > Contact or telephone +45 72 22 27 96

## Posted workers

If you are posted to work in Denmark, and your employer is a foreign company temporarily providing a service in Denmark, you are covered by the Danish Act on Posting of Workers. Further information on [www.workplacedenmark.dk](http://www.workplacedenmark.dk)

If you are posted to work in Denmark you are assured some minimum rights concerning your working conditions. You have the same right to a safe and healthy working environment as Danish citizens. Other areas covered by posted worker's rights are: discrimination at the workplace, equal rights and equal pay for men and women and some of the regulation on working hours. Besides this, you are assured the minimum rights arising from the Danish Holiday Act, if the holiday regulations in your home country are less generous.

### What is a posted worker? And what is posting?

A worker posted to Denmark is an employee who is usually employed in another country and is sent to Denmark by their employer to work for a limited period of time.

An enterprise is considered to have posted workers to Denmark in the following situations:

1. The enterprise has sent an employee to Denmark to provide a service to an enterprise or private person in Denmark.
2. The enterprise, a temporary work agency, for example, has hired out an employee to a user enterprise in Denmark.
3. The enterprise has sent an employee to an enterprise in Denmark within the same group or which is otherwise affiliated to the posting enterprise.

One of the conditions that must be fulfilled in order for a situation to be characterised as posting is that an employment relationship exists between the worker and the posting enterprise or temporary work agency. Another condition is that the enterprise making the posting has to be genuinely established in the country of origin, which means that the enterprise must have substantial activity in that country.

### Residence and work permit?

Before you can start work in Denmark as a posted employee you need to find out if you require a residence and work permit. This depends on where you come from.

If you are a citizen of a Nordic country you can freely live and work in Denmark.

If you are a citizen from an EU/EEA country or Switzerland, you can start to work in Denmark and then apply for a registration document at the Danish Agency for International Recruitment and Integration (SIRI).

If you are a citizen of a country outside EU/EEA/Switzerland, and you are posted by an enterprise from a EU country, you have to seek further advice on [www.newtodenmark.dk](http://www.newtodenmark.dk) If you are a non-EU/EEA/Swiss citizen, and you are not covered by the regulations on posting of workers, you always have to apply for a residence and work permit before starting work in Denmark. The application forms and guidelines can be found on [www.newtodenmark.dk](http://www.newtodenmark.dk)

### Social security (CPR number)

If you plan to work and live in Denmark for more than 3 months, you need to apply for a CPR number at the Danish National Register (Folkeregisteret). If you stay in Denmark for more than 6 months, you are considered to be fully tax liable to Denmark from the

first day of your stay. You can apply for the CPR number by using either the International Citizen Service or the municipal Citizen Service Center (Danish: Borgerservice) where you live.

### Tax

If you are posted to Denmark and your employer has got a permanent establishment in Denmark, you have to apply for a personal tax number and a Danish tax card, no matter how long you intend to stay in Denmark. The same rule applies if you establish a business in Denmark. Further information on [www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark.

### Further information

You find further information about working conditions, health and safety, tax and regulations on posting for posted workers at [www.workplacedenmark.dk](http://www.workplacedenmark.dk)

# JOB SEEKERS

## WHAT TO BRING WHEN YOU REGISTER AT THE INTERNATIONAL CITIZEN SERVICE

### Job seekers from EU/EEA countries and Switzerland

#### Legal stay in Denmark without registration

If you are a citizen from an EU/EEA country or Switzerland you can stay legally in Denmark for up to 6 months without registration while searching for a job. During the 6 months you will not get a personal registration number (CPR number). If you need medical assistance during the 6 months, you need your blue European health card from your home country. Please note, that you have no rights for financial support from Denmark during your stay. After the 6 months period, you can stay in Denmark as a job seeker, as long as you can prove that you are still looking for work, and that you have a genuine chance of being hired.

#### Register for EU residence with sufficient funds

If you are a citizen from an EU/EEA country and are able to support yourself financially (or know someone who is able and willing to support you), you can apply for a residence document to Denmark based on sufficient funds and hereafter a CPR number. You can register at the International Citizen Service or at the Danish Agency for International Recruitment and Integration (SIRI). You can find further information and the application form on [www.newtodenmark.dk](http://www.newtodenmark.dk) > You can want to apply > Residence as an EU/EEA citizen > EU residence as a person with sufficient funds for self support

Here you can also find detailed information about the rules and regulations, application form and a list of necessary documentation.

### Jobseekers from EU/EEA countries and Switzerland with unemployment benefits from another EU/EEA country or Switzerland.

Jobseekers with unemployment benefits from another EU/EEA country or Switzerland must register at a Workindenmark Center immediately after arrival in Denmark.

#### Please bring:

- Form PD U2 from your home country, dated and signed by the institution, which pays out your unemployment benefits.
- Proof of registration as unemployed. As proof of registration as unemployed in Denmark, you must upload your CV (Curriculum Vitae) on [www.workindenmark.dk](http://www.workindenmark.dk) > Create profile. When you have completed your CV, you will be given a CV number. Please bring the CV number, when you register at Workindenmark.

You find Workindenmark offices in Copenhagen, Aarhus and Odense. You can also register as a jobseeker with unemployment benefits at the International Citizen Service in Aalborg during opening hours.









# INTERNATIONAL CITIZEN SERVICE (ICS)



International Citizen Service is a nationwide service for foreign employees and Danish companies. In the International Citizen Service you find all relevant authorities under one roof – the Danish Agency for International Recruitment and Integration (SIRI) (residence document for EU/EEA/Swiss citizens and residence and work permit for non-EU/EEA/Swiss citizens), the Danish Tax and Customs administration, the local municipal administration (CPR number and health card) and Workindenmark.

In most cases the foreign employee only needs to visit International Citizen Service in order to get the paperwork done and find answers to possible questions. Please note, that if you want to apply for an EU residence document/residence permit, you must book an appointment in the ICS opening hours prior to your visit in International Citizen Service

You find the International Citizen Service in Copenhagen, Aarhus, Odense and Aalborg

At [www.icitizen.dk](http://www.icitizen.dk) you find details about addresses and opening hours. You also find a detailed checklist about how to register and what to bring when you register at the International Citizen Service. Please use the checklist before you visit the International Citizen Service.

Apart from the registration, International Citizen Service offers foreign employees, job seekers and their families useful information about:

- Job search seminars in Denmark
- E-learning program and video tutorials about job search, job interviews, LinkedIn and Danish work place culture
- Job search for international students
- Danish courses
- The Danish tax system
- Registration of foreign vehicles
- Living and working conditions in Denmark
- Authorization and approval of professional qualifications for regulated professions
- Driver's license
- Study and career
- Schooling
- Day-care for children
- Network and social activities in your area

## Addresses and opening hours – International Citizen Service

The four International Citizen Service offices have the following office hours and contact information:

### International Citizen Service North

Rantzausgade 4, 1st floor  
9000 Aalborg

Phone: +45 72 14 21 11  
Mail: [west@icitizen.dk](mailto:west@icitizen.dk)

Office hours:

Monday	9.00 - 13.00
Thursday	12.00 - 16.00

### International Citizen Service West

Åboulevarden 31, 1st floor  
8000 Aarhus C

Phone: +45 72 22 33 75

Mail: [west@icitizen.dk](mailto:west@icitizen.dk)

Office hours:

Thursday	13.00 - 17.00
Friday	9.00 - 13.00

### International Citizen Service South

Dannebrogsgade 3, 1st floor  
5000 Odense C

Phone: +45 72 20 54 20

Mail: [south@icitizen.dk](mailto:south@icitizen.dk)

Office hours:

Wednesday	8.30 - 12.30
Thursday	12.00 - 16.00

### International Citizen Service East

Gyldenløvesgade 11  
1600 Copenhagen V

Phone: +45 33 66 66 06

Mail: [east@icitizen.dk](mailto:east@icitizen.dk)

Office hours:

Monday – Wednesday	10.00 - 15.00
Thursday	11.00 - 15.00
Friday	10.00 - 14.00

**Please remember to use the detailed checklist on [www.icitizen.dk](http://www.icitizen.dk) > Checklist before you visit the International Citizen Service**

Find more information at  
[www.icitizen.dk](http://www.icitizen.dk)







# WORKING IN DENMARK

## WORKING CONDITIONS IN DENMARK

### Danes love their jobs

Danes have the highest job satisfaction rating in Europe. Many highlight the 37 hours work week, 5+1 weeks paid vacation (after one year of work in Denmark) combined with flexible working hours. Others emphasise a good work-life balance at many work places – which means you can have both a professional career and a good family life. Some employees also get a full salary during illness and full payment for the first 2 days, if you need to stay at home with your ill child.

### Working hours

The standard working week in Denmark is 37 hours split over 5 days. Lunch breaks are typically 30 minutes long. Lunch breaks are paid as regular working hours in the public sector, whereas most private employees pay for lunch breaks themselves. However, this varies from workplace to workplace.

Working hours are not regulated by law in the private sector, but rather, are determined by collective agreement or individual contracts.

### Employment contract

You have a legal right to get an employment contract from your Danish employer. As a foreign employee you are covered by the same rules and regulations as Danish employees. The law stipulates that you must have an employment contract which specifies

the most important terms and conditions of your employment.

The employment contract must at least contain information on the following:

1. Employer's and employee's name and address.
2. The location of the workplace or, if there is no fixed workplace, where the work is primarily performed/ information that the employee is to work in various locations, and the employer's main office or address.
3. Job description or employee's job title, rank or job category.
4. Employment commencement date.
5. Expected duration of employment, if not permanent employment.
6. The employee's rights regarding holidays, including whether salary will be paid while the employee is on holiday.
7. Employee's and employer's terms of notice.
8. The applicable or agreed salary to which the employee is entitled upon commencement of employment and allowances or other forms of remuneration that are not included herein, e.g. pension contributions, lodging and meals. The frequency of salary payments must also be included in the contract.
9. The standard daily or weekly working hours.
10. Information on which collective agreements or other agreements regulate the employment and working conditions. If the collective agreements or agreements in question were entered into by

parties outside of the company, these parties must be identified in the contract.

### Collective agreements

Conditions of employment and wages are normally regulated through collective agreements that are negotiated by trade unions and employers organizations. There is no minimum salary determined by law in Denmark.

Certain areas of work conditions are however regulated by law – holidays, equal opportunities and health and safety.

Many employees are member of a trade union and many employers are part of an employer confederation. This ensures that collective bargaining agreements cover a large percentage of employees and are widely respected. In addition to centralized agreements, the collective bargaining system can also be used at the workplace level.

### Health and safety

All employees working in Denmark must comply with the Danish Working Environment Act. The Act aims at preventing accidents and illnesses at the workplace. It is the responsibility of the employer to ensure that working conditions are safe and sound. Further the employer has a variety of responsibilities e.g. to ensure that the employees receive work instructions. You as employee must participate in the co-operation on safety and health.





Furthermore, you have an obligation to use the protective equipment provided by the employer. More information about health and safety on [www.arbejdstilsynet.dk](http://www.arbejdstilsynet.dk) > click on the English, German, Polish or Lithuanian flag.

## Insurance

Employers have a legal obligation to obtain an employers occupational accident insurance, which protects you in case of accidents during your work hours.

Consider a private household insurance policy if you want liability and accident insurance during your spare time.

## Holiday

As an employee in Denmark you have the right to 25 days of holiday after 1 years work.

In most collective agreements you have additionally 5 days of holiday per year – also known as the 6th holiday week. Whether you have this right or not – please ask your employer or your union.

On 1 September 2020 we will get a new Holiday Act. The new Holiday Act allows you to take your holiday as soon as the month after you have earned it. The new Holiday Act does not change the fact that you will earn 25 holidays per year – the equivalent of 2.08 holidays for each month of employment.

## The transition to the new Danish Holiday Act

Before the new Holiday Act enters into force, there will be a transition year from 1 September 2019 to 31 August 2020 in order to ensure smooth transition from the old holiday rules to the new ones.

The holiday pay that you earn during the transition year will be converted into savings in the new fund, Lønmodtagernes Feriemidler. You will have these savings paid out when you reach the state pension age.

You can read more about holiday pay during the transition year on [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Living in Denmark > Work > Holiday allowance > Questions and answers about holiday pay during the transition year

## Holiday pay

If you are paid monthly, you will usually get your normal salary plus a holiday supplement of typically 1% of the qualifying salary from the previous calendar year during your holiday. Most people receive their holiday supplement in late April or May.

If you are paid by the hour, you get 12.5% in holiday pay of your qualifying salary in the qualifying year.

Even if you have not earned the right to five weeks of paid holiday, you can still go on holiday. However, you have to pay for the days off you have not earned. Employers have the right to deduct 4.8% from your salary for each day you take off.

The employer calculates the holiday allowance to which you are entitled. The employer then transfers the amount due to FerieKonto, or issues a holiday card to the employee. In both cases, the amount due is paid to the employee at a later date, when the holiday is taken.

You take the right to paid holiday with you if/when changing jobs.

If you move to another country, the money can be paid out before you leave. Further information in the section "Leaving Denmark"

## Tax

Everyone working in Denmark pays income tax and needs a tax card. The tax card is issued by the Danish tax authority (based on the information you give on form 04.063 ([www.skat.dk](http://www.skat.dk) > English > Short guide: Working in Denmark – choose language). You will be asked to upload a copy of your employment contract, your passport and your marriage certificate (if you are married).

If you do not apply for a tax card, your employer will deduct 55% tax from your salary

The tax card is electronic and your employer has access to your tax information. You will receive a copy of your tax card by post approximately 3 weeks after you have applied. The employer sends the sum of your withholding tax to the tax authority as a preliminary tax payment. You can see how much tax you have paid during the year on your payslips.

- In Denmark the tax system is progressive which means that the more you earn the higher percentage you pay in direct tax.

### The taxes consist of:

1. Bottom-bracket tax (Danish: Bundskat)
2. Top bracket tax (Danish: Topskat)
3. Health contribution (Danish: Sundhedsbidrag)
4. Labour market contribution, AM-bidrag (Danish: Arbejdsmarkedsbidrag)
5. Municipality tax (Danish: Kommuneskat)
6. Church tax (Danish: Kirkeskat) (voluntary)
7. Indirect tax – VAT (Value added-tax – Danish: Moms)

Denmark is a classic welfare state. Helping fellow citizens when they get ill, become old or lose their jobs is considered a joint responsibility. The same goes for high quality childcare and free schooling for everyone.

This explains why Danish taxes are so high. In 2018, taxation came to 48.2 percent of the Gross Domestic Product, making the Danes the highest taxed population in Europe, a record most people would not boast about. When it comes to income tax, the average citizen pays almost half of their salary in tax. In addition, most goods include 25 percent VAT ('Moms' in Danish). Cars, petrol, alcohol and other goods are also taxed in order to limit consumption.

To compensate for high taxes, Danish salary levels are among the highest in the world, and many welfare services that strain household budgets in other countries are either free or state-subsidized in Denmark. Medical help, hospital treatment, schooling and elderly care are all free – and day care for children is far cheaper than in most other countries. This means that the purchasing power in the Danish capital

of Copenhagen is the same as in other European cities.

This information only gives you the most important tax information. You find further information in several languages on [www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark.

Telephone numbers and opening hours can be found in the chapter "Important telephone numbers and addresses". Please be aware that the following information only is valid for the tax year 2020 and that change in tax rates may apply.

### Tax year

The tax year in Denmark coincides with the calendar year. The actual amount of tax is calculated after the end of the year, as a result of which you will have to make an additional payment or you will receive a refund. The Danish tax system consists of 3 steps:

1. Preliminary Income Assessment
2. Tax assessment notice
3. Final tax notice

#### 1. Preliminary Income Assessment (Danish: forskudsopgørelse)

When you start working in Denmark you must apply for a tax card. The tax authorities generate a preliminary tax card for the coming year. The tax card is based on your expected income and deductions from form 04.063 ([www.skat.dk](http://www.skat.dk) > English > Short guide: Working in Denmark – choose language). Please make sure to state your annual income as accurately as possible. Should your income change significantly in the course of the year, you can change your tax information at any time. Since recently, the tax card is no longer sent out in paper form, but is kept on file in your electronic tax file at SKAT ([www.skat.dk](http://www.skat.dk)). You can view this on your computer using your NemID. Please check the information on the tax card. If everything is correct,

you do not need to do anything else. Your employer will receive the tax card directly from the tax authority.

If you do not have a tax card when you are paid for the first time, your employer has to deduct 55% of your pay for taxes! So it is advisable to acquire your tax card early on.

## 2. Submitting your tax assessment notice

Every year in March you will receive a tax assessment notice for the previous income year. The tax assessment notice is a statement of your income, tax allowances and deductions and taxes paid for a particular income year. The tax authorities will be informed about your income, tax paid etc. by your employer, and the numbers will be written in the tax assessment notice. It is up to you to check that the figures are correct. If they are correct, you do not have to do anything else. If they are incorrect, or if some figures are missing, you must notify SKAT via e-tax (Danish: TastSelv) on the Internet, by phone or via a tax return form.

## 3. Final tax notice (Danish: årsopgørelse)

Changes made to the preliminary tax assessment within the deadline should be taken into consideration in the final tax notice. If you identify any discrepancies, please notify the tax authority immediately. If you are to receive a tax refund, you do not have to do anything. The amount will be transferred directly to your designated bank account. However, this requires that you have an EasyAccount (Danish Nemkonto) (see "Bank"). If necessary, ask your bank to help you designate a bank account as your NemKonto. This service is free.

If you have made an underpayment of tax you will be charged interests.

## Tax rates

Bottom-bracket tax (Danish: Bundskat): 12,1% of annual income over 46,500 DKK after deduction of the labour market contribution (AM-bidrag) (2020).

Top bracket tax (Danish: Topskat): 15% of annual income over 531,000 DKK after deduction of the labour market contribution.

Labour market contribution, AM-bidrag (Danish: Arbejdsmarkedsbidrag): 8% of annual income. This is a gross tax, which means it is calculated before any deductions or tax related issues are taken into account.

Municipality tax (Danish: Kommuneskat): approximately 25% (varies from municipality to municipality). You can find the actual municipality tax at [www.skm.dk](http://www.skm.dk) > Skattetal > Satser > Kommuneskatter

Church tax (Danish: Kirkeskat) 0.868% (average – depending on municipality) (only if you are a member of The State Church).

Indirect tax – Value Added Tax (Danish: moms) 25% of all goods and services. VAT is an indirect consumption tax. Please note that tax rates and deductions may change.

## Allowances

All income is taxable, both money and payments in kind. However, there are various allowances that can be deducted from the taxable income, such as the personal allowance, certain types of interest on loans, travelling expenses to work, union fees and contributions to unemployment insurance. It is worth having these allowances entered in the tax card from the outset

In 2020, every taxpayer over 18 years of age is entitled to a personal tax allowance of 46,500 DKK per year. This tax allowance is automatically taken into consideration by the tax author-

ity and therefore does not need to be stated explicitly.

## Employee allowance (Danish: Beskæftigelsesfradrag)

This allowance is 10,5%, but it is limited to a maximum of 39,400 DKK.

## Job allowance (Danish: Jobfradrag)

This allowance is 4,5% of income over 195,800 DKK, but limited to a maximum of 2,600 DKK.

## Deduction of transport between home and work (Danish: Kørselsfradrag)

If you have more than 24 km to and from work (that is more than 12 km each way), you are entitled to a deduction for transport between home and work no matter what means of transport you use. What can be deducted is not the actual expenses but a deduction based on fixed rates, the number of kilometers driven, the number of working days per year etc. The means of transport you use is irrelevant, and if several persons ride in the same car, they are all entitled to a commuting deduction. The deduction is calculated on the basis of the normal transport route by car, no matter what means of transportation you are actually using. Also, it must be based on the primary place of residence – even if you live in a holiday home for part of the year and therefore have to travel further to get to work.

Current deduction rates can be found on [www.skat.dk](http://www.skat.dk)

## Tax allowances for certain types of interest on loans, union fees and contributions to unemployment insurance

These tax allowances depend on the actual costs. Please submit the appropriate documentation (e.g. invoices for contributions) to your tax authority.



## Preliminary Income Assessment (full tax liability)

Spouse's CPR no. (civil reg. no.)		CPR no. (civil reg. no.)	
Municipality for tax purposes			
Tax rate	Health contributions	Municipal tax rate	Church tax rate
3.00	1	25.60	
Personal allowance		Processing date	
46,000		10 December 2019	
Skattestyrelsen's phone number		Contact information	
+45 72 22 28 92		www.skat.dk/contact	
		Website	
		www.skat.dk/english	

### Result of preliminary income assessment

Total provisional tax after deduction of compensation for higher green taxes (the "green cheque")							140,197.13
Primary tax card/	Tax-free allowances and deduction:	Per day	Per week	Per two weeks	Per month	Valid from	Withholding rate
Secondary tax card		167	1,173	2,346	5,084	1 Jan 2020	38%

### Income assessment

Personal income	Before deduction of labour market contributions etc.	Labour market contributions	After deduction of labour market contributions	
Profit from business or renting out of property	30,750			
Result	30,750	2,460	28,290	
Earned income, employer-paid phone and company car, etc.	369,000	29,520	339,480	367,770
<b>Income from capital</b>				
Foreign income from capital			5,200	5,200
<b>Assessed deductions</b>				
Employment allowance			-33,000	
£Travelling expenses			-13,640	-46,640
<b>Taxable income</b>				326,330

Amounts marked £ are changes you have entered in E-tax. The amount will be transferred to your tax assessment notice at the end of the tax year. You will be able to change the amount in your tax assessment notice if it is different from the amount you entered in E-tax.

### Breakdown of labour market contributions

Labour market contributions 8.00%		31,980.00
Labour market contributions withheld by employer	29,520.00	
Labour market contributions to be paid with other B-tax	2,460.00	
<b>Total labour market contributions</b>		31,980.00

### How the provisional tax has been calculated

Labour market contribution	8.00% of (399,750)	31,980.00	
Bottom-bracket ta	11.15% of (367,770+5,200)	41,586.15	
Health contributions	1.00% of (326,330)	3,263.30	
Municipal tax	25.60% of (326,330)	83,463.68	
11.15% of 46,000 personal allowance, bottom-bracket tax	5,129.00		
1.00% of 46,000 personal allowance, health contribution	460.00		
25.60% of 46,000 personal allowance, municipal tax	11,776.00		
Reduction for foreign income from capital	1,963.00		140,962.13
Property value tax		2,800.00	2,800.00
<b>Total provisional tax, including labour market contributions</b>			140,962.13

\*Continued on next page\*

## Tax calculation example

To give you some idea how much of your income will be left after taxes have been deducted, please check the following sample calculation (information presented without guarantee):

Gross salary = 27,385 DKK per month

- Base pay only, with no bonuses
- Unmarried
- Not a church member
- No union contributions
- 5 kilometers to work

## Key employees and researchers

If you come to Denmark as a researcher or key employee, you may possibly enjoy a reduced tax rate of 27% for a maximum of 60 months. When you include the mandatory labour market contribution (8%), you will end up with 32,84% tax.

Researchers must be approved by the universities in order to enjoy the reduced tax.

Key employees must earn at least 68,100 DKK per month.

You will find further information about the key employee and researchers tax scheme in Denmark on [www.skat.dk](http://www.skat.dk) > English > Businesses > Foreign labour > Researchers and key employees. Current deduction rates can be found on [www.skat.dk](http://www.skat.dk)

You should be aware that SKAT may at any time request that you provide documentation for the information that you have given.

## Personal guidance

You are welcome to contact SKAT on  
+45 72 22 28 92. or by email from  
[www.skat.dk](http://www.skat.dk) > contact

## Gross income per month 27,385 DKK

Income on which the labour market contribution is payable	27,385
Labour market contribution (8%)	-2,191
Taxable income	25,194
Personal allowance	3,575
Taxable income after allowances	21,619

Community tax and health contribution (33.3%)	-7,199
Base tax	-1,089
Upper tax	0

**Total tax withheld (including labour market contribution) -10,479 – Net DKK 16,906 (€ 2,169)**

## Payslip

Payslips can look different depending on the computer system or salary agency your employer uses. They may also contain different information – though certain information is obligatory.

Every time you receive your payslip, you should check that the figures are correct. You should also save your payslips until the end of the tax year and until your tax for the year has been calculated (on the annual tax statement). Your payslips are proof that you have paid tax. It is advisable to keep your pay slips for 3-5 years.

## Payslip example

- **CVR – (Central Business Register) number:** Employer's number. All Danish employers are registered in the CVR register.

**danløn**  
Lønsedlen er altid ved hånden med Danløn app'en

DEMO Firma  
Gydevang 46  
3450 Allerød  
CVR: 37545694

Månedslønnet

Kim Petersen  
Koldingvej 44  
  
8700 Horsens

CPR-nummer: 0101889987  
Lønperiode: 01.09.2018 - 30.09.2018  
Medarbejdernummer: 1  
Dispositionsdag: 28.09.2018  
Konto: 5223 - 82102316  
Afgregningsnummer: 2 DanlønID: bsjazzp

Tekst	Grundlag	Sats	Udbetalt	Trukket
Gage	160,33		44.000,00	
Gagereduktion ved ferie (2,00 dage)				4.224,00
Overtidstillæg weekend	5,00	385,00	1.925,00	
ATP af løn	160,33			94,67
Pension, 3 (Danica)	39.776,00	4%		1.591,04
AM-indkomst	40.015,29			
AM-bidrag	40.015,29	8%		3.201,00
A-skat (Fradrag: 4.938,00)	31.876,29	36%		11.475,00
Kilometerpenge (høj takst)	611,00	3,54	2.162,94	
Refusion af udlæg			276,25	
Til udbetaling			27.778,48	

Oversigt over saldi

Ferieregnskab	Perioden	Saldo	Ferieregnskab	Saldo
Afholdte feriedage	2,00		Feriedage til gode inden 1/5 2018	0,00
			Feriedage til gode efter 1/5 2018	0,00
Optjente feriedage 2018	2,08	4,16	Feriedage til gode efter 1/5 2019	4,16
Optjent ferietillæg 2018	417,01	857,01	Ferietillæg til gode inden 1/5 2018	0,00
			Ferietillæg til gode efter 1/5 2018	0,00
			Ferietillæg til gode efter 1/5 2019	857,01

Saldo	Perioden	År til dato	Saldo	Perioden	År til dato
Ferieberettigende løn 2018	41.701,00	85.701,00	Rejsegodtgørelse	2.162,94	3.888,69
AM-indkomst	40.015,29	82.160,62	G-dage	0,00	0,00
Bidragfri A-indkomst	0,00	0,00	Timer	160,33	320,66
A-Skat, løn & feriepenge	11.475,00	23.656,00	Kilometer	611,00	1.098,50
AM-bidrag, løn & feriepenge	3.201,00	6.573,00			
ATP	94,67	189,34			
Pension, eget bidrag	1.591,04	3.351,04			
Pension, firmabidrag	3.182,08	6.702,08			
AM-pension, eget bidrag	0,00	0,00			
AM-pension, firmabidrag	0,00	0,00			

Danløn - [www.danlon.dk](http://www.danlon.dk)Udskrevet: 09.10.2018Side 1

- **Månedsløn / Pay:** Could also be stated as “honorar” (fee), “indtægt” (income) etc. Your pay is usually stated at the top of the payslip, and the amount is your full pay before tax is deducted. At the bottom of the calculation the following is usually stated: “Løn til udbetaling” (Pay for disbursement), showing the actual amount that you will be paid.
- **Fast tillæg:** Flat rate allowance – agreed payment e.g. if you have special qualifications
- **ATP – Arbejdsmarkedets tillægspension** (Labour Market Supplementary Pension Fund): All employees between the age of 16 and 66 will pay to this pension scheme. The amount is deducted from your full pay (gross pay) before your tax is calculated.
- **Arbejdsløshedsforsikring** – contribution to an unemployment insurance fund:
- **AM-bidrag** – Arbejdsmarkedets bidrag (Labour market contribution): All working citizens must contribute a labour market contribution at a rate of 8%. The contribution is deducted from your gross pay after ATP has been deducted and before other allowances are deducted. Your tax is then calculated.
- **A-skat** – Tax: deducted from your payment. The tax which is charged on A-income, e.g. your ordinary income. Your employer will calculate your A-tax based on your withholding rate and pay the tax authorities.
- **Fradrag** – Allowances and deductions: The allowance corresponding to the pay period is deducted before the tax is calculated. From your tax card, your employer can see what your allowances and deductions are.
- **Ferie** – Holidays: number of earned holidays/holiday payment. All employees will usually be entitled to holiday payment. This means that in addition to your pay, you will receive 12.5 per cent which is deposited into a holiday account and

paid to you when you go on holiday. (See the fact sheet regarding holiday pay for more information)

You can assign an account in your home country as a Nemkonto.

[www.nemkonto.dk](http://www.nemkonto.dk)

## Unemployment Insurance

In Denmark there is a distinction between unemployment benefit and social benefit. Unlike many other countries, unemployment insurance in Denmark is voluntary. Thus, you are not automatically insured against unemployment. This means that it is your own responsibility to become a member of an unemployment insurance fund (Danish: a-kasse). Unemployment insurance funds are private associations of employees or self-employed persons organised for the sole purpose of ensuring economic support in the event of unemployment. These are private associations that – in most cases – are associated with trade unions and other professional organizations.

Membership of an unemployment insurance fund is a precondition for receiving unemployment benefit. If you choose not to become a member of an unemployment insurance fund, you may not be entitled to any kind of financial support in case of unemployment.

If you decide to insure yourself when you start working in Denmark (which is recommended in most cases), it is an advantage to register with one of the 25 state recognised unemployment insurance funds within 8 weeks after you have given up your unemployment insurance in your home country.

### You can become a member of an unemployment insurance fund if you:

- Are at least 18 years of age,
- Still have 2 years left before you reach your pension age, and

- Reside in Denmark (or another EU/EEA country and work in Denmark).

Furthermore you have to meet one of the following conditions:

- Have paid work within a profession covered by the unemployment insurance fund.
- Have completed a graduate program of at least 18 months in duration. Please note, that you can only become member of an unemployment insurance fund after graduation if you had your residence in Denmark immediately up till start of your education.
- Be a business-owner or help run your spouse's business.
- Hold a valid residence permit/document that allows you to take any job in Denmark

### EU/EEA/Swiss Citizens, who have been working in another EU/EEA country or Switzerland

If you have not previously been a member of a Danish a-kasse, or if you were a member more than five years ago, you can transfer your insurance rights from another EU/EEA country, Switzerland to Denmark if you fulfil 3 conditions for membership in a Danish unemployment insurance fund:

1. Apply for membership of a Danish unemployment insurance fund within 8 weeks after you have terminated your employment insurance in an other EU/EEA country/Switzerland
2. You start working in Denmark within the 8 weeks
3. You work 296 hours within 12 weeks in Denmark for a Danish employer

As documentation for having had unemployment insurance in another EU/EEA country, you must obtain the form PD U1. You get this form from the unemployment insurance authority in the EU/EEA country where you have worked. It is a good idea to apply for the form before your travel to Denmark.





The unemployment insurance authority in the other EU/EEA country confirms in the form what insurance or employment periods you have had. Your Danish unemployment insurance fund or the Danish National Labour Market Authority can also help you to obtain this form, when you have arrived in Denmark.

You can be full-time or part-time insured. Once you have joined an unemployment insurance fund, you must pay a contribution. The contribution is approximately 450 DKK per month. The contribution can be deducted in your tax.

A list of all unemployment insurance funds can be found on [www.star.dk](http://www.star.dk) > Tilsyn > Tilsyn og kontrol med a-kasser > Oversigt over a-kasser (in Danish only).

All unemployment funds offer free of charge advice and guidance on issues connected with unemployment benefits and job search.

Unemployment insurance  
is voluntary in Denmark

### If you lose your job

If you have been working in Denmark and you lose your job, you must consider your unemployment benefit status and your residence status.

#### Financial support

Membership of an unemployment insurance fund is a precondition for receiving unemployment benefits. If you are not a member and lose your job in Denmark, you may not be entitled to any kind of financial support. To clarify, you must contact the local Jobcenter and ask for advice.

#### Work and residence permit / registration document

Your Danish work and residence permit/residence document is based on your employment. If you lose your job you must contact the Danish Agency for International Recruitment and Integration (SIRI) to check if your residence permit/document will lapse. You can find the rules and regulations and contact information on [www.newtodenmark.dk](http://www.newtodenmark.dk).

### Members of an unemployment insurance fund (Danish: a-kasse)

If you lose your job in Denmark and want to register as a jobseeker with unemployment benefit it is important that you:

1. Register yourself as a user of "Jobnet" – online or in person at the Jobcenter as unemployed on the first day as unemployed – [www.jobnet.dk](http://www.jobnet.dk). You will need your NemID to sign up.
2. Upload your CV on [www.jobnet.dk](http://www.jobnet.dk) no later than 2 weeks after your first day of unemployment. You must continuously record your job search in the job log on Jobnet and keep contact to the Jobcenter.
3. Contact your unemployment insurance fund immediately after you have become unemployed
4. Check your work and residence status on [www.newtodenmark.dk](http://www.newtodenmark.dk)

At your local Jobcenter you can get further information and guidance about the registration procedure and your rights and duties as unemployed.

## Not member of an unemployment insurance fund (Danish: a-kasse)

If you lose your job in Denmark and you are not a member of an unemployment benefit fund, you may not be entitled to any public financial support. Please contact the Jobcenter for further information about financial support.

## Unemployment benefit

As a member of an unemployment insurance fund (a-kasse), you can receive unemployment benefits if you become unemployed for a period of time. You can receive unemployment benefits if you:

- Are unemployed
- Have been a member of an unemployment benefit scheme for the past 12 months
- Have earned minimum 238,512 DKK while being a member of an unemployment insurance fund.
- Are registered as a jobseeker with your local Jobcenter (jobnet.dk)
- Can seek and undertake work for 37 hours per week (if you are full-time insured and 30 hours per week if you are part-time insured).

## Important

You must be actively searching for jobs and be willing to accept offers of employment when you are unemployed

and are receiving unemployment benefits.

There are several rules and regulations concerning unemployment benefits. It is your responsibility to comply with the regulations. If you fail to comply, your unemployment benefits will be stopped. Please ask for advice concerning rules and regulations at your unemployment insurance fund.

The Jobcenter and the unemployment insurance funds offer information and guidance – please ask if you have any doubts or questions.

## Benefit rate

The unemployment benefit rate is calculated by your unemployment benefit fund based on your previous 2 years income. You will receive 90% of your previous income with a maximum of 19,086 DKK/month – 238,512 DKK/Year (2020).

You can normally receive unemployment benefit from the first day of unemployment. However, your employer often has to pay your unemployment benefit for the first 2 days – so-called G-days.

If you have terminated your employment yourself or if you are responsible for losing your job, you will normally receive unemployment benefit following 3 weeks quarantine. It is impor-

tant, however, that you register with the jobcenter on the first day after the expiry of the notice period.

## Job search in another EU/EEA country with unemployment benefits

It is possible to bring your unemployment benefits from one EU/EEA country to another EU/EEA country if you are searching for job. You can apply for Danish unemployment benefits for job search in another EU/EEA country for up to 3 months by using the PD U2 form. Contact your unemployment insurance fund to find out if you qualify for this scheme.

## Unions

The Danish job market is regulated primarily by means of collective bargaining agreements between unions and employer associations. The state interferes as little as possible in regulating the labour market e.g. in wages and work conditions. Unions in Denmark therefore have a great deal of influence and enjoy a positive image. Most employees in Denmark are members of a union.

In Denmark, there is no statutory minimum wage. Instead, the unions are continuously negotiating collective bargaining agreements. There is generally no "13th pay check" in Denmark (Christmas bonus) or "14th pay check"







(holiday allowance). However, many unions regularly negotiate supplemental pay based on performance or qualifications for their members.

Apart from representing their members in collective bargaining negotiations, the services provided by unions also include expert legal advice in the case of conflicts with employers as well as further job training options. Furthermore, many unions offer cost-effective private insurance, such as liability and household contents insurance.

Many workplaces have labour representatives (Danish: tillidsmand), who speak for the interests of employees in dealings with company management.

Which union you can organise with will depend above all on your education and your job. If you would like to

become a union member, you should ideally look in your employment contract. In many instances, this contract specifies the union responsible for your field of employment. Of course, you can also ask your colleagues or your boss for advice.

Most unions also have an affiliated unemployment insurance fund (Danish: a-kasse), which pays an unemployment benefit (Danish: dagpenge) in case of unemployment. You can decide yourself whether you want to join both the union and the unemployment insurance fund or whether you only want to join one of the two. Of course, you may also choose a different unemployment insurance fund from the one offered by your union (see also the information about the unemployment insurance fund).

Find more info at  
[www.lifeindenmark.dk](http://www.lifeindenmark.dk)

## Banks and Bank Account

There are 15-20 national and regional banks in Denmark. In addition, there are about 170 smaller local banks. All banks offer personal advice in the normal opening hours. Most banks are open from 9.30 to 16.00 from Monday to Friday and until 18:00 on Thursdays.

Everybody who works in Denmark must have a bank account as your salary will be paid directly into your account. In order to open a bank account you must have a Danish CPR number. To open a bank account you must bring:

- Your passport/national ID card
- Your employment contract (workers) or letter of acceptance from your educational institution (students)



- Your yellow health card or the letter from Borgerservice you received, when you registered for the CPR number indicating your CPR number and your Danish address.

Please note: workers with a tax CPR number (cross border workers and workers, who work in Denmark for less than 3 months) must bring:

- Your passport/national ID card
- Your employment contract
- Proof of your address in your home country (rental contract, transcript from the municipality or similar)
- Your Danish tax number/card

### Current account

Most Danes use internetbanking for payment. Many banks offer free access to online net bank – some in English language. If the account is managed exclusively by online banking, this can have a positive impact on the fees and you can save as a result. Your bank will issue a bank card for access to the account.

### Designated bank account (Danish: Nemkonto)

Since 2005, Denmark has had a special regulation that requires all those who live or work in Denmark to report a designated bank account known as a NemKonto to the state. This is generally a current account, into which payments from the state are made (e.g. tax refunds). This is supposed to make state payment transactions faster and easier and thus more cost effective. Any bank can report the wages account that you have with them as your NemKonto.

If it is not possible for you to open a Danish bank account, you can also assign an account in your home country as a NemKonto. All you need to do is to decide which of your existing accounts you wish to use as your NemKonto and use the selfservice system at [www.nemkonto.dk](http://www.nemkonto.dk) > Eng-

lish > Foreign NemKonto Citizen > fill in the form and send it to NemKonto Support.

### Bank cards in Denmark

In Denmark, a distinction is drawn between cash withdrawal, debit and credit cards:

With a debit card, you can withdraw money from various ATMs and make cash-free payments. The account will be debited immediately. The most popular of these is the Dankort, which can be used in most places for free, but only in Denmark.

With a cash withdrawal card, you can normally withdraw money from the automated teller of the bank where you have an account, but you cannot generally use it to make cash-free payments. A cash withdrawal card is always free.

In most cases, you can use credit cards for credit transactions. You will receive a monthly bill which you can pay either all at once or in part. To get a credit card in Denmark, you need to be creditworthy. This means that you will need to be able to show regular incoming payments. The most popular credit cards in Denmark are Mastercard and VISA. Please note that not all stores accept all international credit cards.

### Automatic electronic payment (Danish: Betalingsservice)

If you have a bank account and access to netbank you can use the automatic electronic payment system – Betalingsservice. If you regularly receive bills from the same company, organizations or public service institutions as for instance rent, private insurance, day care, sport club fees etc. you can use Betalingsservice. You can register the bills in the Betalingsservice system. The bills will automatically be paid on the payment day and the money will be drawn from your bank

account automatically. You will be informed via your netbank which bills will be paid when. This ensures that you bills will be paid on time.

90% of all Danes use Betalingsservice. More information and guidance in your bank.

### Electronic payment

The most common electronic payment system is MobilePay. MobilePay is an application for phones with operating systems iOS and Android. By downloading this application, users are required to connect a credit card and account information to their mobile number. Money transfers are performed by entering a mobile phone number which is registered in the system. The funds are then transferred to this account, while the amount is deducted from the sender's credit card. There are no fees for private MobilePay accounts. Some Danish banks also offer Apple Pay and GooglePay

### NemID

NemID is a digital signature with a common log-in solution for banks, local public and government websites (e.g. tax and municipal authorities) and some private companies. If you are more than 15 years old and have a CPR number you are eligible for a NemID. You will be able to log in at websites from all computers or from the NemID App.

Users of NemID are assigned a unique ID number which can be used as a username in addition to their CPR number or a userdefined username. NemID offers strong protection against intruders and hackers.

Users receive a card containing pairs of numbers, similar to transaction authentication numbers. After logging in with a username and password, NemID users are prompted to enter a key corresponding to a number as part

# NEM ID



of NemID's two-factor authentication scheme. These private keys are one time use only. When all the keys are used you must get a new key card. Electronic keys can be downloaded via the NemID App.

NemID is issued at the local Citizens Service Center or your Danish bank – please remember personal ID papers e.g. passport and your CPR number.

NemID is created as a cooperation between the Danish state and all Danish banks.

More information on [www.nemid.nu](http://www.nemid.nu) > English flag

## e-Boks

The e-Boks is a secure electronic mailbox where you can receive and store documents that you normally receive in the post. e-Boks is free of charge.

With just a few clicks you can choose which companies and public authorities you want to receive mail from to your e-Boks. You can receive mail from all Danish municipalities, almost all banks and many pension, insurance, energy and telecommunications companies. Businesses cannot send any other material or unsolicited advertising to your e-Boks.

The e-Boks is linked to your social security number (Danish: CPR-number) and can follow you if you move or change email address. You do not

need to remember new passwords to access your documents. Use your digital signature, NemID pincode or online banking info to log into your e-Boks. Further information on [www.e-boks.com](http://www.e-boks.com) > English

## How to register

Create an e-boks account on [www.e-boks.com](http://www.e-boks.com) > English > New user and follow the instructions or download the e-Boks app

When you have new mail, you will receive an email and/or a text message. You can find further information at [www.e-boks.com](http://www.e-boks.com).

## Digital post

All citizens in Denmark above the age of 15, registered with a Danish personal registration number (CPR number) must register for Digital Post.

Digital Post from public authorities is the same type of letters that you already receive from the authorities. Digital Post includes any letters from hospital, pension statements, information about state education support (SU), changes to housing benefits, replies to applications for childcare, letters from the Danish Tax and Customs Administration (SKAT), etc. Your digital post can be accessed on either of two secure websites – [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Living in Denmark > Digital post or from your e-Boks.

## Recognition of Foreign Training Qualifications

Training qualifications obtained abroad do not always match those in Denmark. An individual assessment may sometimes be needed to evaluate your training and, if necessary, also your professional experience as they relate to employment in Denmark. The Danish Agency for Science and Higher Education (Danish: Styrelsen for Forskning og Uddannelse) is responsible for recognising foreign training qualifications in Denmark.

There are several ways of having your foreign qualifications assessed and recognised in Denmark. Which procedure is appropriate depends on how you plan to use your qualifications.

On [www.ufm.dk](http://www.ufm.dk) > English > Shortcuts > Assessment, you can read more about recognition of your foreign qualifications depending on if you plan to use them for job search, if you wish to practice a regulated profession, pay grading or for admission to education in Denmark.

If you have undocumented competences or qualifications you will also find information on competence assessment.

You can download a form for obtaining recognition for your training from [www.ufm.dk](http://www.ufm.dk)

## Authorisation for regulated professions

If you wish to practise a regulated profession in Denmark, you need an authorisation or similar recognition by the competent authority. You find a list of the regulated professions and the competent authorities at [www.ufm.dk](http://www.ufm.dk) > English > Assessment > Regulated professions.

Please note that applications for authorisation to practice in Denmark as a medical doctor, dentist, nurse, midwife, physiotherapist and other health professions are handled by the Danish Patient Safety Authority (Danish: Styrelsen for Patientsikkerhed). The Danish Patient Safety Authority charges a fee for the certificate of authori-

sation. You can find more information on [www.stps.dk](http://www.stps.dk) > English > Apply for registration > Choose profession

## Criminal Background Certificate

A private criminal background certificate contains information regarding any judgements, previous convictions and punishable offences. In some cases, an employer will require you to present a criminal background certificate before you start work. In order for you to have the certificate issued, you need:

- A written and signed consent
- A photocopy of your valid passport
- A postal address the certificate can be sent to

Please email all documents to [mvjyl-pac-kr@politi.dk](mailto:mvjyl-pac-kr@politi.dk). The processing time is approximately three working days plus the time it takes for the letter to reach its destination via regular postal service. Due to Danish Law, it is not possible to send your certificate of criminal record by email.

The issuance of a certificate of criminal record is free of charge.

If you have NemID you can request a certificate of criminal record online on [www.politi.dk](http://www.politi.dk) > In English > Certificate of criminal record.







# LIFE IN DENMARK

## Social Security and Sickness Benefit

The subject of insurance is a part of making the right start in a new country. You will certainly have obtained insurance of one kind or another in your home country. In this case, it is particularly important for you to talk with insurance representatives in your home country before immigrating to Denmark. Of course, you do not necessarily have to cancel all of your old policies if you take work in Denmark.

### Social security

Social security operates on the principle that you are insured in the country in which you are working. This means that if you are working in Denmark, you have the same entitlement to social security benefits as Danish citizens. Social security in Denmark is tax-funded. Therefore, you do not pay health insurance contributions, long-term healthcare insurance, etc. in Denmark compared to other European countries.

When you have registered with the Danish Personal Register (CPR number) you will receive a yellow health card (Danish: Sundhedskort). The card will be sent to you by post. Please remember to put your name on your mail box/front door. The health insurance card will contain your personal registration number and name, address and telephone number of your family doctor. The insurance card is the "entrance ticket" to the Danish social security system. With this card, medical care provided by doctors and hospitals is basically free of charge. However, dental care is only covered in part or not at all. Please bring your insurance card every time you visit the doctor.

If your insurance card gets lost or damaged, a replacement card costs 205 DKK (2020). However, the replacement card may be free of charge in special cases such as name changes after marriage or if you change your address.

## Health insurance and sickness benefits

### Health insurance

There is an option to choose between two health insurance groups (1 or 2). If you are a group 1 member, you choose one recognised general practitioner (GP) as your family doctor. You must have a referral issued by the general practitioner if you need to go to a medical specialist. The medical treatment is free. You may change doctors, if you wish. However, applications to change doctors must be submitted to the respective municipality.

If you are a group 2 member, you have a free choice of doctors and specialists. If you are insured in this group, you may have to pay part of the medical treatment yourself. Hospital care is free for both insurance groups, and all patients can freely choose any public hospital.

If you are unable to work due to illness, you may be required to give a doctor's certificate to either your employer or to the local health administration. Normally, this happens after 3 days of illness, in special cases, however, it can be earlier.

Either your employer or the health administration will pay for this certificate

### Sickness benefit

A sickness benefit is paid by the employer from the first full day lost. However, you should note that different rules apply for the different collective bargaining agreements. Please contact your Danish union, your employer or your municipality for further information.

### Health insurance if you travel in Europe – The blue European Health Insurance Card

The yellow Health Insurance Card will not cover you with health insurance on travels outside Denmark, Greenland, and the Faroe Islands. EU/EEA citizens who need medical treatment during travels in the EU, Norway, Iceland, Liechtenstein (EEA), or Switzerland will have to use the blue European Health Insurance Card.

The blue European Health Insurance Card entitles you to the same treatment as the citizens in the country you are visiting in the EU/EEA and Switzerland. This entails that your coverage varies depending on the country you are visiting. If you wish to avoid any kind of self-payment for treatment, you must sign a private travel insurance with your insurance agency.

The insurance Card should be ordered at [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Coming to Denmark > Healthcare > "The blue European Health Insurance Card". Here you are also able to order the card for your spouse or children in the same household as you. To order the card, you will have to use your NemID login. If you, in the case of special circumstances, are not able to order the blue card online, please contact Udbetaling Danmark, telephone +45 70 12 80 81.





Non-EU/EEA citizens who travel to another EU/EEA country must take up a private travel insurance. Non-EU/EEA citizens married to or in cohabitation with an EU/EEA or Danish citizen can order the card at [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Coming to Denmark > Healthcare > “The blue European Health Insurance Card”.

## Pensions

Old-age pensions in Denmark are essentially based on four elements:

1. The basic social pension (Danish: folkepension)
2. Supplemental jobmarket pension (Danish: ATP, arbejdsmarkedets tillægspension)
3. Company pensions
4. Private pension insurance (Danish: private pensionsordninger)

The Danish state offers to defer taxation as an incentive for signing up with

company and private old-age pensions. This means that contributions within certain limits are tax deductible, but will be taxed as income when the benefits are paid out.

### 1. The basic state pension (Danish: folkepension)

The Danish folkepension is a tax-funded social security pension in the form of one basic pension scheme for all. It consists of a base sum and a supplement that is dependent on the recipient's financial situation. Recipients living alone receive a higher supplement than those who live together with another person. The rates are adjusted annually and can be viewed at [www.borger.dk](http://www.borger.dk) (in Danish).

In Denmark, everyone over the age of 65 - 68 is entitled to the general social security pension. Due to recent legislation, the pensionable age in Denmark is going to be raised gradually to 67 (2019 - 2022) and 68 (2030)

EU/EEA citizens who have been working in Denmark are entitled to pension from Denmark according to the pro rata temporis principle. This means that you will receive pension from Denmark according to the number of years you have been working in Denmark. An example: you have been working in Germany for 20 years and in Denmark for 20 years. When you reach your pension age you will receive your pension from both countries – 50% from each country no matter in which EU/EEA country you choose to live as a pensioner.

### 2. Supplemental jobmarket pension (Danish: ATP, arbejdsmarkedets tillægspension)

All wage and salary earners between 16 and 67 years of age who work at least 9 hours per week pay contributions into the ATP system. Employers also pay contributions. The monthly contributions are relatively low and can be viewed at



[www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Living in Denmark > Pension > ATP Livslang pension. You can also find them on your payslip. The additional pension you can expect from this fund is relatively low.

### 3. Company pensions / Labour market pension

Labour market pension is a pension scheme that is established as part of your employment in Denmark. Normally, both you and your employer pay contributions to the pension through wages. The pension is in most cases a fixed percentage of your wage.

Labour market pensions often contain payments that are disbursed to a spouse and children if you die before retirement. Most pensions also hold insurance for you if you lose the ability to work.

If you leave Denmark while you are still economically active, you may choose to continue paying into your pension. If you stop paying, the insurances that are part of the schemes will typically no longer be in force after one year. You can have your pension paid out abroad if you do not live in Denmark any longer.

Please contact your pension company, your pension fund or your financial institution if you want to learn more about your labour market pensions.

### 4. Individual pension

Individual pension is a scheme which you yourself set up and save in through a Danish pension company, financial institution or the like. The pension provides you with income when you grow older. Furthermore, it may contain insurances for you and your family if you lose the ability to

work or you die. Some individual pension schemes are tax deductible.

If you leave Denmark while you are still economically active, you may choose to continue paying into your pension. If you stop paying, the insurances that are part of the schemes will typically no longer be in force after one year.

You can have your pension paid out abroad if you do not live in Denmark any longer.

Please contact your pension company, your pension fund or your financial institution if you want to learn more about your individual pensions.

## Children in Denmark

Denmark has a population of 5.7 million, 453,000 of which are children up to six years of age. The birth rate





among Danish women is above the average for Europe at 1.7. Almost 80% of Danish mothers work.

### If you are pregnant

As soon as you know you are pregnant you should contact your family doctor. Your family doctor will inform you about all practical matters (medical tests during your pregnancy, antenatal classes, hospitals etc.) and enroll you in the public pregnancy program.

### Children born in Denmark

Children born in Denmark by foreign citizens must apply for a Danish residence document/residence permit.

Children born in Denmark will get a temporary CPR number right after the birth. The hospital informs the Danish National Church that registers all new births, irrespective of religion, on behalf of the state.

Once the child has obtained the residence document/residence permit, you must apply for the yellow health card at the local municipality Citizen Service Center (Danish: Borgerservice).

You can apply for a birth certificate in your local church. You find the church on [borger.personregistrering.dk](http://borger.personregistrering.dk) – write your Danish address. You can also apply for the birth certificate on [www.borger.dk](http://www.borger.dk) > Familie og børn > Fødselsregistrering > Får jeg en attest på mit barn > Attester > Bestil

fødselsattest. The website is in Danish language only. You will need your NemID.

### Application procedure

- Step 1. Apply for a passport/national ID card at the authorities in your country of origin or at your embassy/consulate in Denmark. You normally need the birth certificate in order to apply.
- Step 2. Apply for a residence document (EU/EEA and Swiss citizens) / residence permit (non-EU/EEA/Swiss citizens). Further information and application form on [www.newtodenmark.dk](http://www.newtodenmark.dk) > You want to apply > Family >



choose “EU residence as family member to an EU citizen” or “Residence permit as a family member” (non-EU/EEA/Swiss citizens).

Step 3. Apply for a Danish CPR number at the municipal Citizen Service Center (Danish: Borgerservice)

Please note that you must complete each step before you can move on to the next one.

On [www.icitizen.dk](http://www.icitizen.dk) you find our checklist “How to register – accompanying family”

As part of the pregnancy program you will be visited by a nurse a number of times after the birth. The nurse offers guidance and advice about the vaccination program, breastfeeding etc.

### Maternity/paternity leave

No later than 3 months before the expected date of birth you must inform your employer about your pregnancy and when you plan to take your maternity leave. As a father to be, you have to inform your employer no later than 4 weeks before you expect to take your paternity leave, when you wish to take your 2 weeks of leave.

Leave with maternity benefits is divided into four stages:

- Pregnancy leave for the mother four weeks before expected childbirth.
- Maternity leave for the mother for 14 weeks after the childbirth.
- Paternity leave for the father or the co-mother for two weeks after the childbirth according to agreement with the employer before the child reaches 14 weeks.
- Parental leave for up to 32 weeks which the parents can split.

### Maternity/paternity benefit

Maternity benefits are benefits that you have the possibility of getting as compensation for the income which you do not get when you are on maternity leave. Your possibility of obtaining maternity benefits depends on your affiliation with the labour market, meaning if you are:

- A salaried employee on maternity leave
- An unemployed person on maternity leave
- Self-employed on maternity leave or
- Students and newly qualified on maternity leave.

If you are an employee and have worked in Denmark for the last four whole months, you will receive parental benefit if you meet the following conditions:

- You have employment the day before the leave starts or on the first day of it.
- You have worked at least 160 hours within the last four whole months before your leave.
- You have worked at least 40 hours per month for at least three of those four months.

If you move to Denmark after the birth of your child, you are eligible for the benefits from Udbetaling Danmark if:

- You meet the employee-conditions above or are eligible to receive unemployment benefits
- You no longer receive maternity/paternity benefits from the country that you arrive from
- Your child was born less than 46 weeks ago

### Application

Your employer applies for your maternity/paternity benefits through NemRefusion. Subsequently, you will receive a letter of notification from Udbetaling Danmark asking you to

fill a form for additional information which you have to return.

Further information about maternity leave and benefit on [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Coming to Denmark > Family and children > Maternity/paternity benefit.

Maternity benefits are administered by Udbetaling Danmark (Public Benefits Administration). If you have any questions, please do not hesitate to contact them by phone +45 70 12 80 64

### Child benefits (Danish: børnefamilieydelse)

#### EU/EEA/Swiss citizens

In Denmark parents receive child benefits for each child under 18 years of age. In addition, various allowances are payable for children of single parents and for multiple births (twins, triplets, etc.).

All children registered in Denmark will automatically receive the child benefit if:

- Your child is under 18
- Your child lives in Denmark
- You live in Denmark
- The person who has custody of the child is fully liable for tax in Denmark
- Your child has not been placed in a foster home or is otherwise a ward of the state
- You have lived or worked in Denmark, the Faroe Islands or Greenland for at least six of the last 10 years or earned the right to family benefits in other EU/EEA countries or Switzerland.

In order to receive the child benefit at least one of the parents, who have custody of the child must have resided or worked in Denmark or another EU/EEA country for a minimum of 6 years



within the last 10 years in order to receive the full amount.

If you are an EU/EEA/Swiss citizen, who have worked or resided in an EU/EEA country or Switzerland for less than 6 years within the last 10 years you are entitled to a percentage of the child benefit proportional to the time you have been living and working in Denmark or another EU/EEA country. Further information at [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Family and children > Child benefits

### **If you live in another EU/EEA country or Switzerland with your family and work in Denmark**

If you live in another EU/EEA country or Switzerland and work exclusively in Denmark, you will in general be covered by the Danish social security system. This means that you will have the right to family benefits from Den-

mark if you meet the other conditions listed above.

If the child's other parent works in the country where you live, you will receive family benefits in that country. If Danish family benefits are higher than the benefits in the country where you live, Denmark will pay the difference. If the Danish benefit is lower than in the country where you are living, you will not receive family benefits from Denmark

If your child does not live in Denmark, you have to apply for the benefit by contacting Udbetaling Danmark by phone +45 70 12 80 62 or by email [udbetalingdanmark@atp.dk](mailto:udbetalingdanmark@atp.dk).

### **Non-EU/EEA citizens**

If you are not a citizen in an EU/EEA country or Switzerland, you can apply for the benefit by contacting Udbetaling Danmark by phone +45

70 12 80 62. You can also contact Udbetaling Danmark by email to [udbetalingdanmark@atp.dk](mailto:udbetalingdanmark@atp.dk).

Please be aware not to send sensitive personal information such as your social security number to Udbetaling Danmark via email because email is not a secure communication channel. If you need to send sensitive personal information, you must send a letter to Udbetaling Danmark, Kongens Vænge 8, 3400 Hillerød.

### **How to apply for the child benefit**

If you are a citizen in an EU/EEA country, please fill in the application form and send it to Udbetaling Danmark. You find the form at [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Coming to Denmark > Family and children > Child benefits > How to apply





### Child benefit (as of 2020)

- Children 0 - 2 years old:  
4,596 DKK quarterly
- Children 3 - 6 years old:  
3,639 DKK quarterly
- Children 7 - 14 years old:  
2,862 DKK quarterly
- Youth 15 - 17 years old:  
954 DKK per month

Parents with a yearly income of more than 800,100 DDK will receive a reduced child benefit.

The child benefit is paid on a quarterly basis. In most cases it is paid to the mother, although it is paid to the father in certain situations. The child benefit is tax free.

If you need help or have questions you can contact Udbetaling Danmark by phone +45 70 12 80 62 (Monday – Wednesday 8.00 to 16.00, Thursday 8.00 to 18.00, Friday 8.00 to 15.00)

### Childcare (0 to 6 years old)

Denmark has a long tradition for public childcare. All families in Denmark are offered public childcare. In Denmark,

90 percent of children aged 3–5 years are cared for in a day care facility.

The Danish public childcare system is based on a partial free system, and although some day care institutions have waiting lists, most guarantee a place for children from the age of one. The options consist of day nurseries (birth to 3 years), kindergartens (3–6 years) and pre-school/after-school centers (6–10 years). In addition, there is local day care ("day nannies") in which children are cared for privately.

For children below the age of three, parents can choose nursery (Danish: vuggestue) or family day care (Danish: dagpleje). A nursery is an institution designed to look after larger groups of small children while family day care involves only four or five children, looked after by a childminder in his/her own home.

Childcare for three to five year-olds takes place in kindergartens. Most Danish kindergartens are public, but you will also find private ones. Almost all Danish families send their children to kindergarten. All Danish kindergartens have professionally trained staff, but children do not receive pre-school

teaching. Instead, Danish kindergartens stimulate children's social, linguistic and democratic skills, primarily through play.

Childcare facilities receive financial support from the state. The amount payable out of pocket by parents is at most 30 percent of the actual cost. The opening hours of the care facilities are in most cases 6.30 to 17.00 and Fridays until 16.00. A maximum of 48 hours of care is offered per week. You can register your child for one of these services in the municipality administration office (department: Pladsanvisningen).

### School

Apart from subject knowledge, a great deal of value is placed on acquiring social skills (team skills, etc.). Learning together and developing stable social relationships with fellow pupils, teachers and educators are important here. Therefore, classes remain together up to the end of the 9th year. Value is placed on creativity, perceptions, learning by experimentation, independence and self-reliance. For further information and registration, please



contact your local Citizens Service Centre.

## Basic school

Schooling in Denmark starts with the nine-year basic school (Danish: folkeskole), which concludes with a final examination called the FSA (Danish: folkeskolens afgangsprøve). After this final examination, pupils have several different options, depending on their suitability for any walk of life.

Many pupils choose to complete year 9 or 10 at one of the so-called efterskoler. The efterskole is a unique Danish independent residential school for students between 14 and 18 years old. Presently some 28.500 students attend one of the approximately 260 schools throughout Denmark.

The schools are open to students from abroad, but please note that to attend you, like Danish students, must pay school fees (more info at [www.efterskolerne.dk](http://www.efterskolerne.dk) > English)

Apart from normal school topics the students at most of the efterskoler are focusing on developing other abilities – primarily social, artistic, sporting or musical skills.

Because pupils are not required to take year 10, they can attend an upper secondary school after either year 9 or year 10.

## Upper secondary school

(Danish: Studentereksamen (STX), commercial grammar school (HHX) and technical grammar school (HTX)).

Upper secondary school lasts for three years in Denmark, upper secondary education divides into:

1. General education qualifying for access to higher education
2. Vocational or technical education qualifying primarily for access to the labour market.

It normally caters for the 16-19-year-olds and comprises

- The general upper secondary education provision of the Gymnasium
- The higher preparatory examination or HF-programme
- The higher commercial examination or HHX-programme
- The higher technical examination or HTX-programme

More information concerning the Danish school system and the different programmes can be found on: [www.uvm.dk](http://www.uvm.dk) > English

## International schools

Some families who come to Denmark for professional reasons prefer to send their children to an international school. Some of the international schools have waiting lists, but the Danish government is prioritising the creation of more places at Danish international schools – and the Danish international schools were recently allowed to increase their student intake.

## Native language classes

Children with other native language than Danish can attend classes in their native language. If you would like further information on this, please contact the Citizens Service Centers in the municipality in which you live.

## IB Programme

The International Baccalaureate Diploma (IB) is a two year international upper secondary educational programme designed for highly motivated young people aged sixteen to nineteen who would like to be part of an international community.

The IB Diploma incorporates the best elements of several national systems, without being based on any of them. Throughout the years, the course has earned a reputation of being demanding and having rigorous assessment.

The Diploma guarantees holders access to universities throughout the world.

In Denmark it gives students the same possibilities as the Danish Studentereksamen (upper secondary education) does.

You find a list of IB schools in Denmark on [www.ibo.org](http://www.ibo.org) > Find an IB world school > write Denmark in the search field.

## IB Diploma is offered in the following cities:

- Birkerød Gymnasium, Birkerød
- Copenhagen International School
- EUC SYD, Sønderborg
- Grenaa Gymnasium, Grenaa
- Hasseris Gymnasium, Aalborg
- Herlufsholm Skole, Næstved
- Ikast-Brande Gymnasium, Ikast
- International School Hellerup
- Kolding Gymnasium, HF-kursus
- Aarhus Gymnasium – Tilst, Aarhus
- Aarhus International School, Aarhus
- Nyborg Gymnasium, Nyborg
- Esbjerg Gymnasium og HF
- Esbjerg International School, Esbjerg
- Nørre Gymnasium, Brønshøj
- Stenhus Gymnasium, Holbæk
- Struer Statsgymnasium, Struer
- Viborg Katedralskole

Apart from the IB Schools a number of Upper Secondary Schools offer education in English, German or French language. Contact your nearest Upper Secondary School (Danish: Gymnasium) for advice.

More information at [www.ug.dk](http://www.ug.dk) > Programmes in English > General Upper Secondary School

## Grades

Grades are only awarded in the higher classes in Denmark (in most cases, from year 7). This means that children can be more free and experience no





stress with regards to grades at the start of their time in school. The grade system in Denmark is divided into a 12 point scale. The following grades are awarded: 12, 10, 7, 4, 02, 00, -3. Grade 12 is the highest grade and minus 3 is the lowest. A grade of 02 is generally required to pass an examination. Compared with the international ECTS (European Credit Transfer System) scale, the Danish grade system is as follows:

Find more information at  
[www.workindenmark.dk](http://www.workindenmark.dk)

DANISH SCALE	UNDERSTANDING	ECTS SCALE
12	Outstanding	A
10	Superior, very good	B
7	Good	C
4	Average	D
02	Satisfactory	E
00	Not satisfactory	F
-3	Deficient	G









## LEARNING THE DANISH LANGUAGE

### Learning Danish makes your life in Denmark easier

If you wish to succeed in the Danish labour market and be part of the Danish society, it is advisable to take part in a Danish language course. In most Danish companies working language is Danish and proper integration at work and particularly in Danish society is far easier if you make the effort to learn to speak Danish.

Danish courses are offered by both public and private language schools. Many of the courses on offer are tailored to suit both individuals and businesses.

All self-supporting international employees, accompanying partners and students over the age of 18, who have a valid Danish residence permit and a Danish CPR number have access to Danish language courses. A fee and deposit may apply. From July 2020 Danish language classes will be free of charge.

Please contact your local municipal job centre for further information and information on how to sign up.

#### FVU Danish classes

If you have basic Danish language skills, you can take advantage of FVU (Danish: Forberedende voksenundervisning) Danish classes. FVU classes are for free.

Please contact your municipal job centre for further information on how to sign up.

### Learning Danish via the internet

#### E-learning

Online language courses make it possible for you to learn Danish in a flexible way – even before arrival in Denmark. On [onlinedansk.ventures.dk](https://onlinedansk.ventures.dk) you find a free of charge online language learning platform, primarily aimed at people who want to learn Danish before moving to Denmark. The platform can also be used by people who have already moved to Denmark, who wish to enhance their language capabilities. Online Dansk addresses both people who have never spoken Danish before as well as people who have some knowledge of Danish. On the internet you will find a number of other online Danish courses – write Online Danish language courses in the search field of your browser.

#### Life-long Learning

Denmark has a long-standing tradition of lifelong learning. Nearly one in three of the population in the age bracket 25 to 64 years participated in educational activities, counting both publicly funded and workplace internal and private education programmes and courses in connection with employment or in some form of leisure time education.

On [www.studyindenmark.dk](https://www.studyindenmark.dk) you will find useful and profound information about:

- The Danish education system
- Higher education
- Programmes taught in English
- Adult education and continuing training



# LIVING EXPENSES

## High prices, free welfare ... and high salaries

Consumer prices in Denmark are relatively high, but consumer prices must be compared with free of charge welfare services and the salary level.

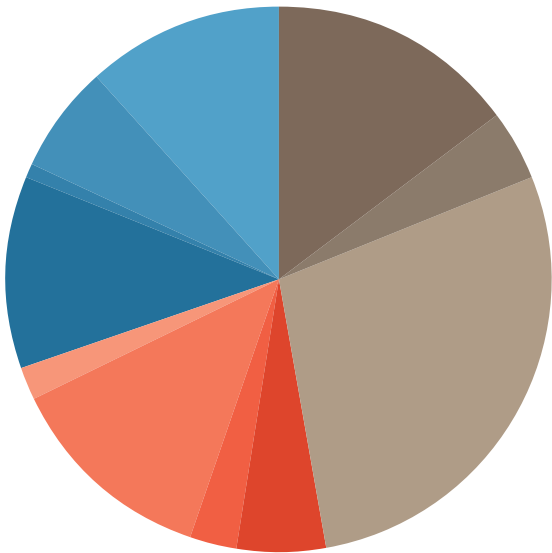
The Danish salary levels are among the highest in the world and many welfare services are either free or state-subsidised in Denmark. Medical help, hospital treatment, schooling and elderly care are all free – and day care for children is far cheaper than in other countries. This means that the purchasing power is the same as in most European countries.

This figure shows how much of your income you spend on housing, food, transport etc.

## Consumer prices in Denmark

In this index you can compare price levels of final consumption by private households including indirect taxes in the different EU/EEA countries. As you can see the consumer prices are 38% higher in Denmark than average prices in Europe.

The relatively high consumer prices are compensated by the high salaries in Denmark. This figure shows that the average gross earning of a full time employee in enterprises with 10 or more employees in Denmark is the highest in the European Union.

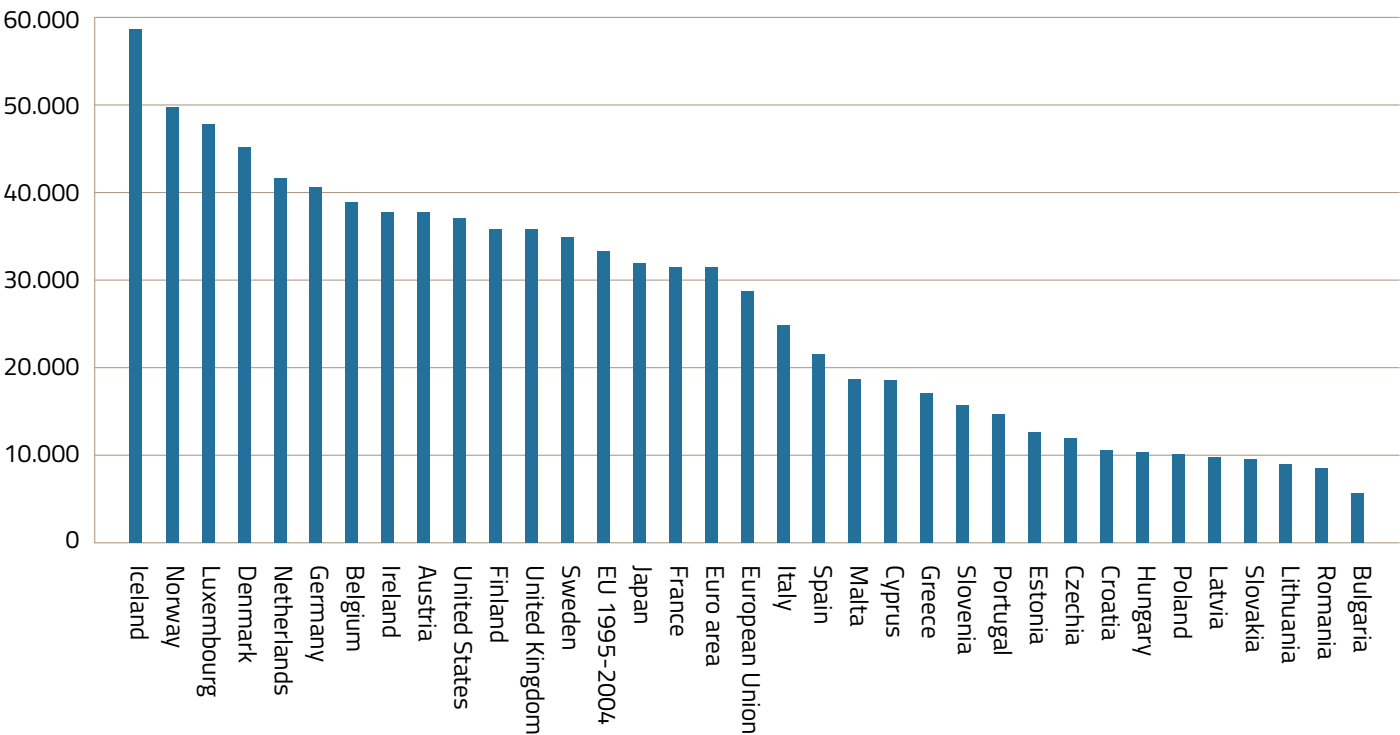


## Living expenses in percentage of income

- 14,9% Food and beverages (including tobacco)
- 4,2% Clothing and footwear
- 28,1% Housing, water, electricity, gas and other fuels
- 5,3% Furnishings, household equipment and routine household maintenance
- 2,8% Health
- 12,5% Transport
- 1,9% Communications (telephone, internet)
- 11,6% Recreation and culture
- 0,8% Education
- 6,3% Restaurants and hotels
- 11,5% Personal care, social protection, Insurance and goods and services

## Annual average gross earning of a full time employee (Euro)

Source: Eurostat: "Europe in figures – Eurostat yearbook 2019"



## Consumer Price index – EU/EEA countries

If you combine the consumer price level with the salary level you get the purchasing power which shows how many goods and services workers can buy with their net wages.

Purchasing power is high in Denmark

EU/EEA COUNTRIES 100			
Finland	122	Ireland	129
Switzerland	151	Sweden	120
Denmark	137	Netherlands	112
Norway	147	Germany	104
Iceland	157	Italy	100
Cyprus	87	Belgium	111
Spain	93	Luxembourg	126
Portugal	86	United Kingdom	117
Malta	83	Austria	109
Hungary	63	France	110
Estonia	80	Greece	84
Czech Republic	71	Latvia	74
Slovenia	77	Lithuania	66
Poland	58	Romania	52
Bulgaria	50	Slovakia	77
Croatia	68		

Source of data: Eurostat Comparative price levels of final consumption by private households including indirect taxes, 2018

## Purchasing power

Purchasing power can be illustrated by calculating how many minutes/hours you have to work to buy e.g. a Big Mac, an iPhone X or a haircut.

Source: Swiss Bank UBS: Preise und Löhne – Ein Kaufkraftvergleich rund um die Welt, Ausgabe 2018

COUNTRY	1 BIG MAC (IN MIN)	IPHONEX (IN HOURS)	HAIRCUT (IN MIN)
Finland	24	95	295
Switzerland	13	38	183
Denmark	17	70	295
Norway	22	74	289
Cyprus	15	68	264
Spain	29	74	289
Portugal	36	223	278
Hungary	56	399	318
Estonia	33	209	352
Czech Republic	42	275	604
France	23	102	236
Poland	33	269	312
Bulgaria	49	274	276
Ireland	18	88	207
Sweden	22	85	276
Netherlands	21	106	202
Germany	18	89	147
Italy	24	107	249
Belgium	27	139	268
Luxembourg	13	65	187
United Kingdom	17	91	254
Austria	18	84	238
Croatia	46	365	251
Greece	44	262	249
Latvia	53	366	540
Lithuania	39	276	452
Romania	40	396	222
Slovakia	48	328	423
Slovenia	22	206	346





## Private Insurance

### Basic insurance (Danish: familiens basisforsikring or indboforsikring)

Basic insurance is one of the most important forms of insurance. In most cases, it is offered in an insurance package with the following forms of co-insurance:

1. Household contents insurance (Danish: indboforsikring): This covers your personal property against fire, theft and water damage.
2. Personal liability insurance (Danish: ansvarsforsikring): This covers damages you may have caused to other people or their property. It is strongly recommended to have a personal liability insurance.
3. Legal protection (Danish: retshjælp): This covers lawyer expenses for certain legal matters.

The cost of basic insurance depends on the age of the insured, the type of home and other factors. It starts at 1,600 DKK per year. Coverage for the entire family costs approximately 2,500 DKK per year.

### Accident insurance (Danish: ulykkeforsikring)

Private accident insurance pays if you suffer lasting injury to your health due to an accident during your free time or an accident on the way to and from work. (Accidents at the workplace are covered by the occupational accident insurance held by your employer.)

The price for private accident insurance depends on the policy limit. The minimum cost of accident insurance coverage is approximately 400 DKK per year, while the average cost is approximately 1,200 DKK per year.

### Children's accident insurance

A child's accident insurance policy consists of disability cover for permanent injury and funeral cover in case of death.

Damage to the child's teeth may also be covered, or may be offered as an extra cover for an additional charge.

Some insurance companies will cover your child automatically in the first year(s) of your own accident insurance policy. Check with your insurance company.

### Group accident insurance

Group accident insurance policies are often purchased by workplaces, unions or union members.

Some schools and daycare centers buy collective accident insurance covering

the children during their time in the school/center and on trips arranged by the school/center. In some cases the children's direct route between home and the school/center is also covered.

### **Loss of earning capacity insurance (Danish: Forsikring ved tab af erhvervsevne)**

Loss of earning capacity insurance provides you and your family with a monthly payment in case you lose at least 50 percent of your earning capacity due to illness or an accident. If your employer pays a company pension, you may possibly be insured against loss of earning capacity through the company pension system.

The cost of loss of earning capacity insurance depends on income, age and state of health. The minimum cost is approximately 1,500 DKK per year, while the average cost is approximately 3,100 DKK per year.

### **Private health insurance (Danish: privat sundhedsforsikring)**

With private health insurance, you can avoid waiting times in the public health system and consult private clinics, doctors, psychologists, acupuncturists, etc.

### **Life insurance (Danish: livsforsikring – ved død)**

With life insurance you can provide your life partner and children with a payment of money in the event of your death. In this way, you can relieve the financial situation of family members that survive you when your income is lost to the family.

The cost of life insurance depends largely on the policy limit. For a policy limit of 400,000 DKK, you will pay approximately 1,300 DKK per year.

### **Dog insurance (Danish: hundeforsikring)**

If you have a dog, pet insurance is a legal requirement. Insurance can also be obtained for other pets as well, though not legally required.

Cost: approximately 300 DKK per year.

### **Car insurance (Danish: bilforsikring)**

The vast majority of private car owners have insured their car with a comprehensive insurance that includes liability insurance. If there is no debt on the car and if it is an older car, many settle for the compulsory liability insurance.

### **Responsibility for motor vehicles**

According to the Road Traffic Act, the person responsible for a motor vehicle must compensate for any damage the vehicle causes in an accident, by explosion, or by fire stemming from the vehicle's fuel system. In other words, the owner is always liable for such accidents. Claims resulting from such accidents are paid via the vehicle's compulsory insurance.

### **Motor liability insurance**

Liability insurance for a motor vehicle is compulsory and covers any liability for damages its owner or user may incur. The liability insurance does not cover damage to the motor vehicle's

driver – only passengers are covered. Nor does the insurance cover damage to the policyholder's or user's objects or damage to any connected vehicles such as a trailer.

### **Comprehensive insurance**

In addition to the statutory liability insurance, the owner of a motor vehicle (car, motorcycle or moped) can also take out comprehensive motor insurance on their vehicle. This covers any damage to the insured vehicle and theft of the vehicle. There are, however, some exceptions – ask your insurance company.

Further information at [www.forsikringogpension.dk](http://www.forsikringogpension.dk) > Presse > Publikationer > Insurance and pension for everyday needs.



## Housing

In Denmark – just like many other countries – you can either rent or buy a home. In Denmark there is also a special form of housing called the “condominium apartment” or “housing cooperative” (Danish: andelsbolig). This housing type can be considered to be something between renting and ownership. You buy a share in a building, then pay a monthly housing fee, which is used by the condominium association (Danish: andelsboligforening) for expenses such as interest payments, repairs and upgrades.

Many Danes sooner or later decide to buy a home or a condominium. Younger Danes frequently rent and wait to buy their own home later. The same applies for most of the foreign nationals who work in Denmark.

Because it is common practice to buy a home in Denmark, rental homes are a scarce commodity. This is particularly true of smaller rental homes in the lower price segment. Anyone looking for low-price housing in Denmark

should therefore have patience and be prepared for the possibility that they will only get a short-term rental contract.

### Finding a rental home (Danish: lejebolig)

The best means of finding a home is the internet. There are many Danish websites that advertise housing offers. Some of the sites include the option of a personal search profile. As soon as a home is available that matches your search profile in such a setting, you will receive notification by email.

On [www.workindenmark.dk](http://www.workindenmark.dk) > Moving to DK > Find a place to live > Housing you can find useful websites for searching for housing in Denmark.

Please note, that you may have to pay a fee on some of these sites, to be able to view the contact details for the landlord.

Apart from the internet, rental homes are also advertised in newspapers. You can find advertisements in regional and national newspapers. Another

very useful place to look for housing adverts is in the local newspapers. Most of the advertisements for homes in the daily papers appear on the weekend.

A lot of flats are lent to members of housing associations (Danish: boligforening). Often there is a waiting list, and those with the highest seniority will be offered vacancies before others. You often have to pay an annual amount to be a member of a housing association. There are many housing associations in all Danish cities.

### Rents

For a rental home, you will usually pay a security deposit of up to three months’ rent. In addition, an advance payment of one to three months’ rent is often required.

Rents in Denmark vary widely, depending on the region. Homes are most expensive in Copenhagen and Aarhus, while smaller towns and rural areas are considerably less expensive. Twenty kilometres here can mean a big difference in price.



## Rental contract

The rental contract defines some of the rights and obligations of the tenant and landlord. This includes the amount of rent payable and the move-in and move-out condition of the home. For example, the contract will state whether the home needs to be renovated when the tenant moves out and who is to be responsible for maintaining doors, locks, etc. If you rent a home from a public housing enterprise, a written rental contract is required by law. A rental contract is not required by law for homes in private hand, but it is recommended nonetheless. If the landlord does not want to sign a rental contract, you should take a close look at their reasons. When subletting, a written contract is required by law in all cases.

In some cases, you can apply for a housing allowance from the municipality. Please find further information at [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Living in Denmark > Your residence > Housing benefits

The Danish Tenant Union can be found at [www.llo.dk](http://www.llo.dk) (in Danish language – however, part of the information can be found in English). Check “5 things to know before signing a lease on [www.llo.dk](http://www.llo.dk) > Om LLO > In English

## Buying an apartment or house

If you would like to purchase an apartment or a house, you can get information and guidance about home buying from real estate agents. Prices vary widely depending on the location, size and fixtures of the home.

It is common in Denmark for the buyer to obtain a loan from a building and loan association. For this purpose, the apartment or house serves as security.

Generally, a maximum of 80 percent of the property value can be financed using these loans, which have a repayment period of up to 30 years.

You pay taxes on the value of your property but in return, you can deduct any interest payable on a home loan from your tax calculation.

You can find links to real estate agents at sites such as [www.boligsiden.dk](http://www.boligsiden.dk) (in Danish).

You can find a guide about buying and renting property in Denmark on [www.danskeboligadvokater.dk](http://www.danskeboligadvokater.dk) > English.

## Other living expenses

Other living expenses are taken here to mean payments for heating,

electricity, water and possibly gas. In rental homes, these costs are usually charged on account, e.g. by instalments along with the rent. If the use of utilities is higher than estimated, the tenant has to make up the difference. If the use is lower, the over-paid amount has to be refunded by the landlord.

## Moving

If you move your household within Denmark, you must inform the Citizens Service Centre (Danish: Borgerservice) about your new address. Please use [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Living in Denmark > Your residence > Change address – when living in Denmark > Click on “Start”

You must choose the municipality that you are moving to. Please note that you have to do this within 5 days after you move in to the new home to avoid a fine.

As soon as you have changed your address via [www.lifeindenmark.dk](http://www.lifeindenmark.dk), the Danish Post will automatically be informed about your new address.

You can find an overview of firms pertaining to a household move on the internet. You can get quotes from moving companies at the website [www.flyttetilbud.dk](http://www.flyttetilbud.dk) (in Danish).



## Radio and Television Fees

In Denmark, anyone owning a radio, a television, a smartphone or computer capable of receiving and displaying pictures must pay a media fee (Danish: medielicens). The fee applies for the entire household.

You must pay even if you do not watch or listen to radio or TV channels. You pay for owning the equipment. The fee is a statutory equipment tax and it is payable in advance every 6 months.

The fee is 1,353 DKK per year.

You must register with the fees office within 14 days after acquiring the equipment. If you own a television, a computer and a radio, you only pay one media fee.

If you no longer own any fee-payable equipment, you must cancel your registration in writing. You can register and deregister on the internet at [www.dr.dk](http://www.dr.dk) > Om DR > Licens > Licens in English.

The cancellation will only be valid from the date on which DR (Danmarks Radio) Licens- og Programservice receives your letter and is not retroactive.

If you move within Denmark, you do not need to do anything; the fee will move with you. You only need to send in notice and cancel a fee if you move in with a partner who is already paying the fee. If you leave Denmark and deregister from the Danish National Register of Persons your media fee will automatically be cancelled.

### Questions about license to DR Licens:

DR Byen  
Emil Holms Kanal 20  
0999 Copenhagen C  
Telephone +45 35 20 30 40

News from Denmark in English  
[www.dr.dk](http://www.dr.dk) > News



## Telephone and Internet

**Telephone:** All Danish telephone numbers consist of eight numbers and have the local code already integrated. The international code for Denmark is: +45.

Your foreign cell phone will of course also work in Denmark, provided that it has roaming capability. You should note that using a telephone you bring with you (or a SIM card from your home country) will involve what are known as roaming fees. Please contact your current cell phone provider for information about the exact amount of the roaming fees that will be charged. It may be a good idea for a start to use your mobile phone from your home country and buy a prepaid telephone card.

As in other countries, there are a large number of telephone and internet service providers in Denmark. Because the market here is also extremely difficult to navigate, it is recommended that you research the prices of each provider in advance. So-called "compact solutions", in which telephone, cell phone, internet and television are bundled into a single package are also widely offered.

Internet is widely used in Denmark and most households have private internet access. Because of this, much contact to Danish authorities takes place via the internet. You can use a free computer with internet access at the Danish libraries.





## Bringing your Private Vehicle to Denmark

### Residence in Denmark

If you take up residence in Denmark and bring a vehicle you must register your foreign registered vehicle within 30 days of arrival and you must pay a registration tax. This tax is based on the tax authorities valuation of the vehicle. The tax authorities do not make valuations based on an estimate. This means that the vehicle must be in Denmark and have passed a vehicle inspection in order for the tax authorities to be able to make the valuation. For information on how to register your vehicle please follow the 5 step-by-step instructions below.

Please note: the process of registering a vehicle with foreign number plates may be complicated and may also include forms which are only available in

Danish. It is advisable to get help from a person who understands Danish.

#### Step 1 Before you import a vehicle

If you live in Denmark and import a vehicle with foreign number plates, you must:

inform the Danish Motor Vehicle Agency (Danish: Motorstyrelsen) that you are going to import a foreign registered vehicle by completing the online application on [www.skat.dk](http://www.skat.dk) > English > Shortcuts = Motor vehicles > Importing motor vehicles, before you import the vehicle.

Print your receipt as you need to keep it in your vehicle when your vehicle has foreign number plates.

#### Step 2 Car inspection

The vehicle must pass an extended registration inspection (customs inspection) at a vehicle inspection

centre. A list of approved vehicle inspection centres is available from the Danish Transport Authority (Danish: Færdselsstyrelsen) on [www.fstyr.dk](http://www.fstyr.dk) > Find synshal > search by postal code.

When you contact the vehicle inspection, please remember to ask for a valuation of the vehicle for the Danish Register of Motor Vehicles (Motorregisteret).

#### Step 3 Request a valuation

When the vehicle has passed the inspection, you must ask for a valuation of the vehicle in the Danish Register of Motor Vehicles (Motorregisteret) in the tax authorities self-service system E-tax (TastSelv). Please use [www.skat.dk](http://www.skat.dk) > English > Log on with your NemID

1. Click 'Motor' (Motor) – 'Motorregister' (Register of Motor Vehicles)
2. Select 'Registreringsafgift' (Registration tax) and then 'Anmod



- om værdifastsættelse' (Request a valuation)
3. Complete the request and click 'Godkend' (Accept).
  4. You can see your receipt in your 'Meddelelsesarkiv' (message archive) in E-tax.

The E-tax system is only available in Danish, and therefore it is recommended that you have somebody to assist you with the Danish language.

Please state in your request if you are a newcomer to Denmark or if your vehicle has foreign number plates.

If you do not have a Danish CPR number (civil registration number) and NemID, you must send an email to [motorekspedition@motorst.dk](mailto:motorekspedition@motorst.dk) asking for a valuation of your vehicle.

The tax authorities will then assess the value of your vehicle and determine the registration tax to be paid. You will receive the valuation in E-tax under the heading 'Meddelelser fra Motorregistret' (Messages from the Register of Motor Vehicles) or by regular post.

If you want to know the registration tax in advance, you can calculate an approximate vehicle registration tax on [www.skat.dk](http://www.skat.dk) > English > write "Calculate registration tax" in the search field. Please note that the register and the calculator are in Danish, so it is recommended that you do the calculation together with someone who understands Danish. It is possible to request a binding ruling on the registration tax from the tax authorities.

#### Step 4 Pay registration tax

You can pay registration tax via online banking, in your bank or at one of the four vehicle registration offices in Høje Taastrup/Copenhagen, Aarhus, Odense or Aalborg. The payment ID will be stated in the valuation

#### Step 5 Register your vehicle in the Register of motor vehicles and buy new number plates

When you have paid the registration tax, you can buy the number plate from one of the tax authorities motor registry offices. The price of one set of number plates is 1,180 DKK + a fee of 200 DKK. You may also buy the number plate from an authorised number plate operator. The price of the number plate is the same, but the fee charged may vary from operator to operator. Remember to bring all relevant car papers e.g. car registration papers, insurance certificate etc.

Further information in English on [www.skat.dk](http://www.skat.dk) > English > shortcut – Motor vehicles.

#### Short term stay in Denmark

If you are staying in Denmark for a limited period of up to 185 days within a 12 month period, you have the option to apply for permission to drive a foreign registered vehicle during the stay in Denmark without paying the registration tax. You find the application form at [www.skat.dk](http://www.skat.dk) > English > shortcut – Motor vehicles > Foreign vehicles > Staying in Denmark temporarily. Use form 21.059EN.

You must always bring the permission from the tax authorities and documentation for the duration of your stay (for example a copy of your employment contract) with you while driving.

If you are unsure of the duration of your stay in Denmark or your country of residence, you can apply for permission to drive a vehicle with foreign number plates in Denmark. Please note that you will be charged a fee of DKK 400 to process your application.

Submit the following information to the Danish Motor Vehicle Agency (Motorstyrelsen):

- Form 21.059
- A copy of the vehicle registration certificate
- An employment or student contract to document
- The duration of your stay in Denmark
- A receipt for having paid the processing fee of DKK 400

If your stay exceeds 185 days, the vehicle generally must be registered in Denmark (and you must pay registration tax) or the vehicle must be transported out of Denmark.

Special rules apply for cross-border workers – see chapter "Cross-Border workers".

#### Double domicile

If you reside both in Denmark and another country at the same time, it must be determined which residence can be regarded as your usual place of residence. Your usual place of residence is defined as the residence to which you have the strongest ties, e.g. the country where you are considered to be domiciled. If you are considered to have your strongest ties to your home country you can drive in your foreign registered car in Denmark. You must apply for permission at the Tax authorities. You find the application form at [www.skat.dk](http://www.skat.dk) > English > Motor vehicles > Bringing a vehicle with foreign number plates to Denmark > Applying for permission to drive your vehicle in Denmark without paying Danish registration tax (form 21.059EN). A fee of 400 DKK is charged for applying for the permission.

#### If you leave Denmark

If you leave Denmark, export your vehicle and deregister it from the Danish Register of Motor Vehicles. You may be entitled to a tax refund of part of the original registration tax. Processing time for vehicle valuation is approximately 3 weeks.

## 5 steps to exporting a vehicle

**Step 1** Have your motor vehicle inspected

**Step 2** Request a valuation

**Step 3** Hand in number plates to a number plate operator or one of the vehicle registration offices in Høje Taastrup/Copenhagen, Aarhus, Odense or Aalborg

**Step 4** Submit documentation to the Danish Motor Vehicle Agency

**Step 5** The Danish Motor Vehicle Agency refunds your vehicle registration tax

You find further information on

[www.skat.dk](http://www.skat.dk) > English > Leaving Denmark > Leaving Denmark permanently > Deregistration of vehicles.

## Driving Licence

If you establish normal residence in Denmark, you must in some cases exchange your foreign driving licence for a Danish driving licence.

Whether you must exchange your foreign driving licence and whether you must complete a driving test (consisting of a theoretical and a practical part) prior to the exchange, depends on the country/ constituent state which has issued your driving licence. Moreover, different rules apply as to how long you can wait until you must exchange your foreign driving licence for a Danish driving licence. Driving licences can be divided into 3 groups:

- Driving licences issued in an EU/EEA country
- Driving licences issued in a non-EU/EEA country
- Driving licences issued in other states

### Driving licences issued in a Nordic or an EU/EEA country

An exchange is not required and you are allowed to drive the same types of vehicles in Denmark as you are accord-

ing to your valid driving licence from the issuing country.

However, it is a condition that you must fulfil the age requirements which apply when issuing an equivalent Danish driving licence (certain exceptions apply to driving licences from EU and EEA countries).

If you want, you can apply for an exchange even if it is not required. You are not required to complete a driving test in connection with the exchange.

### Driving licences issued in a non-EU/EEA country

If your driving license was issued in Australia, Brazil, Japan, Chinese Taipei (Taiwan), the Republic of Korea (South Korea), Russia, Switzerland, Ukraine, Singapore, USA, Canada, Chile, Isle of Man, Serbia, New Zealand, Bosnia-Herzegovina or Israel you can drive with your foreign driving license for 90 days from the day you establish residence in Denmark.

90 days after you have established residence (CPR registration) in Denmark, you must exchange your foreign driving license for a Danish driving license if you wish to continue to drive your car in Denmark. You can exchange your driving licence without passing a theoretical and practical driving test.

In order to exchange your foreign driving license for a Danish driving license you must additionally provide a written declaration on honour stating that you have had and have used your driving license for category B driving (regular car) within the last two years and also provide a written declaration on honour stating that you have not had your driving license revoked within the last five years and that your right to drive has not been restricted or made conditional in any way.

It is a condition that your foreign driving licence is valid. Moreover, the driving licence must be issued in the

Latin alphabet or be accompanied by an official translation in Danish, English or French. You must also fulfil the age requirements which apply when issuing an equivalent Danish driving licence.

### Driving licences issued in other states

If your driving licence has been issued by a country other than the countries mentioned above, you have the right to use your foreign driving licence for a maximum of 90 days after having established normal residence in Denmark.

However, this only applies if your foreign driving licence is valid and if the driving licence is issued in the Latin alphabet or is accompanied by an official translation in Danish, English or French.

You must also fulfil the age requirements which apply when issuing an equivalent Danish driving licence.

No later than 90 days after having established normal residence, you must exchange your foreign driving licence for a Danish driving licence if you still wish to drive in Denmark. To exchange your foreign driving licence for a Danish driving licence, you are requested to complete a driving test (consisting of a theoretical and a practical part).

### Temporary stay in Denmark

If you do not have usual residence in Denmark, you may drive on your foreign driving licence in Denmark.

Usual residence means that you have personal or occupational ties to Denmark e.g. that you spend a minimum of 185 days in Denmark within one calendar year. Usual residence in Denmark is established from the date when you move to Denmark with a view to establishing usual residence in Denmark.

If you have exclusively occupational or educational ties to Denmark but personal ties to another country, you will be regarded as having usual residence in the country where you have personal ties if you regularly return to that country and you do not need to exchange your driving licence.

### Where to exchange your driving licence

Contact the Citizen Service Center (Danish: Borgerservice) where you live for further information and for exchange of your foreign licence.

You must bring:

- A passport photo
- Residence documents
- Your current driving licence
- Your passport/national ID card

Additional documentation from holders of non-EU/EEA driving licences:

- A medical certificate issued by your doctor
- A written declaration on honour that your driving licence has not been revoked within the last five years and also that your right to drive has not been restricted or made conditional in any way
- A declaration on honour stating that you have actively used your driving licence for category B driving within the last 2 years

The exchange fee is 280 DKK (2020)

## Domestic Transportation

### Public transportation – rail/bus

Buses and trains travel hourly between Denmark's major cities. If you plan to use public transportation in Denmark, you can find out more on Rejseplanen App and on website [www.rejseplanen.dk](http://www.rejseplanen.dk). Available in English and German.

### Private transportation

A number of private companies offer intercity and international bus connections.

**Air:** With connecting flights, you can travel from Copenhagen to Aarhus, Aalborg, Billund, Sønderborg, Karup and Bornholm.







## Legal Assistance

### Citizen's advice office

At the local citizen's advice office (Danish: advokatvagten) in your Danish municipality, you can get information and guidance about legal problems, such as tax errors, housing, contracts, etc. The information/guidance is free of charge. You must visit the office personally. The local citizen's advice office will primarily be able to help you to precisely identify the legal problem and will provide you with advice about further steps you can take (possible points of contact, etc.). You can find the addresses and opening times for your local citizen's advice office at the website [www.advokatvagterne.dk](http://www.advokatvagterne.dk) > Listen over advokatvagter

## Traffic Regulations

Vehicles on motorways – 130 km/h (however, only 110 near cities); rural roads – 80 km/h, and in built-up ar-

reas – 50 km/h. Cars with trailers: 80 km/h on rural roads and on highways (100 km/h if you have a Tempo 100 permit).

The blood alcohol limit is 0.5 per mille.

Cars and motorcycles must have their dipped headlights on at all times when on the road. Motorcycle riders must wear a helmet. White triangles painted on the road surface mean give way (yield). The Storebælt and Øresund bridges are toll bridges.

You must bring your driving license when driving a vehicle.

## Money

The Danish krone (DKK) consists of 100 øre. The following coins are in circulation: 50 øre, 1 krone, 2 kroner, 5, 10 and 20 kroner. Bank notes are available in denominations of 50, 100, 200, 500 and 1000 kroner. The rate of exchange is approximately 7,45 kroner to one euro (7,45 DKK = 1 €). Most

shops, hotels and restaurants accept international credit cards.

Find more information in the the section regarding "Banks and bank account"

## Diplomatic Representations

You can find an overview of all foreign representations (embassies and consulates) in Denmark at: [www.um.dk](http://www.um.dk) > English > About us > The Protocol Department > The Copenhagen Diplomatic List

### Passport/national ID card

Your foreign passport/national ID card is fully valid in Denmark. If you live in Denmark and need a new passport/national ID card, contact the representation of your home country (embassy or consulate) in Denmark. You can find information regarding opening times, addresses, the documentation required, etc. on the websites of each respective representation.



## Elections and Voting Rights

### The Danish electoral system

In Denmark we have a representative democracy. This means that at elections citizens choose the representatives to parliament and municipal and regional councils whom they want to make decisions on their behalf.

### General elections

According to the constitution, general elections to the national parliament must be held at least once every four years, since a given parliament may not be in power for more than four years. Elections are called by the prime minister.

The parliament's 179 elected members are divided into parties. Only rarely is there a candidate without a party – a so-called independent.

When it comes to voting, you can either vote for a party or a specific person.

### Municipal/Regional elections

In Denmark there is local self-government, meaning that municipalities and regions have self-determination over a number of areas. The municipal elections are an umbrella term for elections to municipal and regional councils.

These elections are held every four years, always on the third Tuesday of November.

### EU parliamentary elections

Since Denmark is a member of the European Union, the Danes also elect their own candidates for the EU parliament. 14 Danish representatives are elected to the EU parliament. Elections are held every five years.

### Voting rights

Local elections (Danish: kommunalvalg): EU citizens and citizens of the Nordic countries have active and passive electoral rights in local elections in Denmark. This means that EU citizens can both vote and stand for election.

Non-EU citizens are awarded active and passive electoral rights for the local elections once they have been living in Denmark for 4 years.

### Regional elections (Danish: regionsrådsvalg)

EU citizens and citizens from the Nordic countries have active and passive electoral rights in regional elections in Denmark. Non-EU citizens are awarded active and passive electoral rights once they have been living in Denmark for 4 years.



## European Parliament election:

All EU citizens have active and passive electoral rights for the European Parliament election.

## Parliamentary election

(Danish: folketingsvalg): Only Danish citizens have the right to vote in the parliamentary election in Denmark.

## Parliamentary election in your home country:

Even if you are living in Denmark, you will generally retain your right to vote in parliamentary elections in your

own country. If there are forthcoming parliamentary elections in your home country, please contact your country's embassy. They will be able to provide you with details regarding your participation in the elections.

## Local Libraries

Use your local library as a gateway to your local community. Apart from the classical services of lending out books, music and films, the Danish libraries offer an array of free events and services that will help you and/or your family getting settled in your local community. Make use of individual counselling from librarians who

can provide you with information on children's events, evening classes, overview on spare time activities for adults and children, cultural events etc. Through most libraries you can also gain online access to more than 1700 international newspapers (Library Press Display). Should you miss anything, you can order any material (from abroad as well) to pick up for free at your local library.

Find your nearest library here:

[www.bibliotek.dk](http://www.bibliotek.dk) > Menu > English





# PUBLIC HOLIDAYS, CELEBRATIONS AND CULTURAL EVENTS

The statutory public holidays in Denmark are similar to those in many other European countries. You can find an overview of public holidays in Denmark on the website [www.officeholidays.com](http://www.officeholidays.com) > Countries > Denmark.

Here is a list of the different public holidays, together with their Danish names:

- New year's day (Danish: Nytårsdag) – January 1
- Maundy Thursday (Danish: Skærtorsdag)
- Good Friday (Danish: Langfredag)
- Easter Sunday (Danish: Påskedag)
- Easter Monday (Danish: 2. Påskedag) – March/April (date of holiday varies)
- General Prayer Day (Danish: Store Bededag) – fourth Friday after Easter (date of holiday varies)
- Whit Sunday (Danish: Pinsedag)
- Whit Monday (Danish: 2. Pinsedag) – May/June (date of holiday varies)
- Ascension Day (Danish: Kristi Himmelfartsdag) – sixth Thursday after Easter (date of holiday varies)
- Constitution Day (Danish: Grundlovsdag) – June 5 (½ or whole day off depending on which collective agreement regulates your work place)
- Christmas Eve (Danish: Juleaften) – December 24, 1st and 2nd Christmas Day – December 25 and 26
- Celebrations and cultural events throughout the year

Please find a complete list and inspiration on [www.visitdenmark.dk](http://www.visitdenmark.dk) (choose language)

## January

**Nytårs Koncert** – classical New Year concert in the major cities

## April

**Copenhagen:** Fødselsdagsparade – in celebration of the birthday of Margrethe II, the Palace Guard marches past Amalienborg Palace (April 16)

**Odense:** Hans Christian Andersen's birthday – in celebration of the birthday of Hans Christian Andersen, the entrance to all of the Hans Christian Andersen museums is free of charge. Furthermore, various cultural happenings take place in Odense. (April 2)

## May

**Copenhagen and Aalborg:** The carnival jokers spend all year preparing for the hottest carnival in the North, with rambunctious dancing and exotic costumes awaiting. Since it was revived in the 1980s, this festival has been taking place at Whitsun. Most of the costumed fools then gather at the Amagertorv fountain in Copenhagen (end of the month)

**Ribe:** Vikingemarked – colourful Viking market with demonstrations of old crafts and combat techniques (first weekend in May)

## June

The longest day of the year is celebrated throughout the country with fires and festivities on the Eve of Saint John's or Sankt Hans Aften (June 23)

**Silkeborg:** Riverboat Jazz Festival ([www.riverboat.dk](http://www.riverboat.dk)) – this music event draws more than 25,000 visitors

**Odense:** Tinderbox festival ([www.tinderbox.dk](http://www.tinderbox.dk)). Open air pop/rock festival

**Aarhus:** Northside ([www.northside.dk](http://www.northside.dk)). One of the biggest pop/rock festivals in Denmark

**Frederikssund:** Vikinge Spil ([www.vikingespil.dk](http://www.vikingespil.dk)) – four-week Viking spectacle, with open-air theatre and traditional food and drink

**Svendborg:** Denmark's largest artisan food producers fair ([www.kulinarisksydfyn.dk](http://www.kulinarisksydfyn.dk)). The fair offers a unique opportunity to get to know the diversity of excellent regional products

## July

**Rebild Bakker:** Rebild Fest – over 10,000 participants celebrate US Independence Day on July 4 every year

**Skagen:** Skagen Festival ([skagenfestival.dk](http://skagenfestival.dk)) – International bands play at Denmark's northernmost folk and rock event

**Roskilde:** Roskilde Festival ([www.roskilde-festival.dk](http://www.roskilde-festival.dk)) – the largest rock event in Northern Europe attracts a good 70,000 fans (first weekend in July)

**Sønderborg, Aabenraa** ([www.ringrider.dk](http://www.ringrider.dk)) and other locations in South Jutland: Ringriderfest – ring rider games, in which horse riders attempt to spear a small ring with their lance at a gallop

**Aarhus:** International Jazz Festival ([www.jazzfest.dk](http://www.jazzfest.dk)) – at the middle of the month; thousands of jazz fans from throughout Europe gather in Aarhus

**Copenhagen Jazz Festival** ([www.jazz.dk](http://www.jazz.dk))



**Samsø Festival**  
([www.samfest.dk](http://www.samfest.dk))

## August

**Horsens:** Middelalderfest ([www.middelalderfestival.dk](http://www.middelalderfestival.dk)) – two days of celebrations, including jousting, minnesong, jugglers and revelry (second half of the month)

**Copenhagen:** Copenhagen International Ballet – ballet festival which includes performances of modern dance

**Odense:** Odense flower festival ([www.blomsterfestival.dk](http://www.blomsterfestival.dk))

**Skanderborg:** Skanderborg Festival. Danmarks Smukkeste Festival. A music festival that takes place in a beautiful beech wood in Skanderborg ([www.smukfest.dk](http://www.smukfest.dk))

**Odense:** Opera on the Meadow / Opera på engen ([www.odensesymfoni.dk](http://www.odensesymfoni.dk). Usually 2nd Sunday of August)

**Odense:** OFF Odense International Film Festival ([www.filmfestival.dk](http://www.filmfestival.dk)). Odense International Film Festival is a short film festival that annually celebrates films from across the globe and gathers film enthusiasts from near and far. (End of August)

**Tønder:** Folkfestival ([www.tf.dk](http://www.tf.dk)) – major festival towards the end of the month, near to the German border

## September

**Rømø:** Dragefestival ([www.danskdirageklub.dk](http://www.danskdirageklub.dk)) – for three days, the most beautiful kites fly in the sky (start of September)

**Aarhus:** Aarhus Festuge ([www.aarhusfestuge.dk](http://www.aarhusfestuge.dk)) – this ten-day cultural festival with rock, jazz, classical music, theatre and dance is held at the start of the month

## October

**Copenhagen:** Kulturnat ([www.kulturnatten.dk](http://www.kulturnatten.dk)) – on culture night, which is held on the second Friday of the month, museums, galleries and theatres open until midnight and show their exhibitions and an additional cultural programme

## December

**Odense:** Hans Christian Andersen Christmas Market – Christmas like in the day of Hans Christian Andersen ([www.hcajulemarkedet.dk](http://www.hcajulemarkedet.dk)). In the oldest part of Odense you can experience old fashioned market atmosphere with Christmas decorations, booths, vegetable market and lots of entertainment inspired by the fairy tale poet. (Two weekends in November and/or December)

**Aarhus:** Julemarked ([www.dengambleby.dk](http://www.dengambleby.dk)) – Christmas market in The Old Town of Aarhus. The Old Town is a 5-star world experience

# JOB SEARCH IN DENMARK

## Workindenmark services for job seekers

Workindenmark offers a wide range of job search services such as:

- **Job database** with more than 1000 job vacancies from Danish employers (in English). Search by profession, job title, skills and qualifications, company name and geographical area,
- **CV bank** – make your qualifications visible to Danish employers and Workindenmarks recruitment consultants. We regularly match candidates from the CV bank with regular jobs. It is important that your CV is updated and activated with detailed information about your professional, social and personal qualifications
- **E-learning** program about
  - Job search in Denmark
  - Contacting companies and how to succeed in job interviews
  - Using LinkedIn in your job search
  - Danish work place culture
- **Video tutorials** about:
  - Writing your cover letter
  - Writing a personal profile
  - Unsolicited application
  - To call or not to call
- **Job search seminars** in English covering subjects such as:
  - The actual employment situation in Denmark
  - Introduction to job and CV banks
  - How to write your CV and cover letter
  - How to improve your job opportunities
- **Personal feedback** on your CV and cover letter after the seminar
  - Clarifying wishes and levels of ambition such as geographical radius, industries, full-time/ part-time or freelance work, language skills etc.
  - Clarifying job opportunities in relation to wishes and qualifications
  - Job search on internet
  - Helping you to compile your CV and cover letter that target a specific job and company
- Adapting your CV according to Danish CV standards
- **Living and working** conditions in Denmark on [www.workindenmark.dk](http://www.workindenmark.dk)
- **Newsletter** about tips for your job search and life in Denmark – sign up on [www.workindenmark.dk](http://www.workindenmark.dk) > Find a job > Newsletter
- **Hotline** for job seekers every Friday
- **Job fairs** – Meet us on job fairs across Europe – list of job fairs on [www.workindenmark.dk](http://www.workindenmark.dk)

### Supplementary job sites:

[ec.europa.eu/eures](http://ec.europa.eu/eures)  
[www.jobbank.dk](http://www.jobbank.dk)  
[www.it-jobbank.dk](http://www.it-jobbank.dk)  
[www.jobfinder.dk](http://www.jobfinder.dk)  
[www.toplanguagejobs.dk](http://www.toplanguagejobs.dk)





## Websites with job vacancies in Danish

**www.jobnet.dk** is the official website of the Danish Employment Service and contains a comprehensive list of job postings and an applicant database.

## Supplementary job sites

**www.jobindex.dk**  
**www.job-zonen.dk**  
**www.ofir.dk**  
**www.job-support.dk**  
**www.stepstone.dk**  
**www.it-jobbank.dk**

(all in Danish)

## Voluntary work

Find vacancies (voluntary work) on **www.frivilligjob.dk** > English flag. Search by e.g. organisation, job title, geography and work area. Voluntary work is highly appreciated by employers and offers personal network and Danish language training.

## Company search

Many Danish companies have a menu heading on their website (jobs, career or similar) where you can submit applications for specific vacancies as well as CV databases where you can register. The majority of the vacancies are published in Danish, although some are also in English. If you know the company name or hear about a company – take a look on the company website and send your CV and application.

## Unsolicited applications

A common way to approach a Danish employer you would like to work for, is to send an unsolicited application. Most employers appreciate the interest and are willing to consider your application and skills if they are relevant.

## Social media and personal network

In Denmark many jobs are never posted publicly. A lot of hiring takes place via personal and social networks, and it is therefore always a good idea to ask around for potential job openings. LinkedIn is commonly used as a recruitment tool for many Danish companies.

Start with your personal network. You may have friends, colleagues or acquaintances with contacts in Denmark who can pave the way for a job interview.

Another idea is to make use of expatriate networks, or contact relevant organisations or even workplaces for good advice.

## Start your own business in Denmark

Denmark has made it easy for entrepreneurial expats to set up their own business. The start-up process is a streamlined process with just a few simple procedures needed to start a new business – with minimal costs involved.

In addition to the simplicity of the steps needed to start up a business, Denmark also has a number of government backed schemes and courses, run by individual communes and more centralised organisations, to assist foreigners in the process, information. You can find further information on **www.danishbusinessauthority.dk** > business-denmark.

## Graduates

Students from abroad who have completed a graduate programme in Denmark of at least 18 months in duration can join a Danish unemployment insurance fund if:

- You had a permanent address in Denmark no later than one day before the start of your education

- You are in Denmark no later than 14 days (including weekends) after you end your education, e.g. you must apply for membership within two weeks (14 days) of completing your education

Membership of an unemployment insurance fund is a precondition for receiving unemployment benefits.

EU citizens will be entitled to unemployment benefits after the same rules as Danish citizens.

Non-EU citizens must hold a valid Danish work and residence permit e.g. a Green-card or a permanent residence permit in order to receive unemployment benefits – more information below.

If you comply with the above mentioned preconditions and want to stay in Denmark as a jobseeker with unemployment benefits it is important to remember to:

1. Register yourself as a user of “Jobnet” – online or in person at the Jobcenter as unemployed on the first day after your graduation – **www.jobnet.dk**. You will need your NemID to sign up.
2. Upload your CV on **www.jobnet.dk** no later than 2 weeks after your first day of unemployment. You must continuously record your job search in the job log on Jobnet and keep contact to the Jobcenter
2. Send your admission form to an unemployment insurance fund no later than 14 days after you completed your Danish education
3. Apply for a tax card (if you do not have one already) on **www.skat.dk** > English > Short guide: Working in Denmark > Apply for a tax card
4. Check your work and residence status on **www.newtodenmark.dk**







# LEAVING DENMARK

## CHECKLIST – WHAT SHOULD I DO WHEN I LEAVE DENMARK?

When leaving Denmark there are a few important issues to be aware of as foreign citizen. In the following checklist we have listed matters of particular importance.

### **Deregister yourself from the Danish National Register of Persons (CPR register)**

Before you leave Denmark you must deregister yourself online as a resident in Denmark. Please use [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Leaving

Denmark > Practical matters before leaving > Notification of change of address to the national registration office – click Start NemID solution > Log in with your NemID > Notification of leaving the country and fill in the online form.

### **Post**

Inform PostNord about your future address and the date you leave and get your mail redirected to your new address abroad for 6 months – free of

charge. Use [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Leaving Denmark – Practical matters before leaving > click on PostNord – you can have your mail... > Form – have your mail forwarded... > "Flytning (Særlige adresseændringer)" > "Udlands adresseændring" – fill in the form and upload a copy of your passport, driver's license or other ID and fill in your details > Send.





## Unemployment insurance

You may need the form PD U1 to confirm your employment and unemployment insurance periods in Denmark. You find the application form EEA 4.1 on [www.star.dk](http://www.star.dk) > English > EEA unemployment benefits > Transferring periods of employment and unemployment insurance between EEA countries

If you have been a member of a Danish unemployment insurance fund (a-kasse), please send the application form to this fund – if not, please send it to the Danish Agency for Labour Market and Recruitment, Vermundsgade 38, 2100 Copenhagen Ø. Telephone +45 72 14 20 01, email [star@star.dk](mailto:star@star.dk)

## Tax

You have to notify SKAT when you leave Denmark permanently in order to determine your tax liability.

The tax authorities recommend that you call the Danish Tax Agency (Skattestyrelsen) on +45 72 22 28 92 after you have left Denmark and deregistered from the Danish National Register (Folkeregisteret).

If possible, the tax authorities will determine your tax liability instantly and let you know which documents you need to submit in connection with leaving Denmark.

Further information and the form can be found on [www.skat.dk](http://www.skat.dk) > English > Leaving Denmark permanently.

If you change address in the country that you move to, please notify the tax authorities so that they know where

to send any documents related to your tax situation.

## Holiday allowance

When you are no longer registered in the Civil Registration System (CPR), no longer work for a Danish employer and do not receive public benefits from Denmark, you can have all your holiday pay disbursed, even if you do not take holiday.

You must apply to have your holiday pay disbursed within 6 months of your last day of work for your Danish employer at the latest.

Claim your holiday allowance here: [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Leaving Denmark > Practical matters before leaving > Holiday allowance > Holiday allowance if you leave Denmark > Claim your holiday allowance > click START

## Insurances in Denmark

Inform your insurance company that you are leaving Denmark.

## Bank

Inform your bank that you are leaving Denmark. It may be convenient to keep a Danish account for e.g. the last salary payment, tax refunds etc.

## E104

Some EU/EEA countries require documentation that you have been covered by health insurance in Denmark via form E104. The form is issued by Udbetaling Danmark, International Sygesikring. If you need it please contact Udbetaling Danmark – telephone +45 70 12 80 81

## Pensions

You can have your private pension paid out abroad if you do not live in Denmark any longer. Please contact your pension company, your pension fund or your financial institution if you want to learn more about your individual pensions.

You cannot have your ATP Livslang Pension paid out if you leave Denmark. Each month you have been working in Denmark you have contributed to your ATP pension scheme. The ATP contributions will be paid out from the day you are entitled to old age pension after Danish law and for the rest of your life – no matter what age you eventually reach. Find further information about ATP Livslang Pension when you leave Denmark at [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Living in Denmark > Pension > ATP Livslang Pension. This is especially relevant if

you are retiring outside of Denmark or if you have worked in or/and are going to work in a third country.

## Media licence

When you have deregistered from the Danish National Register of Persons (CPR register) DR will be notified automatically. If there is a credit balance the amount will automatically be transferred to your Danish bank account. Further information on [www.dr.dk](http://www.dr.dk) > Licens > Licens in English > Media licens deregistration

## Miscellaneous

Deregister your vehicle from the Danish Register of Motor Vehicles, cancel membership of clubs, associations, subscriptions e.g. mobile phone and newspaper, etc. You may be entitled to payment refund.



# IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

## NATIONWIDE

### Danish Agency for Labour Market and Recruitment (STAR)

Vermundsgade 38  
2100 Copenhagen Ø  
[star@star.dk](mailto:star@star.dk)  
[www.star.dk](http://www.star.dk)

#### Telephone numbers:

Information for case workers about payments and legislation in the field of employment: +45 72 21 74 01.

Information for employers, attorneys, trade unions etc. about how to interpret the holiday regulations, Information for citizens about general holiday regulations, holiday pay etc. +45 72 21 74 02

Information about EEA unemployment insurance: +45 72 21 74 03

Information about Centre for unemployment insurance complaints +45 72 21 74 08

Other enquiries to the Danish Agency for Labour Market and Recruitment (main number): +45 72 21 74 00, Monday-Friday 9.00 to 12.00. Please note that the lines concerning EEA unemployment insurance, Centre for unemployment insurance complaints and holiday regulations are closed Wednesdays.

### Danish Agency for Science and Higher Education

Assessment and Recognition of Foreign Qualifications  
Bredgade 40  
1260 Copenhagen K  
Telephone: +45 35 44 62 00  
Email: [sfu@ufm.dk](mailto:sfu@ufm.dk)  
[www.ufm.dk](http://www.ufm.dk)

### The Danish Tax Authority

Information about the Danish tax system, rules and regulation and application for tax card and personal tax number.

[www.skat.dk](http://www.skat.dk) > English > Short guide – Working in Denmark > choose language (English, German, Lithuanian, Polish or Romanian)

Telephone: +45 72 22 28 92

Phone hours:

Monday	9.00 to 17.00
Tuesday– Thursday	9.00 to 16.00
Friday	9.00 to 14.00

Personal assistance – only by appointment.

Letters to Skattestyrelsen should be sent to:  
Skattestyrelsen  
Nykøbingvej 76  
Bygning 45  
4990 Sakskøbing

### The Danish Working Environment Authority

- Information about health and safety at work
- Register of Foreign Service Providers (RUT). Further information on [www.workplacedenmark.dk](http://www.workplacedenmark.dk)
- Workplace assessment
- Social dumping
- Recognition of professional qualifications e.g. forklift truck and crane drivers, welding, work with asbestos etc.

Address:  
Landskronagade 33  
2100 Copenhagen Ø  
Telephone +45 70 12 12 88  
– press 9 for English

Monday – Thursday	8.00 to 15.00
Friday	8.00 to 14.00

Email [at@at.dk](mailto:at@at.dk)  
[www.at.dk](http://www.at.dk)



# IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

## – REGION NORTH DENMARK (DANISH: REGION NORDJYLLAND)

### International Citizen Service (ICS)

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need to register after arrival in Denmark – The Danish Agency for International Recruitment and Integration, The Danish Tax Administration, the Municipality Citizen Service Center and the Danish Agency for Science and Higher Education.

Rantzausgade 4, 1st floor  
9000 Aalborg  
Telephone: +45 72 14 21 11

[west@icitizen.dk](mailto:west@icitizen.dk)  
[www.icitizen.dk](http://www.icitizen.dk)

Opening hours – personal service  
Monday 9.00 - 13.00  
Thursday 12.00 - 16.00

### Service provided at International Citizen Service

Important – please use our registration checklist “How to register and what to bring” on [www.icitizen.dk](http://www.icitizen.dk) > Aalborg

- Application for residence document (EU/EEA/Swiss citizens). Remember to book an appointment in ICS opening hours on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us)
- Application for residence and work permit (non-EU/EEA/Swiss citizens). Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us).
- Application for CPR number
- Application for tax card
- Information and guidance concerning recognition of foreign diplomas and qualifications

- Information about living and working conditions in Denmark
- Information about job search seminars and e-learning courses,
- Welcome to Denmark handbook
- Hotline service for both job seekers and employers

### Danish Agency for International Recruitment and Integration (SIRI)

Application for residence document (EU/EEA/Swiss citizens) and residence and work permit for Non-EU/EEA/Swiss citizens on the grounds of:

- Work
- Studies
- Person with sufficient funds (EU/EEA/Swiss citizens only)
- Doctor of Philosophy (PhD)
- Internship
- Au pair stay
- Working holiday in Denmark
- Biometrics
- Family members to EU/EEA/Swiss citizens
- Family members to Danish citizens – EU rules
- Permanent residence according to EU rules
- Re-entry permit

Address:  
Rantzausgade 4,  
1st floor,  
9000 Aalborg

Open (personal service)  
Monday 9.00 - 15.00  
Thursday 12.00 - 16.00  
Friday 9.00 - 13.00

Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us

### Telephone numbers:

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Pay Limit scheme, Fast track, Researchers and accompanying family members to the above, +45 72 14 20 01

Information about residence permits for non-EU/EEA/Swiss citizens concerning Students, PhD, Establishment Card, Au pair, Volunteers, Working holiday and accompanying family members to the above: +45 72 14 20 02

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Positive List scheme, the Greencard scheme, Start-Up Denmark, Agriculture, Sports, specialised chefs, Trainees, Interns, Authorisation, Greenland/Faroe Islands and accompanying family members to the above: +45 72 14 20 03

Information about residence documents for EU/EEA/Swiss citizens concerning Workers, Students, Self employed, Sufficient funds/self supporting, family to EU citizens, Family reunification with a Danish citizen under EU rules, Permanent residence after the EU rules. +45 72 14 20 04

Opening hours – telephone  
Monday 8.30 - 16.00  
Tuesday closed  
Wednesday 8.30 - 16.00  
Thursday 8.30 - 17.00  
Friday 8.30 - 14.00

Email: please use the contact form from [www.newtodenmark.dk](http://www.newtodenmark.dk) (Contact us)

## Municipality Citizen Service Center (Danish: Borgerservice)

CPR number and health Cards are issued by the Municipality Citizens Service Centre (Danish: Borgerservice)

Addresses, telephone numbers and opening hours can be found on the municipality website [www.cityname.dk](http://www.cityname.dk) (e.g. [www.aalborg.dk](http://www.aalborg.dk))

Application for CPR number in either the municipality Citizens Service Center or in International Citizen Service

## Accident & Emergency (ambulance)

In the event of accident or life threatening situations, call 112.

## General practitioners (GP)

If you get ill and need medical assistance call your general practitioner. The GP is open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary.

You find your GP's name, address and telephone number on your yellow health card.

## After-hours medical assistance

Telephone +45 70 15 03 00

After-hours medical assistance is available 16.00 to 08.00 Monday to Friday and 24 hours a day at weekends and on public holidays. An after-hours doctor is available after GPs' practices close.

Call the after-hours doctor in the event of sudden illness or if your condition worsens. You will speak to a doctor who will decide whether or not you should attend a medical unit. In special circumstances the doctor may visit you at home or call an ambulance. You must have an appointment with the after-hours doctor to visit the

after-hours medical unit, so please do not leave home without calling first!

## Emergency room

In the event of injury, involving e.g. broken bones or severe bleeding, and need to be treated at Accident & Emergency, you must first contact a doctor. During the daytime you should call a GP. After 16.00, at weekends and on public holidays, call an after-hours doctor on +45 70 15 03 00. The doctor will refer you to Accident & Emergency if necessary.

Accident & Emergency departments are at the following locations:

- Aalborg Universitetshospital, Syd Hobrovej 18-22  
9000 Aalborg
- Aalborg Universitetshospital, Thisted Højtoftevej 2  
7700 Thisted
- Regionshospital Nordjylland, Hjørring Bispensgade 37  
9800 Hjørring
- Aalborg Universitetshospital, Hobro Stolbjergvej 8  
9500 Hobro  
Open daily 8.00 to 22.00
- Regionshospital Nordjylland, Farsø Højgårdsvej 11  
9630 Farsø

## Emergency dental service

(Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service.

Please book appointment on telephone number: +45 70 20 02 55. Saturdays, Sundays and public holidays 9.00 - 10.00

Address:  
Filstedvej 10  
9000 Aalborg

Payment: Please note, that you will be charged a fee for using the emergency dental service

## Police

### Emergency call 112 General enquiries 114

At [www.politi.dk](http://www.politi.dk) > Contact the police.

You can:

- Report a crime
- Report lost and found
- Apply for a certificate of criminal record
- Report lost passport or identity documents

## Workindenmark

Jobseekers and employers from Region North Denmark are served by Workindenmark in Aarhus.

Åboulevarden 31, 1st floor, 8000 Aarhus C  
Telephone: +45 72 22 33 60

Email:

[workindenmark@workindenmark.dk](mailto:workindenmark@workindenmark.dk)  
[www.workindenmark.dk](http://www.workindenmark.dk)

Office hours:

Monday to Thursday	9.00 - 15.00
Friday	9.00 - 13.00

# IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

## – CENTRAL REGION DENMARK (DANISH: REGION MIDTJYLLAND)

### International Citizen Service (ICS)

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need in order to register after arrival in Denmark – The Danish Agency for International Recruitment and Integration, The Danish Tax Administration, the Municipality Citizen Service Center and the Danish Agency for Science and Higher Education.

Åboulevarden 31, 1st floor  
8000 Aarhus C  
Telephone: +45 72 22 33 75  
[west@icitizen.dk](mailto:west@icitizen.dk)  
[www.icitizen.dk](http://www.icitizen.dk)

Opening hours for personal service  
Thursday 13.00 – 17.00  
Friday 9.00 – 13.00

### Service provided at International Citizen Service

Important – use our registration checklist “How to register and what to bring” on [www.icitizen.dk](http://www.icitizen.dk)

- Application for residence document (EU/EEA/Swiss citizens). Remember to book an appointment in ICS opening hours on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us)
- Application for residence and work permit (non-EU/EEA/Swiss citizens). Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us)
- Application for CPR number
- Application for tax card
- Information and guidance concerning recognition of foreign diplomas and qualifications
- Information about living and working conditions in Denmark

- Information about job search seminars and e-learning courses,
- Welcome to Denmark handbook
- Hotline service for both job seekers and employers

### Danish Agency for International Recruitment and Integration (SIRI)

Application for residence document (EU/EEA/Swiss citizens) and residence and work permit for Non-EU/EEA/Swiss citizens on the grounds of:

- Work
- Studies
- Person with sufficient funds (EU/EEA/Swiss citizens only)
- PhD
- Internship
- Au pair stay
- Working holiday in Denmark
- Biometrics
- Family members to EU/EEA/Swiss citizens
- Family members to Danish citizens – EU rules
- Permanent residence according to EU rules
- Re-entry permit

Address:  
Åboulevarden 31 1.  
8000 Aarhus

Open (personal service) Monday and Wednesday 9.00 – 15.00, Thursday 9.00 – 17.00, Friday 9.00 – 13.00

Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us

### Telephone numbers:

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Pay Limit scheme, Fast track, Researchers and accompanying

family members to the above, +45 72 14 20 01

Information about residence permits for non-EU/EEA/Swiss citizens concerning Students, PhD, Establishment Card, Au pair, Volunteers, Working holiday and accompanying family members to the above: +45 72 14 20 02

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Positive List scheme, the Greencard scheme, Start-Up Denmark, Agriculture, Sports, specialised chefs, Trainees, Interns, Authorisation, Greenland/Faroe Islands and accompanying family members to the above: +45 72 14 20 03

Information about residence documents for EU/EEA/Swiss citizens concerning Workers, Students, Self employed, Sufficient funds/self supporting, family to EU citizens, Family reunification with a Danish citizen under EU rules, Permanent residence after the EU rules. +45 72 14 20 04

Opening hours – telephone

Monday	8.30 – 16.00
Tuesday	closed
Wednesday	8.30 – 16.00
Thursday	8.30 – 17.00
Friday	8.30 – 14.00

### Municipality Citizen Service Center (Danish: Borgerservice)

CPR number and health cards are issued by the Municipality Citizens Service Center (Danish: Borgerservice)

Addresses, telephone numbers and opening hours can be found on the municipality website [www.cityname.dk](http://www.cityname.dk) (e.g. [www.aarhus.dk](http://www.aarhus.dk))



Application for CPR number in either the municipality Citizens Service Center or in International Citizen Service

### Accident & Emergency (ambulance)

In the event of accident or life threatening situations, call 112.

### General practitioners

If you get ill and need medical assistance call your general practitioner. The GP is open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary. You find your GP's name, address and telephone number on your yellow health card.

### After-hours medical assistance

(Danish: Lægevagten)

Telephone +45 70 11 31 31

After-hours medical assistance is available 16.00 to 08.00 Monday to Friday and 24 hours a day at weekends and on public holidays. An after-hours doctor is available after GPs' practices close. Call the after-hours doctor in the event of sudden illness or if your condition worsens. You will speak to a doctor, who will decide whether or not you should attend a medical unit. In special circumstances the doctor may visit you at home or call an ambulance. You must have an appointment with the after-hours doctor to visit the after-hours medical unit, so please do not leave home without calling first!

Tourists and citizens who do not have access to their own GP can call the emergency doctor service on +45 70 11 31 31.

### Emergency room

In the event of injury, involving e.g. broken bones or severe bleeding, and need to be treated at Accident & Emergency, you must first contact a doctor. During the daytime you should call a GP. After 16.00, at weekends and

on public holidays, call an after-hours doctor on +45 70 11 31 31. The doctor will refer you to Accident & Emergency if necessary. Accident & Emergency departments are at the following locations:

- Regionshospitalet Holstebro (Open 24 hours)  
Lægårdvej 12, 7500 Holstebro
- Regionshospitalet Herning (Open 24 hours) Gammel Landevej 61, 7400 Herning
- Ringkøbing Sundhedshus (Open 08.00 to 22.00)  
Nørreport 9, 6950 Ringkøbing
- Regionshospitalet Viborg (Open 24 hours)  
Heibergs Allé 5B, 8800 Viborg
- Skive Sundhedshus (Open 08.00 to 23.00)  
Reservevej 25, 7800 Skive
- Regionshospitalet Randers (Open 24 hours)  
Skovlyvej 1, 8900 Randers
- Grenaa Sundhedshus (Open 8 am to 22.00)  
Sygehusvej 17, 8500 Grenaa
- Regionshospitalet Silkeborg (Open 24 hours)  
Falkevej 1-3, 8600 Silkeborg
- Århus Universitetshospital, Skejby (Open 24 hours), Palle Juul-Jensens Boulevard 161, entry J3 8000 Århus C
- Samsø Syge- og Sundhedshus (Open 24 hours)  
Sygehusvej 26, 8305 Samsø
- Regionshospitalet Horsens (Open 24 hours)  
Sundvej 30, 8700 Horsens

### Emergency dental service

(Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service.

Telephone number: +45 40 51 51 62.  
Booking Friday 18.00 - 19.00. Saturday, Sunday and public holidays 10.00 - 11.00 and 12.00 - 13.00

## Addresses

### Aarhus

Valdemarsgade 1D  
8000 Aarhus C

Opening hours

Friday 18.00 - 21.00

Saturday, Sunday and public holidays  
10.00 - 13.00

### Holstebro

Regionshospitalen Holstebro  
Danmarksgade 21, opgang G  
7500 Holstebro

Opening hours (for treatment)  
Saturdays, Sundays and public holidays 12.00 - 15.00

Payment: Please note, that you will be charged a fee for using the emergency dental service.

## Police

### Emergency call 112 General enquiries 114

At [www.politi.dk](http://www.politi.dk) > Contact the police.

You can:

- Report a crime
- Report lost and found
- Apply for a certificate of criminal record
- Report lost passport or identity documents

## Workindenmark

Åboulevarden 31, 1st floor  
8000 Aarhus C  
Telephone: +45 72 22 33 60

Email:

[workindenmark@workindenmark.dk](mailto:workindenmark@workindenmark.dk)  
[www.workindenmark.dk](http://www.workindenmark.dk)

Office hours:  
Monday to Thursday 9.00 - 15.00  
Friday 9.00 - 13.00

# IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

## – REGION OF SOUTHERN DENMARK (DANISH: REGION SYDDANMARK)

### International Citizen Service

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need in order to register after arrival in Denmark – The Danish Agency for International Recruitment and Integration, The Danish Tax Administration, the Municipality Citizen Service Center and the Danish Agency for Science and Higher Education.

Dannebrogsgade 3, 1st floor  
5000 Odense C  
Telephone: +45 72 20 54 20  
Email: [south@icitizen.dk](mailto:south@icitizen.dk)  
[www.icitizen.dk](http://www.icitizen.dk)

Opening hours for personal service  
Wednesday 08.30 – 12.30  
Thursday 12.00 – 16.00

Opening hours for telephone service  
Monday to Thursday 9.00 – 15.00  
Friday 9.00 – 13.00

### Service provided at International Citizen Service

Important – use our registration checklist “How to register and what to bring” on [www.icitizen.dk](http://www.icitizen.dk) > Odense

- Application for residence document (EU/EEA/Swiss citizens).
- Application for residence and work permit (non-EU/EEA/Swiss citizens). Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us)
- Application for CPR number
- Application for tax card
- Information and guidance concerning recognition of foreign diplomas and qualifications
- Information about living and working conditions in Denmark

- Information about job search seminars and e-learning courses
- Welcome to Denmark handbook
- Hotline service for both job seekers and employers

### Danish Agency for International Recruitment and Integration (SIRI)

Application for residence document (EU/EEA/Swiss citizens) and residence and work permit for Non-EU/EEA/Swiss citizens on the grounds of:

- Work
- Studies
- Person with sufficient funds (EU/EEA/Swiss citizens only)
- PhD
- Internship
- Au pair stay
- Working holiday in Denmark
- Biometrics
- Family members to EU/EEA/Swiss citizens
- Family members to Danish citizens – EU rules
- Permanent residence according to EU rules
- Re-entry permit

Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us

Address:  
Dannesbrogade 3 1.  
5000 Odense C

Open (personal service) Tuesday 12.00 – 16.00, Wednesday 8.30 – 15.00, Thursday 12.00 – 16.00

and

Skelbækvej 2  
6200 Aabenraa

Open (personal service) Monday 10.00 – 15.00, Thursday 12.00 – 17.00, Friday 10.00 – 14.00

### Telephone numbers:

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Pay Limit scheme, Fast track, Researchers and accompanying family members to the above, +45 72 14 20 01

Information about residence permits for non-EU/EEA/Swiss citizens concerning Students, PhD, Establishment Card, Au pair, Volunteers, Working holiday and accompanying family members to the above: +45 72 14 20 02

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Positive List scheme, the Greencard scheme, Start-Up Denmark, Agriculture, Sports, specialised chefs, Trainees, Interns, Authorisation, Greenland/Faroe Islands and accompanying family members to the above: +45 72 14 20 03

Information about residence documents for EU/EEA/Swiss citizens concerning Workers, Students, Self employed, Sufficient funds/self supporting, family to EU citizens, Family reunification with a Danish citizen under EU rules, Permanent residence after the EU rules. +45 72 14 20 04

Opening hours – telephone  
Monday 8.30 – 16.00  
Tuesday closed  
Wednesday 8.30 – 16.00  
Thursday 8.30 – 17.00  
Friday 8.30 – 14.00

## **Municipality Citizen Service Center (Danish: Borgerservice)**

CPR number and health cards are issued by the Municipality Citizens Service Center (Danish: Borgerservice)

Addresses, telephone numbers and opening hours can be found on the municipality website [www.cityname.dk](http://www.cityname.dk) (e.g. [www.odense.dk](http://www.odense.dk))

Application for CPR number in either the municipality Citizens Service Center or in International Citizen Service

## **Accident & Emergency (ambulance)**

In the event of accident or life threatening situations, call 112.

## **General practitioners**

If you get ill and need medical assistance call your general practitioner. The GP is open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary.

You find your GP's name, address and telephone number on your yellow health card.

## **After-hours medical assistance**

(Danish: Lægevagten)

Telephone +45 70 11 07 07

After-hours medical assistance is available 16.00 to 08.00 Monday to Friday and 24 hours a day at weekends and on public holidays. An after-hours doctor is available after GPs' practices close.

Call the after-hours doctor in the event of sudden illness or if your condition worsens. You will speak to a doctor who will decide whether or not you should attend a medical unit. In special circumstances the doctor may visit you at home or call an ambulance.

You must have an appointment with the after-hours doctor to visit the after-hours medical unit, so please do not leave home without calling first!

## **Emergency room**

In the event of injury, involving e.g. broken bones or severe bleeding, and need to be treated at Accident & Emergency, you must first contact a doctor. During the daytime you should call a GP. After 16.00, at weekends and on public holidays, call an after-hours doctor on +45 70 11 07 07. The doctor will refer you to Accident & Emergency if necessary. Accident & Emergency departments are at the following locations:

- Sydvestjysk Sygehus Esbjerg  
Finsensgade 35  
6700 Esbjerg
- Vejle Sygehus  
Kabbeltoft 25  
7100 Vejle
- Kolding Sygehus  
Skovvangen 2-8  
6000 Kolding
- Sygehus Sønderjylland  
Aabenraa Kresten Phiipsens Vej 15  
6200 Aabenraa
- Odense Universitetshospital  
Sdr. Boulevard 29  
bygning 1 – entrance is located at J.B. Winsløvsvej,  
5000 Odense C
- OUH Svendborg Sygehus  
Valdemarsgade 53,  
5700 Svendborg

## **Emergency dental service**

(Danish: tandlægevagten)

If you need dental care outside office hours, you can contact the emergency dental service.

Telephone number:  
+45 65 41 45 51.

The telephone gives information about the emergency service and opening hours.

- Odense Regionstandplejen, Heden 7, 3., 5000 Odense C  
Opening hours  
Saturdays, Sundays and public holidays 9.00 - 12.00
- Esbjerg Regionstandplejen, Sundheds huset Sct. Joseph, Nørregade 63A, 6700 Esbjerg  
Opening hours  
Saturdays, Sundays and public holidays 9.00 - 12.00

Payment: Please note, that you will be charged a fee for using the emergency dental service.

## **Police**

### **Emergency call 112 General enquiries 114**

At [www.politi.dk](http://www.politi.dk) > Contact the police.

You can:

- Report a crime
- Report lost and found
- Apply for a certificate of criminal record
- Report lost passport or identity documents

## **Workindenmark**

Dannebrogsgade 3, 1st floor  
5000 Odense C,  
Telephone: +45 72 22 33 30  
Email:

[workindenmark@workindenmark.dk](mailto:workindenmark@workindenmark.dk)  
[www.workindenmark.dk](http://www.workindenmark.dk)

Office hours:  
Monday to Thursday 9.00 - 15.00  
Friday 9.00 - 13.00



# IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

## – REGION SJÆLLAND/ZEALAND (DANISH: REGION SJÆLLAND)

### International Citizen Service

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need in order to register after arrival in Denmark – The Danish Agency for International Recruitment and Integration, The Danish Tax Administration, the Municipality Citizen Service Center and the Danish Agency for Science and Higher Education.

Gyldenløvesgade 11  
1600 Copenhagen V  
Telephone: +45 33 66 66 06  
Email: [east@icitizen.dk](mailto:east@icitizen.dk)  
[www.icitizen.dk](http://www.icitizen.dk)

Opening hours for personal service  
Monday, Tuesday and  
Wednesday 10.00 – 15.00  
Thursday 11.00 – 15.00  
Friday 10.00 – 14.00

### Service provided at International Citizen Service

Important – use our registration checklist “How to register and what to bring” on [www.icitizen.dk](http://www.icitizen.dk) > Copenhagen

- Application for residence document (EU/EEA/Swiss citizens). Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us in ICS opening hours – see checklist on [www.icitizen.dk](http://www.icitizen.dk) > Copenhagen
- Application for CPR number – Remember to fill in online application form [www.ihcph.kk.dk](http://www.ihcph.kk.dk)
- Application for tax card
- Information and guidance concerning recognition of foreign diplomas and qualifications
- Information about living and working conditions in Denmark
- Information about job search seminars and e-learning courses,

- Welcome to Denmark handbook
- Hotline service for both job seekers and employers

### Danish Agency for International Recruitment and Integration (SIRI)

Information and advice about and application for residence document (EU/EEA/Swiss citizens) and residence and work permit for Non-EU/EEA/Swiss citizens on the grounds of:

- Work
- Studies
- Person with sufficient funds (EU/EEA/Swiss citizens only)
- PhD
- Internship
- Au pair stay
- Working holiday in Denmark
- Biometrics
- Family members to EU/EEA/Swiss citizens
- Family members to Danish citizens – EU rules
- Permanent residence according to EU rules
- Re-entry permit

Address:  
Carl Jacobsen Vej 39,  
2500 Valby

Open – personal service Monday 8.30 – 16.00, Wednesday 8.30 – 17.00, Thursday 8.30 – 16.00, Friday 8.30 – 14.00

Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us

### Telephone numbers

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Pay Limit scheme, Fast track, Researchers and accompanying family members to the above, +45 72 14 20 01

Information about residence permits for non-EU/EEA/Swiss citizens concerning Students, PhD, Establishment Card, Au pair, Volunteers, Working holiday and accompanying family members to the above: +45 72 14 20 02

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Positive List scheme, the Greencard scheme, Start-Up Denmark, Agriculture, Sports, specialised chefs, Trainees, Interns, Authorisation, Greenland/Faroe Islands and accompanying family members to the above: +45 72 14 20 03

Information about residence documents for EU/EEA/Swiss citizens concerning Workers, Students, Self employed, Sufficient funds/self supporting, family to EU citizens, Family reunification with a Danish citizen under EU rules, Permanent residence after the EU rules. +45 72 14 20 04

Opening hours – telephone  
Monday 8.30 – 16.00  
Tuesday closed  
Wednesday 8.30 – 16.00  
Thursday 8.30 – 17.00  
Friday 8.30 – 14.00

### Municipality Citizen Service Center (Danish: Borgerservice)

CPR number and health cards are issued by the Municipality Citizens Service Center (Danish: Borgerservice)

Addresses, telephone numbers and opening hours can be found on the municipality website [www.cityname.dk](http://www.cityname.dk) (e.g. [www.roskilde.dk](http://www.roskilde.dk))

Application for CPR number in either the municipality Citizens Service Center or in International Citizen Service

## Accident & Emergency (ambulance)

In the event of accident or life threatening situations, call 112.

## General practitioners

If you get ill and need medical assistance call your general practitioner. The GP is open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary.

You find your GP's name, address and telephone number on your yellow health card.

## After-hours medical assistance

Telephone +45 70 15 07 00

After-hours medical assistance is available 16.00 to 08.00 Monday to Friday and 24 hours a day at weekends and on public holidays. An after-hours doctor is available after GPs' practices close.

Call the after-hours doctor in the event of sudden illness or if your condition worsens. You will speak to a doctor who will decide whether or not you should attend a medical unit. In special circumstances the doctor may visit you at home or call an ambulance. You must have an appointment with the after-hours doctor to visit the after-hours medical unit, so please do not leave home without calling first!

## Acute illness or injury

In the event of acute illness or injury, you must call first. Weekdays from 8.00 to 16.00 – call your General practitioner (GP). You find your GP's name and number on your yellow health card. On weekdays from 16.00 to 8.00, at weekends and on public holidays – call the emergency doctor service (Danish: Lægevagten) on +45 70 15 07 08.

The emergency doctor service will refer you to Accident & Emergency if necessary.

Tourists and citizens who do not have access to their own GP can call the emergency doctor service on +45 70 11 31 31.

Accident & Emergency departments are at the following locations:

- Holbæk Sygehus,  
Smedelundsgade 60, entrance A,  
4300 Holbæk  
Monday-Friday 16.00 - 24.00,  
weekends and public  
holidays 8.00 - 24.00
- Kalundborg Sygehus,  
Nørre Allé 27, entrance 2,  
4400 Kalundborg Limited  
opening hours
- Køge Sygehus.  
Lykkebækvej 1,  
4600 Køge.  
Monday-Friday 16.00 - 24.00,  
weekends and public  
holidays 8.00 - 24.00
- Nakskov Sygehus.  
Hoskiærsvvej 17,  
4900 Nakskov.  
Limited opening hours
- Nykøbing F. Sygehus  
Fjordvej 15, 4800 Nykøbing F.  
Monday-Friday 16.00 - 24.00,  
weekends and public  
holidays 8.00 - 24.00,
- Næstved Sygehus,  
Ringstedgade 29A, 4700  
Næstved. Limited opening hours
- Odsherred Sundhedscenter.  
Sygehusvej 5, 4500 Nykøbing  
Sj. Open Monday-Friday 14-22  
and weekends 10 - 20
- Roskilde Sygehus, Sygehusvej 10,  
4000 Roskilde Monday-  
Friday 16.00 - 24.00, weekends  
and public holidays 8.00 - 24.00
- Slagelse Sygehus, Ingemannsvej  
18, entrance 18, 4200  
Slagelse Monday-Friday  
16.00 - 24.00, weekends and  
public holidays 8.00 - 24.00.

## Emergency dental service

(Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service. Telephone +45 29 60 01 11 (weekends and public holidays between 9.30 and 11.30)

- Slagelse  
Region Sjællands Tandpleje  
Æblehaven 2, 4200 Slagelse  
Opening hours: Saturdays, Sundays  
and public holidays: 11.00 - 13.00
- Guldborgsund  
Guldborgsund Tandpleje,  
Nørregade 21 B, 4800 Nykøbing F,  
Opening hours: Saturdays, Sundays  
and public holidays: 11.00 - 12.00

Payment: Please note, that you will be charged a fee for using the emergency dental service.

## Police

### Emergency call 112 General enquiries 114

At [www.politi.dk](http://www.politi.dk) > Contact the police.

You can:

- Report a crime
- Report lost and found
- Apply for a certificate  
of criminal record
- Report lost passport or  
identity documents

## Workindenmark

Jobseekers and employers from Region Sjælland/Zealand are served by Workindenmark in Copenhagen.

Workindenmark  
Gyldenløvesgade 11, 1st floor  
1600 Copenhagen V  
Telephone: +45 72 22 33 00  
Email:  
[workindenmark@workindenmark.dk](mailto:workindenmark@workindenmark.dk)  
[www.workindenmark.dk](http://www.workindenmark.dk)

Office hours:  
Monday to Wednesday 10.00 - 15.00  
Thursday 11.00 - 15.00  
Friday 10.00 - 14.00

# IMPORTANT TELEPHONE NUMBERS AND ADDRESSES

## – REGION CAPITAL OF DENMARK (DANISH: REGION HOVEDSTADEN)

### International Citizen Service

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need in order to register after arrival in Denmark – The Danish Agency for International Recruitment and Integration, The Danish Tax Administration, the Municipality Citizen Service Center and the Danish Agency for Science and Higher Education.

Gyldenløvesgade 11,  
1600 Copenhagen V  
Telephone: +45 33 66 66 06  
[east@icitizen.dk](mailto:east@icitizen.dk)  
[www.icitizen.dk](http://www.icitizen.dk)

Opening hours for personal service

Monday, Tuesday and	
Wednesday	10.00 – 15.00
Thursday	11.00 – 15.00
Friday	10.00 – 14.00

### Service provided at International Citizen Service

- Application for residence document (EU/EEA/Swiss citizens). Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us in ICS opening hours on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us)
- Application for CPR number – Remember to fill in online application form [www.ihcph.kk.dk](http://www.ihcph.kk.dk)
- Application for tax card
- Information and guidance concerning recognition of foreign diplomas and qualifications
- Information about living and working conditions in Denmark
- Information about job search seminars and e-learning courses,
- Welcome to Denmark handbook

- Hotline service for both job seekers and employers

Important – use our registration checklist “How to register and what to bring” on [www.icitizen.dk](http://www.icitizen.dk) > Copenhagen

### Danish Agency for International Recruitment and Integration (SIRI)

Information and advice about and application for residence document (EU/EEA/Swiss citizens) and residence and work permit for Non-EU/EEA/Swiss citizens on the grounds of:

- Work
- Studies
- Person with sufficient funds (EU/EEA/Swiss citizens only)
- PhD
- Internship
- Au pair stay
- Working holiday in Denmark
- Biometrics
- Family members to EU/EEA/Swiss citizens
- Family members to Danish citizens – EU rules
- Permanent residence according to EU rules
- Re-entry permit

Address:  
Carl Jacobsen Vej 39,  
2500 Valby

Open – personal service Monday 8.30 – 16.00, Wednesday 8.30 – 17.00, Thursday 8.30 – 16.00, Friday 8.30 – 14.00

Remember to book an appointment on [www.newtodenmark.dk](http://www.newtodenmark.dk) > Contact us

If you are located in Bornholm, you can submit your application for EU residence to the Police in Rønne

### Telephone numbers:

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Pay Limit scheme, Fast track, Researchers and accompanying family members to the above, +45 72 14 20 01

Information about residence permits for non-EU/EEA/Swiss citizens concerning Students, PhD, Establishment Card, Au pair, Volunteers, Working holiday and accompanying family members to the above: +45 72 14 20 02

Information about residence permits for non-EU/EEA/Swiss citizens concerning the Positive List scheme, the Greencard scheme, Start-Up Denmark, Agriculture, Sports, specialised chefs, Trainees, Interns, Authorisation, Greenland/Faroe Islands and accompanying family members to the above: +45 72 14 20 03

Information about residence documents for EU/EEA/Swiss citizens concerning Workers, Students, Self employed, Sufficient funds/self supporting, family to EU citizens, Family reunification with a Danish citizen under EU rules, Permanent residence after the EU rules. +45 72 14 20 04

Opening hours – telephone

Monday	8.30 – 16.00
Tuesday	closed
Wednesday	8.30 – 16.00
Thursday	8.30 – 17.00
Friday	8.30 – 14.00

### Municipality Citizen Service Center (Danish: Borgerservice)

CPR number and health cards are issued by the Municipality Citizens Service Centre (Danish: Borgerservice).



Addresses, telephone numbers and opening hours can be found on the municipality website [www.cityname.dk](http://www.cityname.dk) (e.g. [www.frederiksberg.dk](http://www.frederiksberg.dk))

Application for CPR number in either the municipality Citizens Service Center or in International Citizen Service

### Accident & Emergency (ambulance)

In the event of accident or life threatening situations, call 112.

### General practitioners

If you get ill and need medical assistance call your general practitioners. GPs are open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary.

You find your GP's name, address and telephone number on your yellow health card.

### After hours medical assistance

If you are in doubt call the Capital Region help line – dial +45 1813 (open 24 hours). The +45 1813 help line is staffed with specially trained nurses, who will be able to tell you at once what to do next: whether to contact your doctor (GP) or go to your local emergency department or in urgent care clinic. In case of the latter, you will also be told the address of the clinic with the shortest wait.

The help line is staffed round the clock, 365 days a year.

### Emergency room

In the event of injury, involving e.g. broken bones or severe bleeding, and need to be treated at Accident & Emergency, you must first contact a doctor. During the daytime you should call a GP. After 16.00, at weekends and on public holidays, call help line +45 1813. The doctor will

refer you to Accident & Emergency if necessary.

Accident & Emergency departments are at the following locations:

- Amager Hospital (7.00 – 22.00), Italiensvej 1, 20, 2300 Copenhagen S
- Bispebjerg Hospital (Open 24 hours), Bispebjerg Bakke 23 – 7C 2400 Copenhagen NV
- Bornholms Hospital (Open 24 hours) Ullasvej 8, 3700 Rønne
- Frederiksberg Hospital (7.00 – 22.00), Nordre Fasanvej 57 – Road 2, entrance 3A2000 Frederiksberg
- Frederikssund Hospital (7.00 – 22.00), Frederikssundsvej 30, 3600 Frederikssund
- Gentofte Hospital (7.00 – 22.00), Gentofte Hospitalsvej 19, 2900 Hellerup
- Glostrup Hospital (7.00 – 22.00), Valdemar Hansens Vej 1, 2600 Glostrup
- Herlev Hospital (Open 24 hours), Borgmester Ib juuls Vej 1, 2730 Herlev
- Hillerød Hospital (Open 24 hours), Dyrehavevej 29, door 1, 3400 Hillerød
- Hvidovre Hospital (Open 24 hrs.) Kettegård Allé 30, 2650 Hvidovre

### Emergency dental service

(Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service.

- Copenhagen (København) Oslo Plads 14, 2100 Copenhagen (near Østerport Station)  
Opening hours  
Monday – Friday 20.00 – 21.30  
Saturday, Sunday and public holiday 10.00 – 12.00

and 20.00 – 21.30  
24th and 31st  
of December: 9.00 – 14.00  
Contact: Show up in person

- North Zealand (Nordsjælland) Carlsbergvej 13, 3400 Hillerød  
Opening hours:  
Monday–Friday: 18.00 – 19.00  
Saturdays, Sundays and public holidays: 9.00 – 10.00 and 18.00 – 19.00

For appointments call +45 70 25 00 41

- Bornholm. The emergency dental service is open Saturdays, Sundays and public holidays 10.00 – 10.30. For appointments call +45 21 17 41 47

Payment: Please note, that you will be charged a fee for using the Emergency Dental Service.

### Police

#### Emergency call 112 General enquiries 114

At [www.politi.dk](http://www.politi.dk) > Contact the police.

You can:

- Report a crime
- Report lost and found
- Apply for a certificate of criminal record
- Report lost passport or identity documents

### Workindenmark

Gyldenløvesgade 11, 1st floor  
1600 Copenhagen V  
Telephone: +45 72 22 33 00  
Email:

[workindenmark@workindenmark.dk](mailto:workindenmark@workindenmark.dk)  
[www.workindenmark.dk](http://www.workindenmark.dk)

Office hours: Monday to  
Wednesday 10.00 – 15.00  
Thursday 11.00 – 15.00  
Friday 10.00 – 14.00







# FIND YOUR NEXT EMPLOYEE ABROAD

Is your company having difficulties finding an employee with the right skill set in Denmark? Workindenmark can help you find qualified candidates abroad – and give them a good start in Denmark.



For some companies, recruiting international staff has become common practice. For others, it's new ground. Workindenmark is here to help.

Workindenmark has extensive experience in helping companies of all sizes finding the right match.

Drawing on our pool of highly skilled international candidates, we can connect you with the people that have the right kind of qualifications and could fit right in with your company.

We focus on attracting and recruiting highly skilled candidates from abroad and match more than 6.000 international candidates with Danish companies each year.

Workindenmark offers to:

- Make your vacancies visible to international candidates
- Attract suitable international candidates
- Provide relevant information on international recruitment at [www.workindenmark.dk](http://www.workindenmark.dk)
- Assist in the recruitment process

## WORKINDENMARK CAN GET YOU OFF TO A GOOD START

### Workindenmark can help you recruit highly qualified international staff.

Our recruitment services include:

- Posting your vacancies on [www.workindenmark.dk](http://www.workindenmark.dk)
- Presenting your vacancies at relevant European job fairs.
- Contacting suitable candidates and drawing their attention to the vacancies at your company
- Presenting you to qualified profiles from our CV bank

We work closely with other authorities to make sure all the paperwork is taken care of when the new employee arrives in Denmark.

Workindenmark is part of the International Citizen Service. Other partners are the Citizen Service (Danish: Borgerservice), the tax authorities, the Danish Agency for International Recruitment and Integration and the Danish Agency for Higher Education.

### We offer

- Help with all the necessary paperwork through the International Citizen Service (ICS) offices in Copenhagen, Aarhus, Odense and Aalborg. Learn more at [www.icitizen.dk](http://www.icitizen.dk)
- Advice about application procedures (work permit, CPR number, tax card etc.)

- A Welcome to Denmark handbook with relevant and practical information about living and working in Denmark.
- A hotline service with Danish and English speaking staff

### We assist jobseekers in finding a job in Denmark

- Job search seminars
- Tips for your job search
- Jobsites
- How to write a targeted CV and application
- CV templates
- Prepare for the job interview

## PROFESSIONAL AND EFFICIENT SERVICE

Workindenmark is a public service that gives you access to:

- Staff with extensive experience and expertise in international recruitment of highly skilled employees from abroad
- An internet portal for companies and job seekers, which gathers all the information you need on international recruitment and job seeking in Denmark
- A CV bank with international candidates' profiles
- A job bank where you can post vacancies to an international audience
- A network of 1,000 recruitment consultants from all over Europe, who collaborate through the European Employment Service, EURES
- A hotline service with Danish, English and Polish-speaking staff

Get in touch to learn more about our services – or visit

[www.workindenmark.dk](http://www.workindenmark.dk)

[www.workindenmark.dk](http://www.workindenmark.dk) > Employer

**WORK IN  
DENMARK**

# WORKINDENMARK IS PART OF EURES (EUROPEAN EMPLOYMENT SERVICE)



*Workindenmark is part of EURES*

EURES is an organized network of public employment services and other partner organizations in the EU/EEA countries, offering recruitment services, information, guidance and advice to mobile workers about job opportunities, as well as living and working conditions in the European Economic Area.

More than 1.000 EURES Advisers in 30 European countries are ready to assist employers and job seekers.

## WORK IN DENMARK

Workindenmark is a professional public service available to any company that needs help finding highly skilled staff from abroad. We work closely with large, global companies and small companies that are just about to go international.

Our aim is to make it faster and easier for private companies and public organisations to find the staff they need – and make sure that both parties benefit from the match.

Workindenmark is a company that operates under the Ministry of Employment.

### Workindenmark West

Åboulevarden 31, 1st floor  
8000 Aarhus C  
Telephone +45 72 22 33 60

[workindenmark@workindenmark.dk](mailto:workindenmark@workindenmark.dk)

#### Office hours:

Monday – Wednesday	9.00 – 15.00
Thursday	9.00 – 17.00
Friday	9.00 – 13.00

### Workindenmark South

Dannebrogsgade 3, 1st floor  
5000 Odense C  
Telephone +45 72 22 33 30

[workindenmark@workindenmark.dk](mailto:workindenmark@workindenmark.dk)

#### Office hours:

Monday – Thursday	9.00 – 15.00
Friday	9.00 – 13.00

### Workindenmark East

Gyldenløvsgade 11, 1st floor  
1600 Copenhagen v  
Telephone +45 72 22 33 00

[workindenmark@workindenmark.dk](mailto:workindenmark@workindenmark.dk)

#### Office hours:

Monday – Wednesday	10.00 – 15.00
Thursday	11.00 – 15.00
Friday	10.00 – 14.00





# **WELCOME TO DENMARK**

**USEFUL INFORMATION  
WHICH WILL MAKE IT EASIER  
FOR YOU TO SETTLE INTO  
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