



WORK IN DENMARK

Welcome!
We appreciate your
interest in Denmark

Welcome to Denmark – useful information
which will make it easier for you to settle into
your professional and private life in Denmark



WORKINDENMARK.DK

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, 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 – don't hesitate to contact us. We are there to help you.

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

Workindenmark



Welcome – We appreciate your interest in Denmark

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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, OECD studies have concluded that Danes are very contented people.





Danes prioritize time with the family during their leisure time.

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 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 in full swing 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. The Swedes say that these informal Danes are unassuming, humorous, cheerful and jovial folks always likely to say, "Things will work out", but that they are 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 immediately 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"

Facts about Denmark

- Monarchy – Queen Margrethe II
- Representative democracy
- 5,5 mill. inhabitants
- 43.000 km² – more than 400 islands, 7.300 km. coastline
- Official language – Danish
- Currency: Danish Krone (DKK) 1 Krone = 100 øre 1 € = 7,45 DKK
- 98 municipalities and 5 regions
- 75% of all 16 to 64 years old Danes have a job
- 73% of all women and 78% of all men work
- 72% of all employees are member of an union and 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

Danish, a person must above all master the Danish language.

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 Da-nish 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 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 in Denmark. Even if you find the Danish traditions and ways of behaviour strange don't 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 studio
- At the theatre
- At the swimming baths, indoor swimming pools, beaches

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

First steps in Denmark

Check List – 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 check list mainly refers to people who signed an employment contract with a Danish company and who will have residency in Denmark.

In general it is advisable to bring:

- Passport/national ID card with photo
- Passport photo
- Marriage certificate if you are married. You must bring the marriage certificate, even if your partner is not accompanying you. Optional: divorce certificate/death certificate (widow(er)). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years. Only certificates in English/German/Scandinavian languages are accepted.
- The blue European health card
- Medical card
- Driving license
- Educational certificates
- Vehicle papers if you bring vehicles
- Work- and residence permit from the Danish immigration authorities (non-EU/EEA citizens only)

☐ Residence certificates and work permit in Denmark

- Nordic citizens: You are free to reside and work in Denmark without residence certificate.
- EU/EEA Citizens: Apply for residence certificate at International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen or at the State Administration (*Danish: Statsforvaltningen*)
- Non-EU Citizens: Apply for a residence and work permit prior to start working in Denmark at the immigration service in Denmark or to a Danish representation (embassy or consulate) in your home country

More information in chapter ["Register as a citizen in Denmark"](#)

☐ Social security and personal registration number "CPR number"

Everybody who is planning to stay in Denmark for more than 3 months must register for at 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 include your CPR number will be sent to you by post.

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.

More information in chapter ["Register as a citizen in Denmark"](#)

☐ Tax Centre (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 04.063EN

More 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).

More information in chapter ["Bank"](#)

☐ Unemployment insurance

Unlike many other countries, unemployment insurance in Denmark is voluntary and you are not automatically covered through your employer. Thus, you are not automatically insured against unemployment.





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*). More information in chapter "[Unemployment insurance](#)"
- Life insurance (*Danish: Livsforsikring*)
- Legal protection insurance (*Danish: Retshjælpforsikring*)
- Car insurance (*Danish: Bilforsikring*) – optional
- Dog insurance (*Danish: Hundeforsikring*) – optional

More information in chapter "[Private insurance](#)"



Digital post

Digital Post is your online mailbox for post from public authorities. (tax, pension etc.)

More information in chapter "[Digital Post](#)"

Danish Language

According to the Danish Educational Act, all newcomers in Denmark are entitled to free of charge Danish lessons when you have a CPR number.

More 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.

More information in chapter "[Bringing your private vehicle to Denmark](#)"

Driver's license

Driver's licenses issued within the EU is valid in Denmark

Driver's license issued in a non-EU country may be valid in Denmark

More information in chapter "[Driving license](#)"



Media licenses

You are legally obligated to register with "DR Licens" 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, whether you own, lease or borrow your appliances.

More information in chapter "[Radio and television fees](#)"

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

More information in chapter "[Register as a citizen in Denmark – International Citizen Service](#)"

Important notice: Please remember to put your name on your front door/mail box.



If you work in Denmark less than 3 months

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

1. Work- and residence permit
2. Tax
3. Social security
4. Bank account, insurance etc.

Nordic Citizens

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

You are not entitled to be enrolled in the Danish health insurance system if you stay in Denmark for less than 3 months. Make sure you are covered either with an insurance from your home country or insure yourself with a private insurance in Denmark.

You must have a tax card, even by short term work.

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 form 04.063

(www.skat.dk > English flag > Individuals > Coming to Denmark).

If you have completed the form in full and attached or enclosed the documents required, you will receive a preliminary income assessment (*Danish: forskudsopgørelse*) within 2 weeks. 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.

EU Citizens

As EU Citizen you may freely enter Denmark to work. If you work in Denmark less than 3 months you do not need a residence permit. The only thing you have to do is to register at the tax authorities (*Danish: SKAT*).

You are not entitled to be enrolled in the Danish health insurance system if you stay in Denmark for less than 3 months. Make sure you are covered either with an insurance from your home country or insure yourself with a private insurance in Denmark.

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 form 04.063 (www.skat.dk > English flag > Individuals > Coming to Denmark). If you have completed the form in full and attached or enclosed the documents required you will receive a preliminary income assessment (*Danish: forskudsopgørelse*) within 2 weeks. 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.



Non-EU citizens

As a Non-EU citizen you need a work- and residence permit before you start working. You must submit your application for work and residence permit to the immigration authorities 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 short term employees to get a residence and work permit in Denmark. Further information at www.newtodenmark.dk

You are not entitled to be enrolled in the Danish health insurance system if you stay in Denmark for less than 3 months. Make sure you are covered either with an insurance from your home country or insure yourself with a private insurance in Denmark.

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 form 04.063 (www.skat.dk > English flag > Individuals > Coming to Denmark).

If you have completed the form in full and attached or enclosed the documents required you will receive a preliminary income assessment (Danish: *forskudsopgørelse*) within 2 weeks. 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.



A job in Denmark will give you access to free of charge medical help

Bank, insurance etc.

Your employer will need a bank account in order to be able 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 employers occupational accident insurance held by your employer, but only in the hours you are working. In your spare time you will have to consider a private household and liability insurance and an accident insurance (more information in chapter "Private insurance"). You may have insurance from your home country – if not, it is recommended to insure yourself in Denmark.

Driving license

If you are not resident in Denmark you can use your driving license from your home country when driving in Denmark.



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. Work- and residence permit
2. Tax
3. Social security
4. Bank account, insurance etc.

Step 1. Work permit:

Cross-border workers from Nordic- and EU countries do not need a work permit in Denmark.

Non-EU citizens need a work permit *before* start working. You must submit your application for work permit to the immigration service in Denmark or to a Danish representation (embassy or consulate) in your home country.

Step 2. Tax:

Cross-border workers are limited tax payers in Denmark, which means that you in most cases must pay tax of the income earned 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 > English flag > Individuals > Coming to Denmark). If you have completed the form in full and attached or enclosed the documents required you will receive a preliminary income assessment (*Danish: forskudsopgørelse*) within 2 weeks. 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.



Step 3. Social security - Citizens Service Centre

(*Danish: Borgerservice*)

As a cross-border worker you have a right to health insurance scheme 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.

In order to be enrolled you must register at the Citizens Service Centre as soon as you start working in Denmark. The Citizens Service Centre in the municipality where you work will issue a special health card (*Danish: særligt sundhedskort*). You must ask for a form E106 (PD S 1). You must bring the form to the health insurance authority in your home country and ask them to sign it. Your family will be covered via E106. The form must then be returned to the Danish Citizen Service Centre. You will be given a medical doctor, who you should get in contact with in case of illness or accident.

Required documents:

- Your work contract – incl. your individual Tax number (the 10 digit number)
- Your pay slip



SKAT

Step 4. Bank, insurance etc.

Your employer will need a bank account in order to be able 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 re-funds.

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

Insurance

When you work for a Danish employer you are covered by the employers 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.

Driving 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 don't have to do anything.

If you return to your home country once a week it is recommended to apply for permission to drive your foreign registered vehicle in Denmark – use form 21.059 from www.skat.dk > English flag > Individuals > Coming to Denmark > Bringing a vehicle with foreign number plates to Denmark. 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.

If you do not return on a daily or weekly basis you must apply for permission to drive your foreign registered vehicle in Denmark – use form 21.059 from www.skat.dk. Apply as soon as you start working in Denmark. Until you get your



Get free of charge advice on drivers' license and other questions that may arise.

permission, you must bring the application whenever you drive in Denmark. Remember always to keep the permission in your car. 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.

Most cross-border workers in Denmark are from Sweden and Germany.

On www.oresunddirekt.dk (in Danish and Swedish only) you find more information concerning cross-border workers between Denmark and Sweden.

On www.eures-kompas.eu and www.pendlerinfo.org (in Danish and German only) you find more information concerning cross-border workers between Denmark and Germany.

More information concerning tax:

In English: www.skat.dk > English flag > Individuals > Coming to Denmark.

oresunddirekt.com



If you work in Denmark for more than 3 months

Nordic Citizens

Citizens from Finland, Iceland, Norway and Sweden may enter Denmark without any restriction to reside, study or work. You do not need a residence permit, but must register your address with the Danish Personal Register (Danish: Folkeregister) and must have a tax card. With the registration you get a personal registration number (CPR number) and a health card.

EU Citizens

Citizens from an EU/EEA country can take up residence in Denmark if you are planning to stay in Denmark for more than 3 months and:

1. Have found a job in Denmark or
2. Start studying in Denmark or
3. Have sufficient resources to support yourself financially or
4. Is a self-employed person or
5. Is a family member to one of the above mentioned groups.

You may enter Denmark and start working in Denmark without a registration, but it is recommended that you apply for the EU residence certificate as soon as you come to Denmark. After you have obtained an EU residence certificate you must register your address with the Danish Personal Register. With the registration you get a personal registration number (CPR number) and a health card. As soon as you have your CPR number you must apply for a tax card.

Non-EU Citizens

If you are a citizen from a country outside the EU/EEA, it is essential that you have been granted a work and residence permit before you start working. Applications for work and residence 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 form and guidelines may be found on the Danish immigration service's website www.newtodenmark.dk.

After you have obtained a work- and residence permit, you must register your address with the Danish Personal Register. With the registration you get a personal registration number (CPR number) and a health card. As soon as you have your CPR number you must apply for a tax card.

You can register in two ways: Either by using the fast track - International Citizen Service in Copenhagen, Aarhus, Aalborg or Odense or by visiting the different authorities needed one by one.



International Citizen Service

– www.icitizen.dk

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 immigration service (work- and residence permit), the Danish Tax and Customs administration – SKAT, the State Administration (registration certificate), the local municipal administration (Personal registration number and health card) and Workindenmark. In most cases the foreign employee only need to visit International Citizen Service in order to get the paperwork done and find answers to possible questions.



What to bring when you register at the International Citizen Service

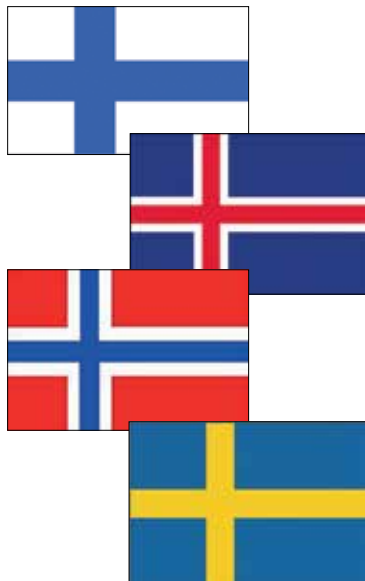
Nordic citizens

You must register for a personal registration number and a tax card.

Please bring:

- Passport/ID card
- Nordic CPR number
- Marriage certificate if you are married. You must bring the marriage certificate, even if your partner is not accompanying you. Optional: divorce certificate/death certificate (widow(er)). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years. Only certificates in English/German/Scandinavian languages are accepted.
- A proof of your address in Denmark (e.g. rental contract, letter from landlord)
- Tax form 04.063 (can be found on www.skat.dk > write 04.063 in the search field - choose language).

In order to register for a CPR number, you must have an address in Denmark. You must attend in person at the International Citizen Service.



EU/EEA citizens

You must register for a residence certificate, a personal registration number (CPR) and a tax card. Citizens from an EU/EEA country can take up residence in Denmark if you are planning to stay in Denmark for more than 3 months and:

1. Have found a job in Denmark or
2. Start studying in Denmark or
3. Have sufficient resources to support yourself financially or
4. Is a self-employed person or
5. Is a family member to one of the above mentioned groups.

For the residence certificate, please use form OD1 - the form can be found on www.statsforvaltningen.dk > EU residence > Application. Each family member older than 18 years must fill in form OD1.

Please bring:

- Passport/ID card with photo
- One passport photo
- A proof of your address in Denmark (e.g. rental contract, letter from landlord)
- Marriage certificate if you are married. You must bring the marriage certificate, even if your partner is not accompanying you. Optional: divorce certificate/death certificate (widow(er)). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years. Only certificates in English/German/Scandinavian languages are accepted.



- Documentation for the basis on which you apply for registration:
Workers: Work contract or Declaration by the Employer (Appendix A in form OD1). Please note, that you must register within one month from the day your employer have signed the work contract/the Declaration by the employer.
Students: Documentation for enrolment
Family member: Marriage certificate, birth certificates for accompanying children
Sufficient Funds: e.g. bank statement (not older than 14 days), declaration of support or other proof that you are able to support yourself financially. please note, that if another person is willing to assume responsibility for your subsistence, this person must fill in a declaration about support. The declaration must be signed by personal appearance or in front of a notary public.
Self-employed: proof of registration at the Danish Commerce and Companies Agency, budget for the 1st year of operation made by a certified accountant, registration at the tax authorities.
- Tax form 04.063 (can be found on www.skat.dk > write 04.063 in the search field - choose language).

You attend in person at the International Citizen Service. In order to register for a CPR number, you must have an address in Denmark.



Non-EU/EEA citizens

Citizens from Non-EU/EEA countries must apply for a work- and residence permit before arrival in Denmark. Each family member must have a residence permit. After arrival in Denmark, you must register for a personal registration number (CPR) and a tax card. In order to be registered for a CPR number, you must have an address in Denmark.

Please bring:

- Your work- and residence permit from the Danish Agency for Labour Market and Recruitment.
- Passport/ID card
- 2 passport photos
- A proof of your address in Denmark (e.g. rental contract, letter from landlord)
- Marriage certificate if you are married. You must bring the marriage certificate, even if your partner is not accompanying you. Optional: divorce certificate/death certificate (widow(er)). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years. Only certificates in English/German/Scandinavian languages are accepted.
- Tax form 04.063 (can be found on www.skat.dk > write 04.063 in the search field - choose language).

You must attend in person at the International Citizen Service. In order to register for a CPR number, you must have an address in Denmark.

Further information at www.icitizen.dk

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

- Job search in Denmark
- Finding a job for your partner
- Student jobs 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
- Danish driver's license
- Study and career
- Schooling
- Day-care for children
- Network and social activities in your area

Danish companies can also get help and guidance with regard to recruitment and retention of foreign employees.



The blue European Health Insurance Card

From August 1, 2014 the yellow Health Insurance Card will no longer cover as 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 take out travel insurance at your insurance agency.

The blue European Health Insurance Card is ordered for free at www.lifeindenmark.dk > Coming to Denmark > Healthcare > Self service "Bestil EU-sygesikringskortet – det blå kort". 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 personal "Nem-ID" login. If you, in the case of special circumstances, are not able to order the blue card online, your local Citizen Service Center (Borgerservice) must provide possibility for you to apply for the blue card in a different way.

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 your local Citizen Service Centre.



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

International Citizen Service North

Aalborghus Slot
Slotspladsen 1
9000 Aalborg
Phone: +45 72 56 89 20
Mail: north@icitizen.dk

Office hours:

Tuesday	11.00 – 15.00
Thursday	13.00 – 17.00

International Citizen Service

West

Nordhavnsvej 4-6
8000 Aarhus C
Phone: +45 72 22 33 75
Mail: west@icitizen.dk

Office hours:

Thursday	13.00 – 17.00
Friday	9.00 – 13.00

International Citizen Service South

Dannebrogsgade 3, 1
5000 Odense C
Phone: +45 72 20 54 20
Mail: south@icitizen.dk

Office hours:

Tuesday	12.00 – 16.00
Thursday	12.00 – 16.00

International Citizen Service East

Gyldenløvesgade 11
1600 København V
Phone: +45 33 66 66 06
Mail: east@icitizen.dk

Office hours:

Monday, Tuesday and Wednesday	10.00 – 15.00
Thursday	11.00 – 15.00
Friday	10.00 – 14.00



Working in Denmark

Working Conditions in Denmark

Danes loves their job – Danes have the highest job satisfaction rating in Europe.

37 hours work week, 5 + 1 weeks paid vacation combined with flexible working hours, at many work places emphasises a good work-life balance.

The general work conditions are:

- 37 hour work week
- 5 + 1 weeks paid holiday pr. year (after one year of work in Denmark)
- Salary also paid during illness
- Full payment for the first 2 days if you need to stay at home with your ill child

The Danes have the highest job satisfaction in Europe.

Working hours

The standard working week in Denmark is 37 hours split over 5 days. The primary working hours are Monday-Friday from 06:00 – 18:00. 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.



At least five weeks holiday per year and up to 37 hours work per week (leaves a great deal of spare time).

Terms of notice

The employee's and employer's terms of notice must also be included in the employment contract.

If the employee is covered by a *collective agreement*, the terms of notice are typically stipulated by this agreement.

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 are regulated by law.

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 illness 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 > click on 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 5 weeks' holiday.

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

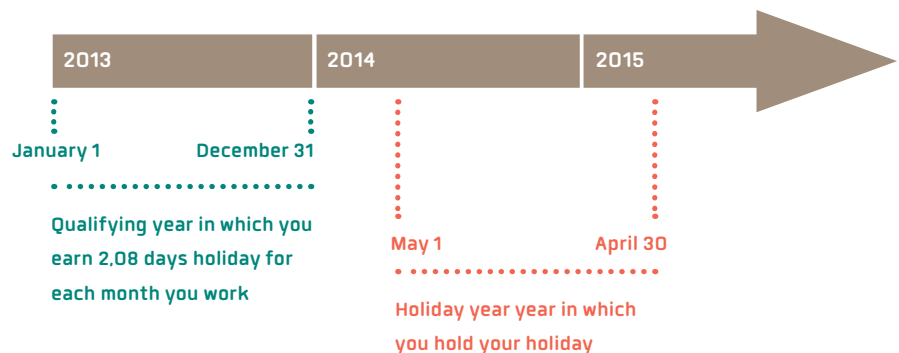
Qualifying year

The qualifying year runs from 1 January to 31 December. For every month you work in Denmark you earn 2.08 days of holiday. If you work 12 months in Denmark you earn $12 \times 2.08 = 25$ days with holiday pay/salary. If you have only worked for part of the year, e.g. six months, you have earned the right to $6 \times 2.08 = 12.5$ days of holiday with holiday pay/salary.



Holiday year

The holiday year starts on May 1 and ends on April 30. Normally, holiday dates are mutually agreed between the employer and the employee. All employees have the right to three weeks' uninterrupted holiday in the period May 1 – September 30 (primary holiday). Notice of this holiday must be given 3 months in advance; notice of other holidays must be given 1 month in advance



Holiday pay

If you are paid monthly, your holiday pay will usually take the form of salary plus a holiday supplement of typically 1% of the qualifying salary from the previous calendar year. 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 off you take.

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 they leave – more information on www.lifeindenmark.dk > Living in Denmark > Work > Holiday pay from Ferie Konto

Tax

Everyone working in Denmark pays income tax and needs an income tax card. The income tax card is issued by the tax authority (*Danish: SKAT*) based on the information you give on form 04.063 (www.skat.dk > English flag > Individuals > Coming to Denmark)

The income tax card is electronic, and it will be sent directly to your employer by the tax office. 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. Base tax (*Danish: Bundskat*)
2. Upper 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*)
7. Indirect tax – VAT (*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 2009, taxation came to 48.2 percent of the GDP, 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-subsidised 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 on www.skat.dk > English.

Addresses, telephone numbers and openings 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 2014 and that changes 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 the tax authorities generates a preliminary tax card for the coming year. The preliminary tax card is based on your expected income and deductions from form 04.063 (www.skat.dk > English flag > Individuals > Coming to Denmark). Please make sure to give your annual income as accurately as possible. Should your income change significantly in the course of the year, you can have the information on the tax card changed at any time. Since recently, this is no longer sent out in paper form, but is kept on file in your electronic tax file at SKAT (www.skat.dk). You can view this on your PC using your EasyID (Danish: *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 are unable to provide a tax card when you are paid for the first time, your employer has to deduct 55 percent 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 in the number 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 or by phone or via a tax return form.

You can submit your tax return online via e-tax (TastSelv).

Forskudsopgørelse

SKAT **2015** **Forskudsopgørelse**

Ægtefællens personnummer		Personnummer	
Skattekommune			
Københavns Kommune			
Skatteprocent	Sundhedsbidrag	Kommune	Kirke
	4,00	23,80	0,80
Personfradrag	Kørselsdato		
43 400	28.11.2014		
Telefonnummer	Kontaktadresse		
7222 1818	www.skat.dk/kontakt		
	Webadresse		
	www.skat.dk		

Resultat af forskudsopgørelsen					Gyldigt fra	Trækprocent
Samlet forskudsskat efter grøn check er beregnet til					01.01.2015	37
Hovedkort/	Pr. dag	Pr. uge	Pr. 14 dage	Pr. måned		
Bikort	0	0	0	0		
B-skat mv.	Samlet årlig opkrævning	Rater	Ratebeløb	Forfaldent beløb	Kørselsdato	
		1 - 10			26.11.2014	

Indbetalingskort vedrørende B-skat mv. for rate 1 til rate 10 fremsendes.

Tidligere opkrævninger vedr. B-skat mv. for rate 1 til rate 10 annulleres herved.

Opgørelse af indkomst	Før AM-bidrag	AM-bidrag	Efter AM-bidrag
Personlig indkomst			
#Overskud af virksomhed/udlejningsejendom			
Renteindtægter vedr. virksomhed			
Kapitalafkast			
Indkomst til virksomhedsbeskatning			
Resultat af virksomhed			
Lønindkomst, fri telefon og fri bil mv.			
Fradrag ratepens., ophørende alderspens.			
Kapitalindkomst			
Kapitalafkast			
Renteindt. pengeinst., obl. og pantebrev, mm.			
Udlodning fra investeringselskab/-institut			
Pantebrev, pengeinstitut, pantebreve i depot			

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 a 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

- **Base tax** (Danish: *Bundskat*): 6.83% of annual income over 42.000 D.kr. after deduction of the labour market contribution (AM-bidrag).
- **Upper tax** (Danish: *Topskat*): 15 % of annual income over 421.000 D.kr. after deduction of the labour market contribution
- **Health contribution** (Danish: *Sundhedsbidrag*) 6% of the taxable income
- **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 in to account.
- **Municipality tax** (Danish: *Kommuneskat*): approximately 25 % (varies from municipality to municipality)
- **Church tax** (Danish: *Kirkeskat*) 0.88 percent (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.

- **Personal tax allowance** (Danish: *Personfradrag*)

In 2013, every taxpayer over 18 years of age is entitled to a personal tax allowance of 42.000 kroner pr. year (approx. 118 kroner pr. day). This tax allowance is automatically taken into consideration by the tax authority and therefore does not need to be stated explicitly.

- **Employee allowance** (Danish: *Beskæftigelsesfradrag*)

This allowance is 6.95 percent, but it is limited to a maximum of 22.300 kroner

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

If there is a long way between your home and your work, you are eligible for a commuting deduction (also referred to as "deduction for transport between home and work"). What can be deducted is not the actual expenses but a deduction based on fixed rates, the number of kilometres 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

Årsopgørelse

SKAT 2010 Årsopgørelse

Årsgjældens personnummer: 66 67 66 66 66
Personnummer: 66 67 66 66 66

Skattekommune
Lolland Kommune

Procent	Sundhedsbidrag	Kommune	Kirke	AM-bidrag
8,0	26,7	1,23	8,0	

Personbidrag: 42.900
Indregnet restskat: 5.320,12
SKAT telefon: 7222 1818
Tast selv internet: www.skat.dk/tastselv

Resultat af årsopgørelse
Ingen restskat eller overskydende skat.
Rest AM-bidrag til indbetaling. Se under Specifikation af arbejdsmarkedsbidrag. 661,00

Orientering fra SKAT
Denne årsopgørelse udsendes via skattemetret.
Der kan senere ske ændringer, og du vil så modtage en ny årsopgørelse.

	Før AM-bidrag	AM-bidrag	Efter AM-bidrag
Opgørelse af indkomst			
Personlig indkomst	25.000	2.000	23.000
Lønindkomst, bestyrelses honorar, multimedier, frit btl mv.			0
Kapitalindkomst			-1.063
Ungdomsmæssige fradrag			21.937
Beskæftigelsesfradrag			
Skattepligtig indkomst			

Tax calculation:

Gross income pr. month	27.385
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 (EUR 2.169)

Supplements for on-call duty, overtime and weekend/night work are extra.

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.

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.

Tax calculation example

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

Gross salary = 27,385 kroner per month

- base pay only, with no bonuses
- unmarried
- not a church member
- no union contributions
- 5 kilometres 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 26 percent for maximum 60 months. When you include the mandatory labour market contribution (8%), you will end up with 31,92 % tax..

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

Key employees must earn at least 69.390 D.kr. pr. months.

Further information

You will find further information on the tax system in Denmark at the website www.skat.dk > English flag > Business-
es > Researchers and key employees

Current deduction rates can be found on 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 18 18.

Payslip

Payslips can look different depending on the IT 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.

¹CVR number: Employers number. All Danish employers are registered in the CVR register

²Månedsløn / Pay: Could also be stated as "honorar" (fee), "ind-tægt" (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.

³Fast tillæg: Flat rate allowance – agreed payment e.g. if you have special qualifications

⁴ATP – ATP / Arbejdsmarkedets tillæg – pension / 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.

⁵Arbejdsløshedsforsikring – unemployment insurance

⁶AM-bidrag – Arbejdsmarkedsbidrag / Labour market contribution: All working citizens must contribute a labour market contribution at a rate of 8 per. The contribution is deducted from your gross pay after ATP has been deducted and before other allowances are deducted. Your tax is then calculated.

⁷A-skat – Tax, deducted from your payment. The tax which is charged on A income, i.e. your ordinary income. Your employer will calculate your A tax based on your withholding rate and pay the tax authorities.

Payslip example

Employee: Hans Hansen	Year of income 2012	Employer: Director Jensen
Cpr-nr. 010101-0203		CVR-nr. 11-22-33-44 ¹
Month: January		
Månedsløn ²		28.620,92 kr.
Fast tillæg ³		1.941,24 kr.
		108,35 kr.
Indkomst i alt		30.562,16 kr.
ATP ⁴	81,30 kr.	
Arbejdsløshedsforsikring ⁵	365,00 kr.	
AM-bidrag ⁶	2.447,00 kr.	
A-skat ⁷	8.370,00 kr.	
I alt, fradrag ⁸	11.263,30 kr.	
Beløb til disposition 31.1.2012		
Ferie ⁹		19.298,86 kr.
eSkattekort:		
Fradrag: 7.727 kr.		
Trækprocent 41 pct.		

⁸*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.*

⁹*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)*



Dankort is the most popular debit card.

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 am to 4 pm from Monday to Friday and until 6 pm 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.

Current account

Most Danes use netbank 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*.

NEMKONTO

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 ATM machines 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 credit cards.

Automatic electronic payment

(Danish: *Betalingservice*)

If you have a bank account and access to net bank you can use the automatic electronic payment system – *Betalingservice*. If you regularly receive bills from the same company, organisations or public service institutions as for instance rent, private insurance, day care, sport club fees etc. you can use *Betalingservice*. You can register the bills in the *Betalingservice* 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 net bank which bills will be paid when. This ensures that you bills will be paid on time.

90 % of all Danes use *Betalingservice*, which is free of charge. More information and guidance in you bank.



Danes prefer Netbanking and bills are paid via an automatic, electronic payment service.

NemID

NemID is 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 web sites from all computers.

Users of NemID are assigned a unique ID number which can be used as a username in addition to their CPR number or a user-defined 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 of NemID's two-factor authentication scheme. These private keys are one time use only. After all of them are used the user must get new private keys.

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 at www.nemid.nu > English flag

NEM ID

eBoks.dk

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 to use.

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-nummer*) 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, NEM ID pincode or online banking info to log into your e-Boks. Further information on www.e-boks.dk > In English

Digital post

Digital Post is post from public authorities, identical with the letters that you normally receive from the authorities. These may be tax- and pension statements, letters from the hospital about examinations or messages about a daycare facility place. In future an increasing number of these letters will be sent to you digitally instead of by letter post.

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



How to register

Step1: Create an e-boks account at www.e-boks.dk. Choose "English" > New user > Sign up – Personal. You need your NemID to log on.

Step 2: In e-Boks click on "Tilmeld dig Digital Post". Please indicate your e-mail address and your mobile phone number when you sign up.

When you have new post, you will receive an e-mail and/or a text message. You find further information at www.e-boks.dk. If you have any questions about Digital Post, please do not hesitate to contact your local Citizen Service Center (Danish: *Borgerservice*)

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 Higher Education (Danish: *Styrelsen for Videregående 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 > English you can read more about recognition of your foreign qualifications depending on how you plan to use them

- Continuing your education
- Job search
- Applying for admission to an unemployment fund
- Being pay graded as a graduate in the Danish public sector

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

You can download a form to obtain recognition for your training from www.ufm.dk

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 National Board of Health (Danish: *Sundhedsstyrelsen*). The National Board of Health charges a fee for the certificate of authorisation. Find more information on www.sst.dk > English > Education and Registration

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. You must apply for the issuance of a criminal background certificate to the police in your municipality. You need to bring with you some form of evidence which contains your CPR number (e.g. your health insurance card).



Life in Denmark

Learning the Danish Language

If you wish to succeed in the Danish labour market and be part of the Danish society – 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.

If you are over the age of 18, have a valid Danish residence permit and a Danish CPR number, you are entitled to up to three years' Danish language tuition.

Danish language courses are free of charge – a proficiency test fee may apply. Your municipality is required to offer you language tuition no later than

one month after you have applied for it. You are entitled to language tuition until you have passed a final language proficiency test. However, this must take place within a three-year period.

Intro Danish

You are entitled to an introductory course in the Danish language, if you are an employee, student, au-pair or accompanying spouse. The course lasts for 250 hours.

You have a maximum of 18 months to complete the 250 hours, from your arrival date in Denmark. If you follow an evening or Saturday program, it will take at least 12 months to complete the program. Therefore, it is important to start as quickly as possible after your arrival here in Denmark. When you have completed the 250 hours of Intro-Danish, you will have a language test.

Afterwards, you may follow the normal "Danish language education program" for up to 3 years. This means, that you may follow Danish language classes for a total of 4.5 years. However, if you do not complete the Intro-Danish program within the 18 months provided, you are not allowed to participate in the normal "Danish language education program".

The Municipal Authority of your place of residence pays for the Danish language program. The classes are free of charge to you. During the program, you will learn both everyday Danish as well as work related Danish.

You can get an overview of the different language centres at the Citizens Service Centres (*Danish: Borgerservice*) in your Danish municipality.

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 <http://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.

Integration is far easier if you learn to speak Danish.



Life-long Learning

Denmark has a long-standing tradition of lifelong learning. Nearly one in three of the population participate 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 you will find useful and profound information about

- the Danish education system
- higher education
- programmes taught in English
- adult education and continuing training.

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 or in employment. 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. here like in other European countries.

When you have registered with the Danish Personal Register you will receive a yellow health card (*Danish:*

Social security in Denmark is tax funded.



Sundhedskort). The card will be sent to you by post and will at the national personal register be sent to you by post. 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 with you to each visit to the doctor.

Anyone who is insured or covered by the Danish social security system is entitled to a European Health Card. The European Health Card facilitates access to medical care while staying temporarily in another EU country. The European Health Card is issued by the municipal authorities (*Danish: Borger-service*)

If your insurance card gets lost or damaged, there is a 185 kroner fee (2014) for a replacement card. However, the replacement card may be free in special cases such as name changes after marriage or changes of address.

Health insurance and sickness benefits

Health insurance

There is an option to choose between two health insurance groups (I or II). Those insured in group I choose a recognised general practitioner's office practice. They must have a referral issued by the general practitioner (GP)

for visits to specialists. This medical treatment is free. You may change doctors, if you wish. However, applications to change doctors must be submitted to the respective municipality.

Those insured in group II have a free choice of doctors and specialists. People insured in this group are sometimes responsible for a portion of the costs themselves. 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 benefits

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.

Please note! If an EU citizen has only been employed in Denmark, for example, for three weeks, but has come from employment in another member state, the Danish municipality may use Certificate E104 to obtain information regarding previous employment and use this as a basis for deciding whether a person who is signed off sick is entitled to sickness benefits in Denmark.

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*).

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!), you must register with one of the 27 state-recognised unemployment insurance funds within 8 weeks after you have given up your unemployment insurance in your home country. 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. You can become a member of an unemployment insurance fund if you meet the following conditions:

- Between 18 and 63 years of age
- 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. As an employee, you cannot become a member of the insurance fund until the day that you start working.
- 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.

You can be full-time or part-time insured. Once you have joined an unemployment insurance fund, you must pay a contribution.

A list of all unemployment insurance funds can be found on www.ckaask.dk > [Borger](#) > [Medlemskab af en a-kasse](#) > [a-kasser i Danmark](#) (in Danish only)

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

More information about unemployment benefit in the chapters [Graduates](#) and [If you lose your job](#).

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, i.e. 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) as they have, for example, in Germany and Austria. 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 training 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).

Pensions

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

1. The basic social pension
(Danish: *folkepension*)
2. Supplemental job-market 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 social security pension

(Danish: *folkepension*)

The Danish folkepension, which is actually called “socialpension” (social pension) 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 (in Danish).

In Denmark, everyone over the age of 65 is entitled to the general social security pension. However, anyone who reached the age of 61 before July 1, 1999, is only entitled to this government pension from the age of 67. Due to recent legislation, the pensionable age in Denmark is going to be raised gradually.

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 Den-

mark according to the number of years you have been working in Denmark. An example: you have been working in UK 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 job-market pension

(Danish: *ATP, arbejdsmarkedets tillægspension*)

All wage and salary earners between the ages of 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.lifeindendmark.dk > Living in Denmark > Pension > Pension in Denmark. You can also find them on your payslip. The additional pension you can expect from this fund is relatively low.

Everyone over the age of 65 is entitled to general social security pension.



3. Company pensions

The majority of employees in Denmark receive a company pension, which in most cases is governed by collective bargaining. A percentage of the salary is paid into a company pension insurance scheme, with the employer paying part and employees in most cases paying a smaller portion. The proportion payable by the employee is deducted as deferred compensation, as a result of which this contribution is not taxed. The actual personal contribution from the employee is therefore relatively small. Taxes on these pensions are deferred and they fall due when the pension funds are paid out.

4. Private pension insurance

(Danish: pensionsordninger)

In Denmark, you can also obtain what are known as "pensionsordninger", a type of private pension insurance. These are also tax deductible to a certain extent. Anyone interested in pension insurance of this type should get comprehensive advice from their primary bank or from the insurance companies. The advice of a tax advisor *(Danish: revisor)* can be helpful in this respect.

All parents are offered public child care (and it is normal for both parents to work once the child has turned one year old).

Maternity Leave

The main rule is that women are entitled to four weeks of maternity leave before the birth and 14 weeks after the birth. Men are entitled to two weeks of leave within the first 14 weeks. After that you both have 32 weeks of parental leave, which you are free to distribute between you.

There are many options for spending your leave flexibly. For example, you can divide a large part of the leave between you both as you wish, you can extend your leave, or save some of it for later in the child's life.

Your financial situation during your maternity/parental leave depends on your job situations. Most people have a right to maternity benefits during the leave. However, some salaried employees have the right to receive salary for part of the leave.

Contact your municipality if you are in doubt or have questions about the rules on maternity/parental leave.

Children in Denmark

Denmark has a population of 5.4 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 1.8. Almost 80 percent of Danish mothers work.

Childcare

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 centres (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 or her own home.





Both knowledge and social skills are valued in primary school.

Childcare for three to five year-olds takes place in kindergartens. Most Danish kindergartens are public, but you'll find private ones, too – and almost all Danish families send their children to kindergarten. All Danish kindergartens have professionally trained staff, but children don't receive preschool 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 am to 5 pm and Fridays until 4 pm. 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 system

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.

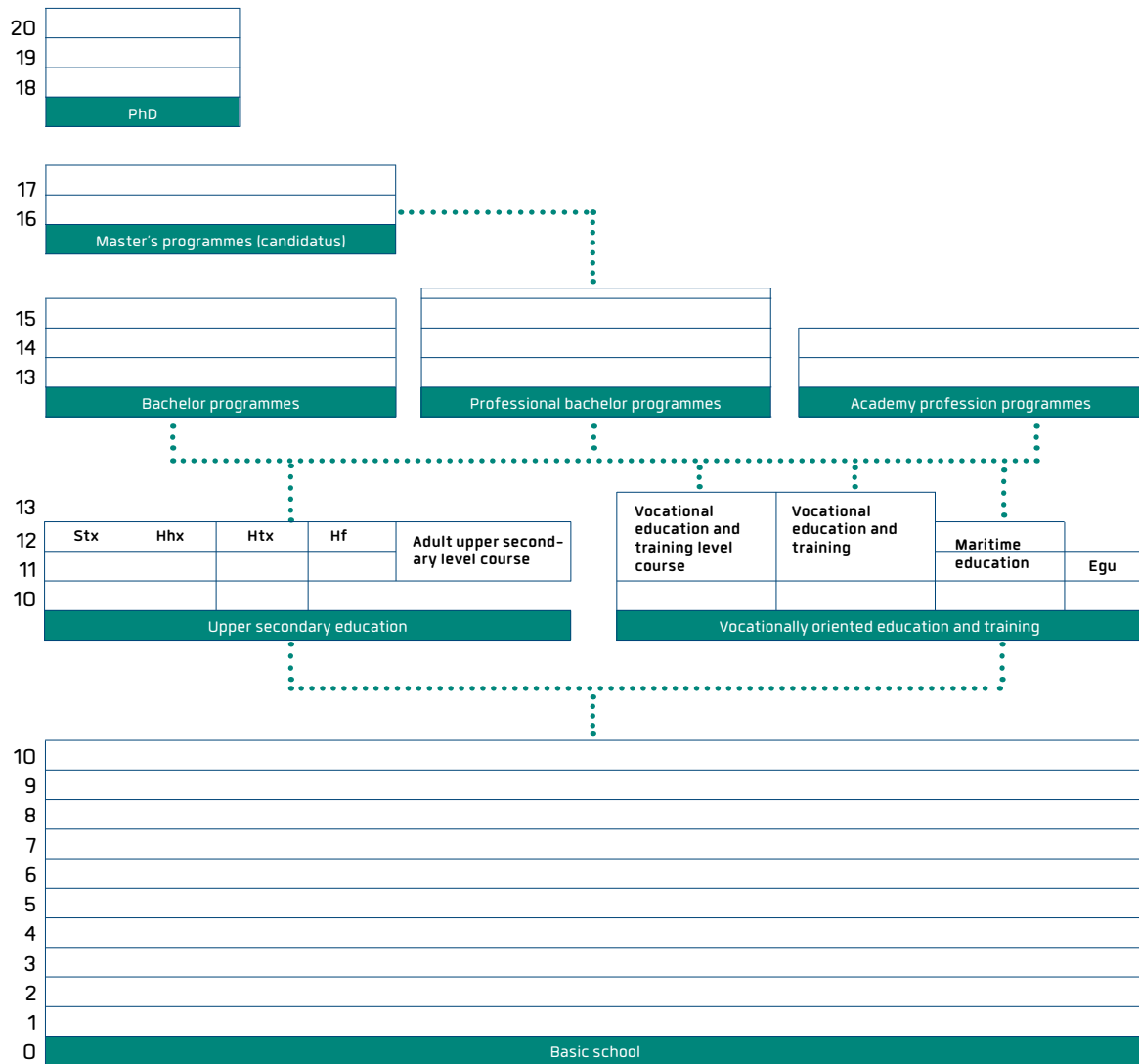
Many pupils choose to complete year 9 or 10 at one of the so-called *efterskoler*. The *efterskole* is a unique Danish independent residential school for students between 14 and 18 years old. Presently some 28.500 students attend one of the app. 260 schools throughout Denmark.

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.efterskole.dk > English)

Apart from normal school topics the students at most of the *efterskoler* are focussing 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.

Level



Upper secondary school

(Danish: *Studentereksamen*, 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 > English



Pupils 16 to 19 years old attend upper secondary school.

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 Centres 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.

The IB Diploma Programme is presently offered in 139 countries and is taught in English, Spanish and French.

In Denmark the IB Diploma is offered in the following cities:

Birkerød Gymnasium, Birkerød

Copenhagen International School, Hellerup

EUC SYD, Sønderborg

Grenaa Gymnasium, Grenaa

International Primary Schools in Denmark (October 2013)



- 21 independent primary schools are currently authorised to teach in other languages than Danish
- The primary teaching language in Danish international schools is English – except at Prins Henrik's Skole (French) and Sankt Petri Skole (German)
- Tuition fees at Danish international schools run from DKK 15,000 to DKK 80,000 a year
- For a full list of Danish international schools, please go to www.uvm.dk > English > Education > International basic schools

Hasseris Gymnasium, Aalborg

Herlufsholm Skole, Næstved

Ikast-Brande Gymnasium, Ikast

Kolding Gymnasium, HF-kursus

Langkaer Gymnasium & HF, Tilst, Aarhus

Nyborg Gymnasium, Nyborg

Nørre Gymnasium, Brønshøj

Prins Henriks Skole, Copenhagen (French language)

Sct. Petri, Copenhagen (German language)

Struer Statsgymnasium, Struer

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

More information at 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 regard 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 scale, the Danish grade system is as follows:

Danish scale		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

Child Benefits

(Danish: børnefamilieydelse)

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.).

The child benefits is paid on a quarterly basis. In most cases it is paid to the mother, although it is paid to the father under certain special circumstances.

The child benefits is tax free.

EU/EEA citizens

In order to receive 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 2 years within the last 10 years in order to receive the full amount.

EU/EEA citizens who have not worked or resided in an EU/EEA country in the last 10 years are entitled to a percentage of the child benefit proportional to the time you have been in Denmark.

Non-EU/EEA citizens

In order to receive child benefit the child must reside in Denmark.

Non EU/EEA citizens are entitled to a percentage of the child benefit proportional to the time you have been in Denmark. See box below.

Cross-border workers and workers who have kept their residence in the country of origin, are not eligible for child benefits.

Child benefit (as of 2015)

- Children 0 – 2 years old: 4443 DKK quarterly each
- Children 3 – 6 years old: 3519 DKK quarterly each
- Children 7 – 14 years old: 2769 DKK quarterly each
- Youth 15 – 17 years old: 923 DKK pr. month

Parents with a yearly income of more than 723.100 DKK will receive a reduced child benefit.

If your child/children is/are residing in Denmark the child benefit will be transferred automatically to your bank account 4 times a year. You will be noticed about the payment via Digital Post.

If your child/children is/are not residing in Denmark you must apply for Danish child benefit and any other applicable allowances. In order to avoid delays in payment, you should apply for a child benefit as quickly as possible.

Please Contact Udbetaling Danmark via telephone +45 70 12 80 62 or via e-mail udbetalingdanmark@atp.dk to find out what evidence is required for the application.

Monday – Wednesday

8.00 to 16.00

Thursday 8.00 to 18.00

Friday 8.00 to 15.00.

They will check whether you are entitled to benefit for your children. You can find further information at www.lifeindenmark.dk > Coming to Denmark > Family and Children > Child benefit.

Work or residence in Denmark

Entitled to child benefit in %

0 – 5 months	0 %
6 – 11 months.	25 %
12 – 17 months	50 %
18 – 23 months.	75 %
24 months	100 %



Living Expenses

High prices, free welfareand high salaries

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

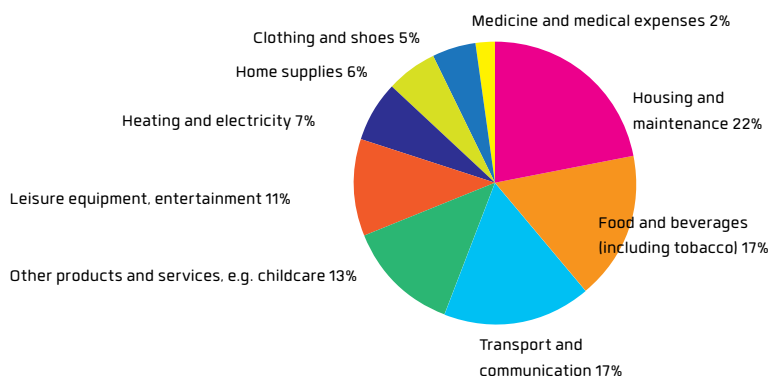
The Danish salary levels are among the highest in the world and many welfare services are either free or state-subsidised in Denmark. Medical help, hospital treatment, schooling and elderly care are all free – and day care for children is far cheaper than in other countries. This means that the purchasing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

This figures show 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 44.9 % higher in Denmark than average prices in Europe.

Living expenses



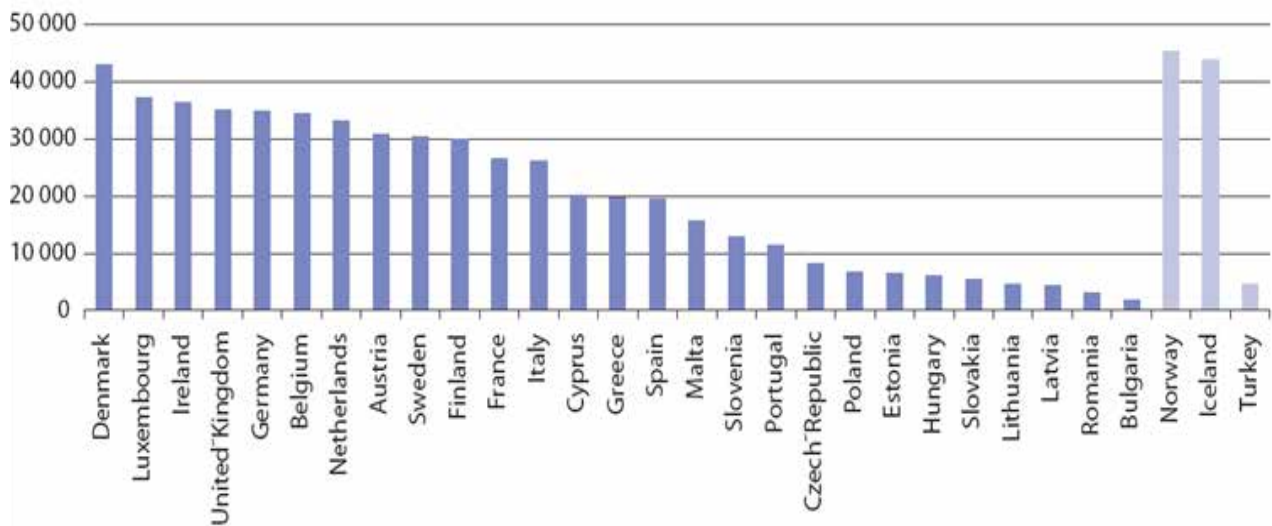
Consumer Price index

– EU/EEA countries

EU/EEA countries	100
Finland	125.4
Switzerland	138.4
Denmark	144.9
Norway	135.8
Iceland	98.5
Cyprus	90.0
Spain	97.7
Portugal	88.6
Malta	79.8
Hungary	64.2
Estonia	76.6
Czech Republic	70.0
Slovenia	84.3
Poland	57.9
Bulgaria	49.7
Ireland	126.0
Sweden	107.6
Netherlands	109.0
Germany	105.8
Italy	105.4
Belgium	113.3
Luxembourg	121.0
United Kingdom	95.1
Austria	107.6
France	114.2
Greece	96.5
Latvia	73.5
Lithuania	66.2
Romania	57.8
Slovakia	72.4

Source of data: Eurostat Comparative price levels of final consumption by private households including indirect taxes, 2009

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 Europe



Source: Eurostat: "Europe in figures – Eurostat yearbook 2010"

In 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 can be illustrated by calculating how many minutes you have to work to buy e.g. a Big Mac, one kg. bread or an iPod Nano. As you can see the purchasing power in Denmark is approx. the same as in most European countries.

Private Insurance, which covers all family members, costs approx. 2.500 dkr. per year.



Purchasing power

Minutes you have to work in order to buy a Big Mac, 1 kg. bread and an iPod Nano

Country	1 Big Mac in Min.	1 kg. bread in Min.	1 iPod Nano in Hours
Finland	27	16	12.5
Switzerland	15	12	9.0
Denmark	17	12	11.0
Norway	21	15	10.5
Cyprus	18	10	15.0
Spain	27	21	15.5
Portugal	23	30	19.5
Hungary	59	20	68.5
Estonia	41	29	74.5
Czech Republic	38	12	43.0
Slovenia	34	25	32.0
Poland	31	13	45.5
Bulgaria	56	18	78.0
Ireland	15	9	10.0
Sweden	20	25	11.0
Netherlands	19	10	13.5
Germany	18	11	13.7
Italy	27	26	19.5
Belgium	19	13	13.0
Luxembourg	15	12	10.0
United Kingdom	13	10	11.0
Austria	17	16	14.0
France	20	22	15.0
Greece	30	13	24.5
Latvia	42	29	51.0
Lithuania	41	29	74.5
Romania	56	18	78.0
Slovakia	62	23	45.5

Source: Swiss Bank UBS: Preise und Löhne – Ein Kaufkraftvergleich rund um die Welt, Ausgabe 2009



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 kroner per year. Coverage for the entire family costs approximately 2,500 kroner 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 kroner per year, while the average cost is approximately 1,200 kroner 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 centres buy collective accident insurance covering the children during their time in the school/centre and on trips arranged by the school/centre. In some cases the children's direct route between home and the school/centre is also covered.

Loss of earning capacity insurance

(Danish: forsikring ved tab af erhvervs-evne)

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 1500 kroner per year, while the average cost is approximately 3,100 kroner 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 kroner, you will pay approximately 1,300 kroner 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 kroner 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.

No coverage of the driver

Liability insurance does not cover damage to the motor vehicle's driver. However, 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 the theft of the vehicle. There are however some exceptions – ask your insurance company.

Further information at 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. Here 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: boligselskab*) 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.

Useful websites when looking for housing in Denmark include:

www.boligportal.dk
www.flytteklar.dk
www.bolig.com
www.ledige-lejligheder.dk
www.husvild.dk

Finding a cheap rental home can be difficult.

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

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 let 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 contact your local municipality to find out more, and you can also find more information at www.llo.dk > [Read here on our service in LLO](#)





It is common to sign a mortgage when buying property.

Moving

If you move your household within Denmark, you must inform the Citizens Service Centre (Danish: *Borgerservice*) of your new address in the municipality that you move to. Please use www.lifeindenmark.dk > Living in Denmark > Your residence > Online self-service > Notification of change of address to the national registration office.

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.

You should also inform the Danish Post Office of your move and provide them with a for-warding address.

You can change your postal address at your nearest post office, send an e-mail to flyt@post.dk or call +45 70 10 00 54

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 (in Danish).

The Danish Tenant Union can be found at www.lejerneslo.dk (in Danish language - however, part of the the information can be found in English click on International).

Buying an apartment or house

If you would like to purchase an apartment or a house, you can get information 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 (in Danish).

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, i.e. 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 overpaid amount has to be refunded by the landlord.



A new address must be registered within 5 days.

Radio and Television Fees

In Denmark, anyone owning a radio, a television 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.

You must register with the fees of-
fice 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 either on the internet at www.dr.dk > [Mere](#) > [About DR](#) > [The License](#) or send a letter to the following address:

DR Licens- og Programservice, DR
Byen, 0999 København C
or by telephone +45 70 20 13 13

The cancellation will only be valid from the date on which *DR 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.

News from Denmark in English
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" are currently popular, in which telephone, cell phone, internet and television are bundled into a single package.

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 two weeks of arrival and you must pay a registration tax. This tax is based on SKAT's valuation of the vehicle. SKAT does not make valuations based on an estimate. This means that the vehicle must be in Denmark and have passed an inspection in order for SKAT to be able to make the valuation. For information on how to register your vehicle, follow the 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. We therefore advise you to get help from a person who understands the Danish language.

How to register your vehicle and buy number plates

Before the vehicle can be registered to Danish number plates, an extended registration inspection must be performed by a vehicle inspection centre.

Vehicle inspection:

Complete a form online (can be found on www.skat.dk > English flag > Individuals > Coming to Denmark > Bringing a vehicle with foreign number plates to Denmark > Importing a vehicle with foreign number plates to Denmark)

Please note that the form is only available in Danish, and we therefore advise you to complete it together with a person who understands Danish.

Contact a vehicle inspection centre for an extended registration inspection of the vehicle.

A list of authorised vehicle inspection centres is available from the Danish Transport Authority:
www.trafikstyrelsen.dk > Registreringssyn.

When you contact the vehicle inspection, please remember to ask for a valuation of the vehicle for the Danish Register of Motor Vehicles (*Motorregisteret*). 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 SKAT's self-service system E-tax (*TastSelv*). Log on to E-tax for individuals (*TastSelv Borger*) at skat.dk/tastselv using your NemID. Write in the message box that you have moved to Denmark, or that your vehicle has foreign number plates. If you have not received your CPR number and NemID you must send an e-mail to motorcenter@skat.dk. Please write that you intend to register your foreign vehicle in Denmark and that the vehicle have foreign number plates.

When SKAT has received your message, they will send you a receipt by post to keep in your vehicle. The receipt will entitle you and your household to drive with foreign number plates in Denmark until SKAT has calculated the registration tax payable. SKAT will then assess the value of your vehicle and determine the registration tax to be paid.

You will receive SKAT's valuation in E-tax under the heading 'Meddelelser fra Motorregistret' (Messages from the Register of Motor Vehicles).

You pay the registration tax in one of SKAT's four motor registry offices. When you have paid the registration tax, you can buy the number plates from one of SKAT's motor registry offices or from an authorised number plate operator. The price of one set of number plates is DKK 1,180 + a fee of DKK 200 for buying the number plates in person. Remember to bring the receipt for the registration tax paid. Remember to bring all relevant car papers e.g. car registration papers, insurance certificate etc.

Further information in English on www.skat.dk > English flag > Individuals > Coming to Denmark > Bringing a vehicle with foreign number plates to

[Denmark > Importing a vehicle with foreign number plates to Denmark](#)

Short term stay in Denmark

If you are staying in Denmark for a limited period of up to 185 days you have the option of apply for permission to drive a foreign registered vehicle during the stay in Denmark. If you get the permission you can drive your vehicle in Denmark without paying registration tax, importing it and having it registered to Danish number plates.

Contact TAX Center Høje Taastrup, Helgeshøj Alle 9, 2630 Taastrup
E-mail: motorcenter.hoejetaastrup@skat.dk

If the stay is your first in Denmark, and it is not expected to exceed 185 days, you may drive a foreign registered vehicle during your stay in Denmark. You must always bring documentation for the duration of your stay with you while driving (for example a copy of your employment contract). You do not need to apply for permission in such situations.

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

If your stay in Denmark exceeds 185 days, but you are on a fixed-term assignment in Denmark, you may pay quarterly a proportion of the normal vehicle registration tax. For this purpose, you must complete form no. 21.033 EN (www.skat.dk > English flag > Individuals > Coming to Denmark > Bringing a vehicle with foreign number plates to Denmark > Permission to pay a proportion of the normal registration tax)

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, i.e.



Bringing your private vehicle is possible but some paperwork is necessary.

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.

A fee of DKK 400 is charged for applying for the permission.

Further information in English on www.skat.dk > [English flag](#) > [Individuals](#) > [Coming to Denmark](#) > [Bringing a vehicle with foreign number plates to Denmark](#) > [Self service](#) (download form 21.059).

If you leave Denmark

If you leave Denmark and bring your vehicle with you, you can apply for a refund if you have paid registration tax. The refund corresponds to the registration tax that would have to be paid if the same vehicle was imported from a foreign country less 15%, however a minimum of DKK 8,500 for private cars and DKK 4,500 for vans and motorcycles. You can apply by filling in form 21.044 (Danish). You find the form and further information on www.skat.dk > [Individuals](#) > [Leaving Denmark](#) > [Deregistration of vehicles](#).

Driving License

If you have a driving license from an EU country or Iceland, Norway or Lichtenstein, you can use it in Denmark. If you take up residence in Denmark you can choose to exchange it for a Danish EU driving license without doing a driving test.

An exchange for a Danish license costs DKK 280 (as of 2013).

Non-EU Citizens

Non-EU citizens resident in Denmark must exchange their driving license from their home country to a Danish driving license within 90 days in order to drive in Denmark. When driving in this period you must bring:

- Your current residence permit (or proof of residence if you are an EU citizen).
- Your driving license from your home country. If it is not issued in the Latin alphabet or if it does not exist in a translation into German, English or French you need a translation. The translation must be carried out by a state-authorized translator or a translator approved by the Danish police. You can find the nearest state-authorized translator in the yellow pages or on www.krak.dk (type "statsautoriseret translator" in the search box).

Driving licenses issued in non-EU countries can be exchanged after passing a driving test.

Group 1 countries

Licenses issued in the Australian Capitol Territory, Brazil, Japan, Chinese Taipei (Taiwan), the Republic of Korea

(South Korea), Russia, Switzerland or the Ukraine, can be exchanged without a driving test.

Group 2 countries

Licenses issued in countries where the driving school system is not comparable to the Danish, but the driving conditions are similar to the Danish, you might be able to exchange your driving license without passing a test. Which countries qualify for group 2 is decided by the Danish Ministry of Justice. After one year in Denmark you must exchange your driving license. Group 2 countries (as of November 2014): Singapore

Where to exchange your driving license

Contact the citizen service centre (*Danish: Borgerservice*) where you live to exchange your foreign license for a Danish one.

You must bring:

- a medical certificate issued by your doctor
- a photo
- your driving license
- a valid passport.

If you do not have a valid passport, bring your original birth certificate and a photo ID.

Temporary residence in Denmark

If you are a foreigner with temporary residence in Denmark, you can use an international driving license or a valid foreign driving license.



Domestic Transportation

Rail/bus: Buses and trains travel hourly between Denmark's major cities. You can find further information on the Danish State Railways website at www.dsb.dk; information about specific routes can be found at www.rejseplanen.dk.

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



Passport

Your foreign passport is fully valid in Denmark. If you live in Denmark and need a new passport, 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.



Traffic Regulations

Speed limits (in km/h)

Vehicles on motorways – 130 km/h (however, only 110 near cities); rural roads – 80 km/h, and in built-up areas – 50 km/h. Cars with trailers: 70 km/h.

The blood alcohol limit is 0.5 per mil. 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 have your driving license on you when driving a vehicle.

The major cities are connected by buses, trains, flights and motorways.



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 €). Many shops, hotels and restaurants accept credit cards.

See also "Banks and bank account"





Diplomatic Representations

You can find an overview of all foreign representations (embassies and consulates) in Denmark at:

www.um.dk > English >
About us > The Copenhagen
Diplomatic list

Legal Assistance

Citizen's advice office

At the local citizen's advice office (*Danish: advokatvagten*) in your Danish municipality, you can get information if you would like it in case of legal problems, such as tax errors, housing, contracts, etc. This information is free of charge but you do have to 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 >
English flag > Find din
advokatvagt

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 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.

*The Danish parliament at
Christiansborg in Copenhagen.*



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 once they have been living in Denmark for three 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 three years.

European election:

All EU citizens have active and passive electoral rights.

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.

Public Holidays, Celebrations and Cultural Events



Christmas is usually spent with the family and many people go to church on 24th December.



The swallow-tailed flag is used by state authorities and the royal family.

Statutory public holidays

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 > 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)

Penance Day *(Danish: Store Bededag)*
 – fourth Friday after Easter (date of holiday varies)

Whitsunday *(Danish: Pinsedag)*

Whit Monday *(Danish: 2. Pinsedag)* – May/June (date of holiday varies)

Ascension *(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 (depending on collective agreement) 1st and 2nd Christmas Day – December 25 and 26



Typical Easter egg decoration.

Celebrations and cultural events throughout the year

Please find a complete list and inspiration on

www.visitdenmark.dk

January

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

April

Copenhagen: *Fødselsdags Parade* – 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's 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: *Vikinger Marked* – 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) – this music event draws more than 25,000 visitors.



Christmas evening is time for presents.



Midsummer is celebrated with bonfires and songs in the bright night.



The Danes love live music.

Frederikssund: *Viking Spil* (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.kulinarisk-sydfyn.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* (www.skagenfestival.dk) – International bands play at Denmark's northernmost folk and rock event.

Roskilde: *Roskilde Festival* (www.roskildefestival.dk) – the largest rock event in Northern Europe attracts a good 70,000 fans (first weekend in July).

Sønderborg, Aabenraa (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) – at the middle of the month; thousands of jazz fans from throughout Europe gather in Aarhus.

Copenhagen Jazz Festival (www.jazzfestival.dk)

Samsø Festival (www.samfest.dk)

August

Horsens: *Middelalderfest* (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). (Five days in August).

Skanderborg: *Skanderborg Festival*. *Danmarks Smukkeste Festival* (www.smukfest.dk)

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

Odense: *OFF Odense International Film Festival* (<http://filmfestival.dk/en/>). 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) – major festival towards the end of the month, near to the German border.

September

Rømø: *Dragefestival*

(www.danskdrageklub.dk)

– for three days, the most beautiful kites fly in the sky (start of September).

Aarhus: *Aarhus Festuge*

(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 and Aarhus:

Kulturnat (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). 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)

Tønder: *Julemarked*

(www.tonderjul.dk) – one of the most beautiful Christmas markets in Denmark (from the middle of November to the weekend before Christmas).

Aarhus: *Julemarked*

(www.dengamleby.dk) – Christmas market in The Old Town of Aarhus. The Old Town is a 5- star world experience.

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, overviews 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 > English



Denmark offers a large variety of festivals all year round, and some are free of charge. Libraries can also be used free of charge, and they offer many cultural events.

Job search in Denmark

Job search

Workindenmark services

Get help finding and changing jobs in Denmark

If you are looking for your first job in Denmark, or if you are already working in Denmark and are looking for a new job, you should:

- have a realistic view of your job opportunities based on your education and work experience.
- write a short, effective cover letter and CV that target Danish employers.
- make sure that your cover letter and CV are visible to potential Danish employers.

Workindenmark can help you with all three.

Job search workshops

Workindenmark organizes a number of free of charge workshops with an introduction to job search for foreign job seekers.

The workshops are in English and cover:

- What is important to Danish employers?
- Motivation letter, CV and job interview
- Tips for your job search – how to improve your opportunities in Denmark?

Call or e-mail your nearest Workindenmark centre for further information.

Websites with job vacancies in English:

www.workindenmark.dk

On this website you will find a wide range of jobs submitted by Danish employers directed at foreign nationals looking for work. Here you will also find some useful information regarding how to write a CV and cover letter “the Danish style” and some useful tips on job search in Denmark.

Supplementary job sites:

<http://ec.europa.eu/eures>,
www.jobbank.dk, www.it-jobbank.dk,
www.jobfinder.dk, www.toplanguage-jobs.dk,
www.offentlige-stillinger.dk

Websites with job vacancies in Danish:

www.jobnet.dk

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

At www.jobnet.dk > Råd til jobsøgning > Link for jobsøgere til jobbanker you find an up dated list with more than 80 databases with 1000 of jobs.

Supplementary job sites.

www.jobindex.dk,
www.stepstone.dk,
www.jobzonen.dk, www.ofir.dk, www.job-support.dk

In addition, many Danish companies have a menu heading on their website (Jobs) 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.

Workindenmark's Spouse Programme

As a spouse, you may have put your career on hold to accompany your partner to Denmark. Having settled in Denmark, you might like to pursue a professional career at a Danish workplace too.

Finding a job requires that:

- you have a good overview of your education and work experience.
- you can write a short, effective cover letter and a CV that appeal to Danish employers.
- your CV and application are visible to Danish employers.
- you have knowledge of Danish labour market requirements and working conditions.

Workindenmark can help you meet these four requirements and assist you in your job search.

Join our 6 months spouse programme.

The spouse programme includes:

- Job search courses
- Job application assistance (individual and group sessions)
- Help finding company internships and wage subsidiary jobs

The spouse programme is free of charge.

Call or e-mail your nearest Workindenmark centre for further information.



Graduates can register as unemployed jobseekers.

Graduates

Students from abroad who have completed a graduate program 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, i.e. 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 citizen 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 Greencard 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 at the Jobcenter as unemployed on the first day after your graduation**
2. **Send your admission form to an unemployment insurance fund within 14 days**
3. **Get a tax card**
4. **Check you work- and residence status**

1. Register at the Jobcenter

On the first day after your graduation you must register as a jobseeker at a Jobcenter. The easiest way to register is to register by personal appearance at a Jobcenter in Denmark (you can choose any Jobcenter in Denmark). The Jobcenter can also guide you concerning the registration procedure, your rights and your duties as unemployed.

You can also register as a jobseeker on www.jobnet.dk (in Danish only). If you choose to register via www.jobnet.dk, please remember to print and save a

copy of the receipt of your registration and to print an unemployment declaration form (Danish: *ledighedserklæring*) and an unemployment benefit card (Danish: *dagpengekort*)

Please note, that you have no right to unemployment benefits until the day you have registered at the Jobcenter.

2. Send your admission form to an unemployment insurance fund within 14 days

Send your admission form to your unemployment insurance fund. As a graduate you will receive graduate privileges, which entitle you to unemployment benefits already a month after completing your education. Your education is considered ended:

- When student activities have stopped, you have received your final grade and passed your exams
- If your certificate is issued when the student activities have ended, then the date of sending the degree certificate will be considered the date of ending education

If your education ends with a thesis or speciality paper, your education can be considered ended already at the time when you receive an advance approval from your examiner or counsellor. It is required that all grades have been awarded and all student activities have stopped. Student activities include participating in tutorials, exams or defending a thesis etc. Please note, that your unemployment insurance fund must have received your admission form at the latest 14 days after your graduation. This deadline is extremely important.

All unemployment insurance funds offer personal guidance concerning job search and your rights and duties.

3. Tax card

Unemployment benefit is taxable income in Denmark. The Danish tax authorities (*Danish: SKAT*) calculate your tax, issue your tax card and offer personal information and guidance on tax questions.

Further information at www.skat.dk. You meet the tax authorities at either the International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen.

4. Work and residence status

EU Citizens

While studying you have been registered as a student at the State Administration. After graduation you must change your status. If you receive unemployment benefits your residence status must be changed to "Sufficient funds" (unemployment benefits = "sufficient funds"), which means, that you have enough money to live in Denmark, without claiming other benefits from the social assistance system.

You can change your registration status at either the International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen or at the State Administration. More info at www.statsforvaltningen.dk

Non-EU Citizens

While studying you have been granted a residence permit as a student by the Immigration service. This residence permit allows you to work 15 hours per week (and full time in June, July and August) and allows you to search for a job in Denmark after graduation, but does not allow you to start working full time in Denmark.

Your residence permit is often valid for an additional six months after you complete your study programme – if not, you can have your residence permit extended. This is done by submitting an application for extension to immigration service.

You are only entitled to unemployment benefits if you have a valid work- and residence permit. Your work- and residence permit must be valid through the whole period of which you apply for unemployment benefits, and also give you the right to work full-time. A work permit which is limited to a specific job or a certain amount of hours is not sufficient for having unemployment benefits. Neither is the 'Student work permit' (15 hours pr. week) you were granted during your study time.

Greencard scheme: It is possible to be granted a residence permit for the purpose of seeking work, and subsequently working in Denmark. A residence and work permit under the Greencard scheme is issued on the basis of an individual evaluation using a point system designed to assess the likelihood that the applicant will be able to find qualified work in Denmark.

If you are granted a residence permit under the Greencard scheme, you do not need to obtain a work permit. A residence permit under the Greencard scheme gives you the right to carry out paid or unpaid work. If you hold a Greencard you can receive unemployment benefits, if you comply with the registration and admission directives (see above)

You can submit your application for extension, apply for Greencard, ask questions and get personal guidance at either the International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen or at the immigration service in Copenhagen. Further info at www.newtodenmark.dk.

Please note, that the greencard scheme for international students will be changed in 2015.

You find updated information at www.newtodenmark.dk

If you lose your job

Not member of an unemployment insurance fund

Financial support

Membership of an unemployment insurance fund is a precondition for receiving unemployment benefit. 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 register at the local Jobcenter and ask for advice.

Work and residence permit/registration certificate

Your Danish work and residence permit/registration certificate is based on your employment. If you lose your job you must contact the authority which granted your work and residence permit/registration certificate.

EU citizens must contact the State Administration for advice regarding residence certificate.

Non-EU/EEA citizens must contact the immigration service for advice regarding work and residence permit.

Members of an unemployment insurance fund

If you are not a Danish citizen, you must have a valid Danish work and residence permit or a registration certificate in order to get unemployment benefit from an unemployment insurance fund. The permit must be valid through the whole period for which you seek benefit, and also give you the right to work full-time.

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

Step 1. Register as unemployed at the local Jobcenter.

Step 2. Contact your unemployment insurance fund

Step 3A. Contact the State Administration for advice concerning residence status (EU Citizens only)

Step 3B. Contact the immigration service for advice concerning residence status (Non-EU Citizens only)

Step 1: Register as unemployed

You can register by personal appearance at a Jobcenter in Denmark (you can choose any Jobcenter in Denmark). Please note that you must register on the first day of unemployment.

At the Jobcenter you must complete a declaration of unemployment that must be submitted to your unemployment insurance fund.

The Jobcenter will also guide you concerning the registration procedure, your rights and your duties as unemployed.

Step 2: Contact your unemployment insurance fund

To be entitled to unemployment benefit, you must have had at least 52 weeks of work within the last three years and been a member of an unemployment insurance fund for at least one year.

Unemployment insurance periods earned in another EU/EEA country can be included in the calculations for entitlement to unemployment benefit. Your unemployment insurance fund will guide you how.

Your unemployment insurance fund is responsible for the payment of benefit, but also for checking whether you comply with the regulations for unemployed. Right after having registered at the Jobcenter you must contact your unemployment insurance fund. You must provide the fund with:

- The unemployment declaration form (www.jobnet.dk)
- Your tax card
- Your notice of resignation/notice if discharged
- Your pay slips for the last 14 months (if you have worked that long)

Important

You must be actively seeking employment and be willing to accept offers of employment when you are unemployed and receiving unemployment benefit.

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

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

Step 3A: Contact the State Administration for advice concerning residence status (EU Citizens only)

If you lose your job in Denmark you may have to change your residence status – from "Worker" to "Sufficient funds" (Unemployment benefits = "Sufficient funds") which means, that you have enough money to live in Denmark without claiming other benefits from the social assistance system.



You can change your registration status and get advice at either the International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen or at the State Administration. More info at www.statsforvaltningen.dk

3B. Contact the immigration service for advice concerning residence status (Non-EU Citizens only)

Non-EU citizens have the same right as EU Citizens regarding membership of an unemployment insurance fund as well as rights to unemployment benefit in case of unemployment, but please note, that apart from registration at the Jobcenter and the membership of an unemployment insurance fund, it is a precondition for receiving unemployment benefit, that you have a valid work- and residence permit e.g. a permanent residence permit. Further information concerning Greencard and work- and residence permits for non-EU Citizens at www.newtodenmark.dk



Workindenmark services

Help finding a new job

Workindenmark job search services focus on three areas: making your qualifications visible, job search courses and individual job search counselling.

Making your qualifications visible

Workindenmark can explain how to make your qualifications visible to relevant Danish companies and ensure that it happens by:

- helping you find relevant information on workindenmark.dk.
- offering free use of our job and CV banks on Workindenmark.dk. In our job bank you can see vacant jobs and you can enter your CV in the CV bank so Danish employers can find it.
- advising you on how to formulate your CV.
- helping you find a job if your CV and qualifications are within a field where there is a labour shortage in Denmark.



Taking part in job search courses

Workindenmark offers a job search course, covering subjects such as:

- the actual employment situation and job opportunities in Denmark.
- an introduction to job and CV banks.
- how to write your CV and job applications.
- job search – how to improve your job opportunities.

Getting individual help with job search

Workindenmark can give you individual help to find work in Denmark by:

- clarifying wishes and levels of ambition, such as geographical radius, industries, full-time or part-time/ freelance work, types of companies, language skills.
- clarifying job opportunities in relation to wishes and qualifications.
- explaining how your partner can increase his or her job opportunities in Denmark.
- helping you look for jobs on the internet – via workindenmark.dk and other job databases.

- helping you compile a CV and application that target a specific job and specific company.
- helping you formulate your CV so that Danish employers can easily understand it. We can help explain international educations and international work experience to Danish employers.
- finding relevant jobs and putting you in contact with relevant companies.
- offering a permanent contact person as a source of support during the entire process.
- advising on all aspects concerning job search and settling in to a job in Denmark.

You can improve your job opportunities by taking part in job seeking courses.



Leaving Denmark

Check List

– 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

Before you leave Denmark you must deregister yourself online as a resident in Denmark. Please use www.lifeinddenmark.dk > Leaving Denmark > Practical matters before leaving > Self service. You will need your nemID to log on.

☐ Post

Inform Post Danmark about your future address and the date you leave. Your post will then be re-directed to your new post address abroad for 6 months - free of charge. You can send an e-mail to flyt@post.dk or call +45 70 10 00 54.

☐ Tax

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

Complete form no. 04.029 and submit it to a tax centre. Based on this form SKAT will calculate your final tax to Denmark.

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.

Further information and the form can be found on www.skat.dk > English flag > Individuals > Leaving Denmark



Inform SKAT and other relevant authorities that you are leaving the country.

☐ **Holiday pay**

Remember to contact Feriekonto to collect any outstanding holiday pay before you leave Denmark

– more information on

www.lifeindenmark.dk > Living in Denmark > Work > Holiday pay from Feriekonto

☐ **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.

☐ **Pensions**

You can apply for having your Danish social pensions paid out when you leave Denmark. Please contact your pension company, your pension fund or your financial institution if you want to learn more about your individual pensions.

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 > Leaving Denmark > Practical matters before leaving > How to take your pension with you. 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.



Withdraw subscriptions in due time.

☐ **Cancel media fee, subscriptions e.g. mobile phone and newspaper, membership of clubs, associations etc.**

If you are member of an union you must inform the union, that you are leaving Denmark.

When you deregister from the Danish National Register of Persons your registration for media fee will automatically be cancelled.

When you cancel your newspapers subscription, membership of clubs, associations etc. you may be entitled to payment refund.

Important Telephone Numbers and Addresses

– Region North Denmark

(Danish: Region Nordjylland)

International Citizen Service

Aalborghus Slot
Slotspladsen 1
9000 Aalborg
Telephone: +45 72 56 89 20
north@icitizen.dk
www.icitizen.dk

Opening hours

Tuesday	11.00 – 15.00
Thursday	13.00 – 17.00

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 State Administration, The Immigration Service, The Danish Tax Administration and The Municipality Citizens Service Centre.

Residence certificate

– The State Administration

(Danish: Statsforvaltningen)

If you work and live in the North Jutland area (Region North Denmark – Nordjylland), you may apply for your residence certificate at the state administration (Statsforvaltningen) in either the International Citizen Service in Aalborg or at the State administration office in Aalborg



State Administration

Statsforvaltningen Afdeling
Aalborg (EU Department)
Aalborghus Slot
Slotspladsen 1
9000 Aalborg
Telephone +45 72 56 70 00
euophold@statsforvaltningen.dk

Opening hours

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Aalborg.

Save yourself the trip to the tax centre

The majority of tax customers can find answers to most questions – quicker and easily – at: www.skat.dk. If you do not find the answer to your question on the web page you can call SKAT on +45 72 22 18 18
Monday between 9.00 and 17.00
Tuesday to Thursday 9.00 to 16.00
Friday 9.00 to 14.00

Personal assistance – only by appointment

You will only be able to receive personal assistance at a tax centre in special cases – and by appointment.

The following tax centres offer personal assistance by appointment: Rønne, København, Høje-Taastrup, Fredensborg, Næstved, Odense, Haderslev, Esbjerg (Ribe), Aarhus, Herning, Struer, Aalborg.

Appointments can be made on +45 72 22 18 18

Personal assistance by appointment is available Monday 10.00 – 16.00 and Tuesday to Friday 10.00 – 14.00.

Social and health insurance and CPR number

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 web-site www.cityname.dk (e.g. www.aalborg.dk)

CPR numbers and health cards can also be issued at the International Citizen Service.

Accident & Emergency Emergency (ambulance) – Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

If you get ill and need medical assistance call your general practitioners. GP's 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

– 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' surgeries 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 4 pm, at weekends and on public holidays, call an after-hours doctor on +45 70 15 03 00. The doctor will refer you to A&E if necessary.

Accident & Emergency departments are at the following locations:

Regionshospitalet i Aalborg
Hobrovej 42
9000 Aalborg

Sygehus Thy-Mors
Højtoftevej 2
7700 Thisted

Sygehus Vendsyssel
Bispensgade 37
9800 Hjørring

Sygehus Himmerland
Stolbjergvej 8
9500 Hobro

Emergency dental service

(Danish: tandlægevagten)

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

Telephone number:

+45 70 20 02 55. The telephone gives information about the emergency service and opening hours.

Address:

Filstedvej 10
9000 Aalborg
Telephone +45 70 20 02 55

Opening hours

Saturdays, Sundays and public holidays
9.00 – 10.00

Payment

Please note, that you will be charged a fee for using the Emergency Dental Service.

Police/fire brigade

Emergency number: 112
The police can also be contacted at 114 (non-emergency number).

Vehicle breakdowns

Falck +45 70 10 20 30
Dansk Autohjælp +45 70 10 80 90

Important Phone Numbers and Addresses – Central Region Denmark

(Danish: Region Midtjylland)

International Citizen Service

Nordhavnsvej 4-6
8000 Aarhus C
Telephone: +45 72 22 33 75
west@icitizen.dk

Opening hours

Thursday	13.00 – 17.00
Friday	9.00 – 13.00

All the service you need in one place. At the International Citizens Service you meet all the Danish authorities you need to register after arrival in Denmark – The State Administration, The Immigration Service, The Danish Tax Administration and The Municipality Citizens Service Centre.

Residence certificate – The State Administration

(Danish: Statsforvaltningen)

If you work and live in the Mid Jutland area (Region Central Denmark/Midtjylland), you may apply for your residence permit at the state administration (Statsforvaltningen) in either the International Citizen Service in Aarhus or at the State administration office in Ringkøbing or Højbjerg



Statsforvaltningen Afdeling Ringkøbing

St. Blichers Vej 6
Postboks 151
6950 Ringkøbing
Telephone +45 72 56 70 00
euophold@statsforvaltningen.dk

Opening hours

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

Statsforvaltningen Afdeling Aarhus

Lyseng Alle 1
8270 Højbjerg (Aarhus)
Telephone +45 72 56 70 00
euophold@statsforvaltningen.dk

Opening hours

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Aarhus.

Save yourself the trip to the tax centre

The majority of tax customers can find answers to most questions – quicker and easily – at: www.skat.dk. If you do not find the answer to your question on the web page you can call SKAT on +45 72 22 18 18

Monday between 9.00 and 17.00
Tuesday to Thursday 9.00 to 16.00
Friday 9.00 to 14.00

Personal assistance – only by appointment

You will only be able to receive personal assistance at a tax centre in special cases – and by appointment.

The following tax centres offer personal assistance by appointment: Rønne, København, Høje-Taastrup, Fredensborg, Næstved, Odense, Haderslev, Esbjerg (Ribe), Aarhus, Herning, Struer, Aalborg.

Appointments can be made on
+45 72 22 18 18
Personal assistance by appointment is
available
Monday 10.00 – 16.00 and
Tuesday to Friday 10.00 – 14.00.

Social and health insurance and CPR number

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 web-site www.cityname.dk
(e.g. www.aarhus.dk)

CPR numbers and health cards can
also be issued at the International
Citizen Service.

Accident & Emergency

Serious injury or life threatening illness call 112

General practitioners

If you get ill and need medical assistance call your general practitioners. GP's 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

(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' surgeries 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.

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 4, 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 6, 8500 Grenaa

Regionshospitalet Silkeborg
(Open 24 hours)
Falkevej 1-3, 8600 Silkeborg

Århus Universitetshospital,
Århus Sygehus (Open 24 hours)
Nørrebrogade 44, 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. The telephone gives
information about the emergency service
and opening hours.

Aarhus: Tandklinikken
Brobjergskolen
Frederiks Allé 20
8000 Aarhus C

Opening hours
Friday 18.00 – 21.00
Saturdays, Sundays and public holidays
10.00 – 13.00
Contact: Show up in person

Holstebro: Tandlægevagten,
Regionstandplejen
Regionshospitalet Holstebro
Lægaardsvej 12
7500 Holstebro

Opening hours
Saturdays, Sundays and public holidays
12.00 – 15.00
Contact: Show up in person

Payment: Please note, that you will be
charged a fee for using the Emergency
Dental Service.

Police/fire brigade

Emergency number: 112
The police can also be contacted at 114
(non-emergency number).

Vehicle breakdowns:

Falck +45 70 10 20 30
Dansk Autohjælp +45 70 10 80 90

Important Phone Numbers and Addresses – Region of Southern Denmark

(Danish: Region Syddanmark)

International Citizen Service

Dannebrogsgade 3, 1.
5000 Odense C
Telephone: +45 72 20 54 25
south@icitizen.dk
www.icitizen.dk

Opening hours

Tuesday 12.00 – 16.00
Thursday 12.00 – 16.00

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 State Administration, The Immigration Service, The Danish Tax Administration and The Municipality Citizens Service Centre.

Residence certificate – The State Administration

(Danish: Statsforvaltningen)

If you work and live in the Southern part of Denmark (Region of Southern Denmark/Region Syddanmark), you may apply for your residence permit at the state administration (Statsforvaltningen) in either the International Citizen Service in Odense or at the administration office in either Aabenraa, Odense or Ribe.



State Administration

Statsforvaltningen Afdeling Aabenraa

Storetorv 10
6200 Aabenraa
Telephone + 45 72 56 70 00
euophold@statsforvaltningen.dk

Opening hours

(EU residence department)

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

or

Statsforvaltningen

Afdeling Odense

Mogensensvej 24 c, 1.
5000 Odense C
Telephone +45 72 56 70 00
euophold@statsforvaltningen.dk

Opening hours

(EU residence department)

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Odense.

Save yourself the trip to the tax centre

The majority of tax customers can find answers to most questions – quicker and easily – at: www.skat.dk. If you do not find the answer to your question on the web page you can call SKAT on +45 72 22 18 18 Monday between 9.00 and 17.00 Tuesday to Thursday 9.00 to 16.00 Friday 9.00 to 14.00

Personal assistance – only by appointment

You will only be able to receive personal assistance at a tax centre in special cases – and by appointment.

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Appointments can be made on
+45 72 22 18 18
Personal assistance
by appointment is available
Monday 10.00 – 16.00 and
Tuesday to Friday 10.00 – 14.00.

Social and health insurance and CPR number

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 web-site www.cityname.dk
(e.g. www.odense.dk)

CPR numbers and health cards can
also be issued at the International
Citizen Service.

Accident & Emergency

Emergency (ambulance) – Tel: 1-1-2

In the event of accident or life threat-
ening situations, call 1-1-2

General practitioners

If you get ill and need medical assis-
tance call your general practitioners.
GP's are open 08.00 to 16.00 Monday
to Friday. The GP will refer you to Ac-
cident & 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' surgeries
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 4 pm, at weekends and
on public holidays, call an after-hours
doctor on +45 70 11 07 07. The doctor
will refer you to A&E if necessary.

Accident & Emergency departments
are at the following locations:

Sydvestjysk Sygehus Esbjerg
Finsensgade 35, 6700 Esbjerg

Vejle Sygehus
Kabbeltøft 25, 7100 Vejle

Kolding Sygehus
Skovvangen 2-8, 6000 Kolding

Sygehus Sønderjylland Aabenraa
Kresten Phiipsens Vej 15, 6200 Aaben-
raa

Odense Universitetshospital
Sdr. Boulevard 29 – bygning 1 – indgang
fra J.B. Winsløvsvej
5000 Odense C

OUH Svendborg Sygehus
Valdemarsgade 53
5700 Svendborg

Emergency dental service

(Danish: *tandlægevagten*)

If you need dental care outside prac-
tice office hours, you can contact the
emergency dental service.

Telephone number:

+45 65 41 45 51. The telephone gives
information about the emergency ser-
vice and opening hours.

Odense

Regionstandplejen, Heden 7, 3., 5000
Odense C

Opening hours

Saturdays, Sundays and public holidays
9.00 – 12.00

Esbjerg

Regionstandplejen, Sundhedshuset
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. Children are treated for free
(the municipality pays the bill). Adults
pay immediately after treatment. The
minimum cost for treatment on Sat-
urdays is 850 kroner and for Sundays
and public holiday, 1,150 kroner (as of
2011).

Police/fire brigade

Emergency number: 112

The police can also be contacted at 114.
(non-emergency number).

Vehicle breakdowns:

Falck +45 70 10 20 30

Dansk Autohjælp +45 70 10 80 90

Important Phone Numbers and Addresses – Region Sjælland/Zealand

(Danish: Region Sjælland)

International Citizen Service

Gyldenløvesgade 11
1600 København V
Telephone: +45 33 66 66 06
east@icitizen.dk
www.icitizen.dk

Opening hours

Monday, Tuesday
and Wednesday 10.00 – 15.00
Thursday 11.00 – 15.00
Friday 10.00 – 14.00

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 State Administration,
The Immigration Service, The Danish
Tax Administration and The Municipal-
ity Citizens Service Centre.

Residence certificate – The State Administration

(Danish: Statsforvaltningen)

If you work and live in the region Sjælland (Region Zealand/Sjælland), you may apply for your residence permit at the state administration (*Statsforvaltningen*) in either the International Citizen Service in Copenhagen or at the administration office in Nykøbing Falster or Roskilde.

Statsforvaltningen

Afdeling Nykøbing F

Dronningensgade 30
DK – 4800 Nykøbing F.
Telephone +45 72 56 70 00
euophold@statsforvaltningen.dk



Opening hours

(EU residence department)

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

Statsforvaltningen

Afdeling Ringsted

(EU residence department)
Nørregade 2
4100 Ringsted
Telephone +45 72 56 70 00
euophold@statsforvaltningen.dk

Opening hours

(EU residence department)

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Copenhagen.

Save yourself the trip to the tax centre

The majority of tax customers can find answers to most questions – quicker and easily – at: www.skat.dk. If you do not find the answer to your question on the web page you can call SKAT on +45 72 22 18 18 Monday between 9.00 and 17.00 Tuesday to Thursday 9.00 to 16.00 Friday 9.00 to 14.00

Personal assistance – only by appointment

You will only be able to receive personal assistance at a tax centre in special cases – and by appointment.

The following tax centres offer personal assistance by appointment: Rønne, København, Høje-Taastrup, Fredensborg, Næstved, Odense, Haderslev, Esbjerg (Ribe), Aarhus, Herning, Struer, Aalborg.

Appointments can be made on +45 72 22 18 18
Personal assistance by appointment is available Monday 10.00 – 16.00 and Tuesday to Friday 10.00 – 14.00.

Social and health insurance and CPR number

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 web-site www.cityname.dk (e.g. www.roskilde.dk)

CPR numbers and health cards can also be issued at the International Citizen Service.

Accident & Emergency

Emergency (ambulance) – Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

If you get ill and need medical assistance call your general practitioners. GP's 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

– 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 GP's surgeries 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!

Accident & Emergency

Serious injury or life threatening illness call 112

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, Hoskiærvej 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 61, 4700 Næstved. Limited opening hours

Odsherred Sundhedscenter, Sygehusvej 5, 4500 Nykøbing Sj. Open Monday-Friday 14-22 and weekends 10 – 20

Roskilde Sygehus, Køgevej 7-13, entrance 14, 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.

Ringsted Sygehus, Knud Lavard Centret, Eksercerpladsen 1, 4100 Ringsted.
Limited opening hours

Vordingborg Sundhedscenter, Sankelmærksvej 10, 4760 Vordingborg
Limited opening hours

Stege Sundhedscenter, Langgade 57, 4900 Nakskov. Limited opening hours

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/fire brigade

Emergency number: 112

The police can also be contacted at 114 (non-emergency number).

Vehicle breakdowns:

Falck +45 70 10 20 30
Dansk Autohjælp +45 70 10 80 90

Important Phone Numbers and Addresses – Region Capital of Denmark

(Danish: Region Hovedstaden)

International Citizen Service

Gyldenløvesgade 11
1600 København V
Telephone: +45 33 66 66 06
east@icitizen.dk
www.icitizen.dk

Opening hours

Monday, Tuesday
and Wednesday 10.00 – 15.00
Thursday 11.00 – 15.00
Friday 10.00 – 14.00

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 State Administration,
The Immigration Service, The Danish
Tax Administration and The Municipal-
ity Citizens Service Centre.

Residence certificate – The State Administration

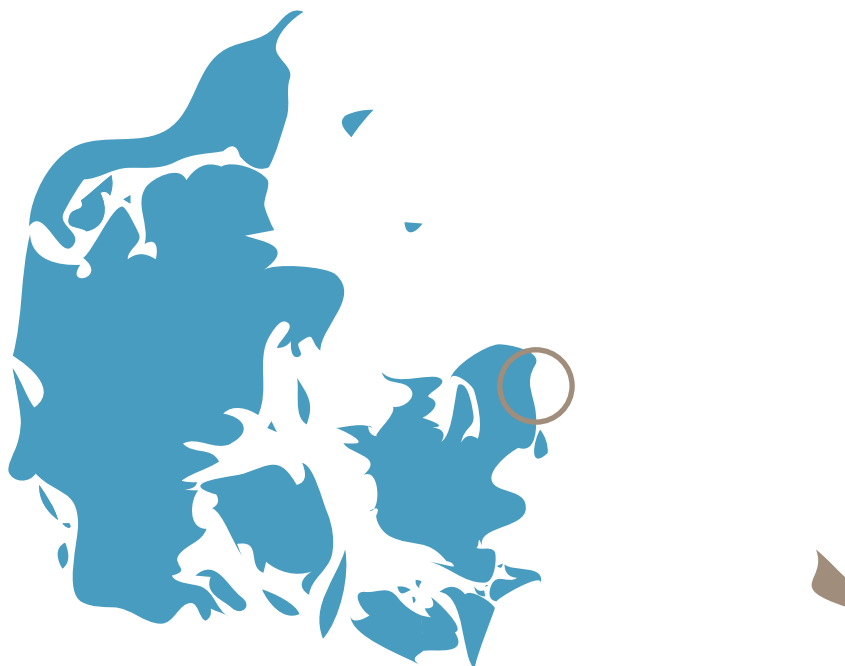
(Danish: Statsforvaltningen)

If you work and live in the greater
Copenhagen area (Region Capital of
Denmark/Hovedstaden), you may apply
for your residence permit at the state
administration (Statsforvaltningen) in
either the International Citizen Service
in Copenhagen or at the administra-
tion office in Copenhagen or Rønne
(Bornholm).

Statsforvaltningen

Afdeling København

Borups Allé 177, blok D-E
DK – 2400 København NV
Telephone +45 72 56 70 00
euophold@statsforvaltningen.dk



Opening hours (EU residence department)

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

Statsforvaltningen

Afdeling Bornholm

Østre Ringvej 1
DK – 3700 Rønne (Bornholm)
Telephone +45 72 56 70 00
euophold@statsforvaltningen.dk

Opening hours

Monday	8.00 – 16.00
Tuesday	8.00 – 16.00
Wednesday	8.00 – 16.00
Thursday	12.00 – 18.00
Friday	8.00 – 14.00

Tax Card

Tax cards are issued by the tax au-
thorities (Danish: SKAT). You can apply
for your tax card and get personal
guidance about tax questions at the
International Citizen Service in Copen-
hagen.

Save yourself the trip to the tax centre

The majority of tax customers can find
answers to most questions – quicker
and easily – at: www.skat.dk. If you do
not find the answer to your question
on the web page you can call SKAT on
+45 72 22 18 18

Monday between 9.00 and 17.00
Tuesday to Thursday 9.00 to 16.00
Friday 9.00 to 14.00

Personal assistance – only by appointment

You will only be able to receive
personal assistance at a tax centre in
special cases – and by appointment.

The following tax centres offer
personal assistance by appointment:
Rønne, København, Høje-Taastrup,
Fredensborg, Næstved, Odense,
Haderslev, Esbjerg (Ribe), Aarhus,
Herning, Struer, Aalborg.

Appointments can be made on
+45 72 22 18 18

Personal assistance
by appointment is available
Monday 10.00 – 16.00 and
Tuesday to Friday 10.00 – 14.00.

Social and health insurance and CPR number

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 web-site www.cityname.dk (e.g. www.frederiksberg.dk)

CPR numbers and health cards can also be issued at the International Citizen Service.

Accident & Emergency

Emergency (ambulance)

– Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

If you get ill and need medical assistance call your general practitioners. GP's 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 18 13 (open 24 hours)

The +45 18 13 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 A&E if necessary.

Accident & Emergency departments are at the following locations:

Amager Hospital (7.00 – 22.00), Italiensvej 1, 20, 2300 København S

Bispebjerg Hospital (Open 24 hours), Bispebjerg Bakke 23 – 7C, 2400 København NV

Bornholms Hospital (Open 24 hours) Ullasvej 8, 3700 Rønne

Frederiksberg Hospital (7.00 – 22.00), Nordre Fasanvej 57 – Road 2, entrance 3A, 2000 Frederiksberg

Frederikssund Hospital (7.00 – 22.00), Frederikssundsvej 30, 3600 Frederikssund

Gentofte Hospital (7.00 – 22.00), Kildegårdsvej 28, 2900 Hellerup

Glostrup Hospital (7.00 – 22.00), Nordre Ringvej 57, 2600 Glostrup

Helsingør Hospital (7.00 – 22.00), Esrumvej 145, 3000 Helsingør

Herlev Hospital (Open 24 hours), Herlev Ringvej 75, 2730 Herlev

Hillerød Hospital (Open 24 hours), Bakkedraet, entrance 04 29, 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 holidays 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

Ullasvej 8, 3700 Rønne
Opening hours: Saturdays, Sundays and public holidays: 10.00 – 10.30
Contact: Telephone +45 18 13

Payment: Please note, that you will be charged a fee for using the Emergency Dental Service.

Police/fire brigade

Emergency number: 112

The police can also be contacted at 114 (non-emergency number).

Vehicle breakdowns:

Falck +45 70 10 20 30
Dansk Autohjælp +45 70 10 80 90

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.

Highly skilled international employees

For some companies, recruiting international staff has become common practice. For others, it's new ground. Workindenmark is there to help.

Workindenmark has extensive experience in helping companies of all sizes find 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.

If you want to recruit your next employee from abroad, you'll need to:

- make your vacancies visible to international candidates;
- contact the candidates that have the qualifications you're looking for.

Workindenmark can help you do both.

Workindenmark can get you off to a good start

Workindenmark can help you recruit highly qualified international staff.

Our services include:

- posting your vacancies on [w.workindenmark.dk](https://www.workindenmark.dk) to make them visible to an international audience;
- advising on advertising jobs abroad;
- finding international candidates that meet your requirements;
- presenting your vacancies at relevant European job fairs.

Your company can take part in job fairs too. Contact us for advice on which job fairs would be relevant to your company. We're also happy to assist if you need practical help.

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.

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 – workindenmark.com – 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 800 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

We work closely with other authorities to make sure all the paperwork is taken care of when the new employee arrives in Denmark.

We offer:

- help with all the necessary paperwork through the International Citizen Service (ICS) offices in Copenhagen, Aarhus, Odense and Aalborg. To learn more, go to www.icitizen.dk;
- a welcome package with relevant and practical information about living and working in Denmark.

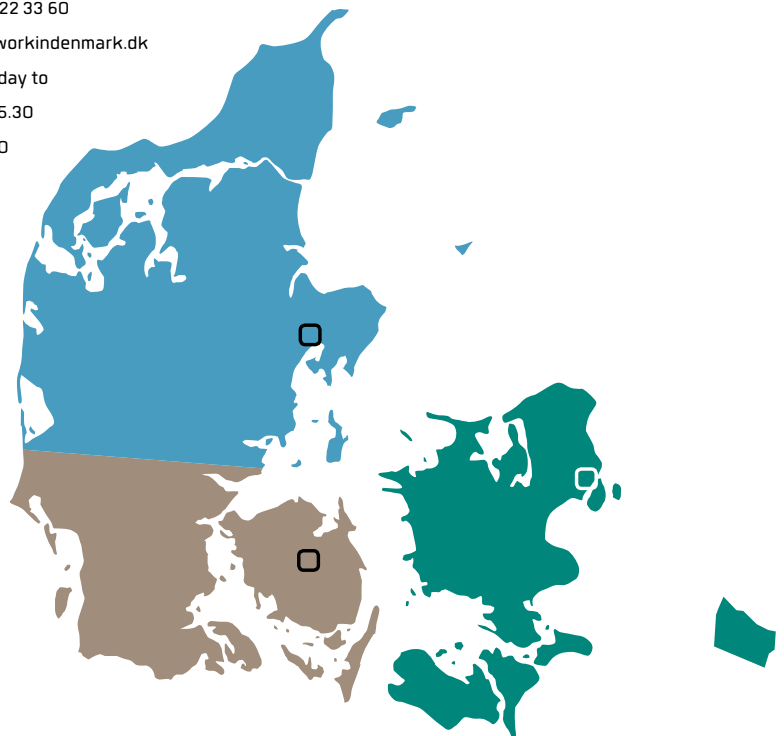
We help spouses and partners find a job in Denmark.

Workindenmark has designed a special job application process for accompanying partners and spouses. Our services include:

- job seeking courses;
- job application assistance (individual and group sessions);
- help finding company internships and wage subsidiary jobs.

Workindenmark West

Pakhus 13, Nordhavnsvej 4-6
8000 Aarhus C
Telephone +45 72 22 33 60
workindenmark@workindenmark.dk
Office hours: Monday to Thursday 8.30 – 15.30
Friday 8.30 – 15.00



Workindenmark South

Dannebrogsgade 3
5000 Odense C
Telephone +45 72 22 33 30
workindenmark@workindenmark.dk
Office hours: Monday to Thursday 8.30 – 15.30
Friday 8.30 – 15.00

Workindenmark East

Gyldenløvsgade 11
1600 København V
Telephone +45 72 22 33 00
workindenmark@workindenmark.dk
Office hours: Monday to Thursday 10.00 – 16.00
Friday 10.00 – 15.30

Denmark

First steps in Denmark

Working in Denmark

Life in Denmark

Job search in Denmark

Leaving Denmark

**Important Telephone
Numbers and addresses**

**Workindenmark – services
to Danish Employers**

Workindenmark West

Pakhus 13

Nordhavnsvej 4-6

8000 Aarhus C

Telephone +45 72 22 33 60

workindenmark@workindenmark.dk

Office hours:

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Friday 8.30 – 15.00

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Friday 8.30 – 15.00

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www.workindenmark.dk