

ADDRESSES

Danish Agency for International Recruitment and Integration (SIRI)

Address: Åboulevarden 31, 1, 8000 Aarhus C

Web: www.newtodenmark.dk

Telephone number: (+45) 72 14 20 00

	Opening hours:	Telephone hours:
Monday	9.00-15.00	9.00-15.00
Tuesday	Closed	Closed
Wednesday	9.00-15.00	9.00-15:00
Thursday	9.00-17.00	9.00-15.00
Friday	9.00-13.00	9.00-12.00

Borgerservice (Citizens' Services)

In Aarhus Municipality, we advise you to visit Citizens' Services

Address: Borgerservice, DOKK1, Hack Kampmanns Plads 2, 8000 Aarhus C

Web: www.aarhus.dk and www.lifeindenmark.dk

Telephone number: (+45) 89 40 22 22

	Opening hours:	Telephone hours:
Mon-Wed & Fri:	10.00-16.00	9.00-16.00
Thursday	10.00-18.00	9.00-18.00

The Danish Customs and Tax Administration.

Address: Lyseng Allé 1, 8270 Højbjerg (by appointment in advance only)

Web: www.skat.dk

Telephone number: (+45) 72 22 18 18

	Telephone hours:
Monday	9.00-17.00
Tue-Thurs:	9.00-16.00
Friday	9.00-14.00

Personal assistance by appointment in advance is available on

Monday: 10:00-16:00

Tuesday-Friday: 10:00-14:00



REGISTERING WITH THE DANISH AUTHORITIES

A guide to registering with the Danish authorities in Aarhus when International Citizen Service is closed

If possible, we recommend that you register at the International Citizen Service, as the process is considerably easier. For the opening hours of International Citizen Service, see www.icitizen.dk.

For further information and guidance about arriving in Denmark, please visit www.ias.au.dk/onarrival

EU/EAA CITIZENS

Residence certificate

You can obtain your residence certificate at the Danish Agency for International Recruitment and Integration (SIRI).

Processing your application generally takes one to two weeks.

See what to bring to register at www.ias.au.dk/registration/eueea-citizens

All documents or certificates must be in English, German or a Scandinavian language.

Please note that you must book an appointment with SIRI in advance. You do this at www.nyidanmark.dk/en-GB/Contact-us/Contact-SIRI

CPR number and health insurance card

You can obtain your CPR number and health insurance card at the Citizens' Services (Borgerservice).

You will receive your CPR number and health insurance card at your registered address in Denmark approximately two weeks after you hand in your application. Please note that if you are staying in Denmark for less than 3 months, you cannot register or get a CPR number.

Tax card

To obtain an electronic tax card or for tax related questions, please contact the Danish Customs and Tax Administration. You can only get personal assistance at the tax center if you ring to make an appointment beforehand.

Once you are assigned a tax bracket, you can view your electronic tax card at skat.dk.

Please note that if you have chosen to be on the Researcher Taxation Scheme you should not register with SKAT upon arrival.

NON-EU/EAA CITIZENS

Biometric prints

You need to have your biometric prints recorded, if you have not already done so in your home country. This should be done within a specified time (usually 14 days) after arriving to Denmark.

You have two options for this:

- Go to the police station. You can walk in from the street, but risk waiting in line. Find the address and opening hours at www.politi.dk/oestjylland-politi/aarhus-hovedpolitistation
- Go to SIRI at the ICS in Aarhus. Booking a timeslot beforehand is mandatory, but no waiting once you are there. Find further information and link to booking at www.nyidanmark.dk/en-GB/Contact-us/Contact-SIRI

You should bring your passport and a copy of your residence and work permit application/permit or a print of the receipt for the online application.

CPR number and health insurance card

You can obtain your CPR number and health insurance card at the Citizens' Services (Borgerservice).

You will receive your CPR number and health insurance card at your registered address in Denmark approximately two weeks after you hand in your application. Please note that if you are staying in Denmark for less than 3 months, you cannot register or get a CPR number.

See what to bring to register at www.ias.au.dk/registration/non-eueea-citizens.

All documents or certificates must be in English, German or a Scandinavian language.

Tax card

To obtain an electronic tax card or for tax related questions, please contact the Danish Customs and Tax Administration. You can only get personal assistance at the tax center if you ring to make an appointment beforehand. Once you are assigned a tax bracket, you can view your electronic tax card at skat.dk.

Please note that if you have chosen to be on the Researcher Taxation Scheme you should not register with SKAT upon arrival.