Citizen Service, Prinsens Allé 5, 8800 Viborg

Phone: 87 87 87 87, E-mail: [viborg@viborg.dk](mailto:viborg@viborg.dk)

Opening hours:

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| Monday, Tuesday and Wednesday | 9:30 – 15:30 |
| Thursday | 9:30 – 17:00 |
| Friday | 9:30 – 13:30 |

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| **Get a cpr. no. – Please bring along:** |  |
| Original and a copy of your passport | The copy must show your photo |
| Copy of your residence permit |  |
| Fill out the form: 3923  If you need help ask: Helle Karvonen | You may find it here:  <http://ias.au.dk/contact/foulum-help-desk/getting-started-in-foulum/> |
| Original marriage certificate | If you are married |
| **You will get :** |  |
| Cpr.no. right away | After approx.. 14 days you will get the yellow medical card |
|  | **Remember:** to get at letter with your cpr.no. written on it |
| Nem ID | Citizen service can help with creation |

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| **Getting a tax card – please bring along to Helle Karvonen** |
| A copy of the letter from citizen service with your cpr.no. on it. |
| A copy of your contract – where your estimated monthly income is stated |
| A copy of your work and residence permit |
| Apply for a tax card: <http://www.skat.dk/SKAT.aspx?oId=1899274&vId=0>  Apply for a tax card on the website: <https://www.skat.dk/SKAT.aspx?oId=2179753> |
| A copy of your marriage certificate (if married) |

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| **Open a bank account – please bring along to Helle Karvonen** |
| A copy of your passport |
| A copy of the work and residence permit |
| A copy of the medical card – either the yellow card or the letter from citizen service with your cpr. no. |
| A copy of your contract/invitation letter from AU |
| **Remember** to fill in questionnaire from the bank – you may find it here: <http://ias.au.dk/contact/foulum-help-desk/getting-started-in-foulum/> |
| **If you don´t have a passport, your official ID-card from your home country is then applicable** |

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| **EU citizens** . They need to have a registration certificate at the state administration, before they can get a cpr. no. You can get it in Aarhus or Aalborg.  Application for EU residence document OD 1: <http://www.statsforvaltningen.dk/stats_resources/797.pdf> It must be picked up in personal. In Aarhus they can go to International Citizen Service and here get a cpr.no as well as a taxcard. |
| **Special cases – i.e. internship – Contact Helle Karvonen** |
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