

## ADDRESSES

Danish Agency for International Recruitment and Integration (SIRI)  
Address: DOKK1, Hack Kampmanns Plads 2, 8000 Aarhus C

Web: [www.newtodenmark.dk](http://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](http://www.aarhus.dk) and [www.lifeindenmark.dk](http://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](http://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](http://www.icitizen.dk).

For further information and guidance about arriving in Denmark, please visit [www.ias.au.dk/onarrival](http://www.ias.au.dk/onarrival)

## EU/EAA CITIZENS

### Residence documents

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

Normally, you get the residence document immediately when you visit SIRI.

See what to bring to register at [www.ias.au.dk/registration/eueea-citizens](http://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](http://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](http://skat.dk).

Please note that if you have chosen to be on the Researcher Taxation Scheme you should not register with the Danish Customs and Tax Administration 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.

Go to SIRI at one of the branch offices around the country (Bornholm, Copenhagen, Odense, Aalborg, Aarhus and Aabenraa). 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](http://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](http://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](http://skat.dk).

Please note that if you have chosen to be on the Researcher Taxation Scheme you should not register with the Danish Customs and Tax Administration upon arrival.