

ADDRESSES

Statsforvaltning (The Central Jutland State Administration)(EU/EEA only)

Address: Statsforvaltningen, Lyseng Alle 1, 8270 Højbjerg

Web: www.statsforvaltningen.dk

Telephone number: (+45) 72 56 70 00

	Opening hours:	Telephone hours:
Mon- Wed:	8.00-14.00	9.00-15.00
Thurs	12.00-16.00	12.00-15.00
Fri:	8.00-14.00	9.00-15.00

Borgerservice (Citizens' Services)

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

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
Thurs:	10.00-18.00	9.00-18.00

SKAT (Danish tax authorities)

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

Web: www.skat.dk

Telephone number: (+45) 72 22 18 18

Telephone hours:

Mon:	9.00-17.00
Tue-Thurs:	9.00-16.00
Fri:	9.00-14.00

Personal assistance by appointment in advance is available on:

Monday: 10:00-16:00

Tuesday-Friday: 10:00-14:00

Politi (Police)

Address: East Jutland Police, Fredensgade 41, 8000 Aarhus C

Telephone number: (+45) 87 31 14 48 (general inquires)

Telephone hours:

Monday-Thursday: 9.00-11.00

Biometrics for residency cards:

Address: East Jutland Police, Ridderstræde 1, 8000 Aarhus C

Opening hours:

Monday-Thursday: 9.00-14.00

Friday: 9.00-12.00

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 State Administration (Statsforvaltningen).

Processing your application generally takes one to two weeks.

See what to bring to register as a citizen:

- EU/EEA: www.ias.au.dk/registration/eueea-citizens
- Non-EU/EEA: www.ias.au.dk/registration/non-eueea-citizens

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 as an EU/EEA citizen at

www.ias.au.dk/registration

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 tax authorities, SKAT. You are only able to receive personal assistance at the tax centre if you ring to make an appointment beforehand.

Once you are assigned a tax bracket, you will receive an electronic tax card which will be sent directly to your employer. You will not receive a physical card, but 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.

See what to bring to register as an EU/EEA citizen at

www.ias.au.dk/registration

NON-EU/EAA CITIZENS

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 as a non-EU/EEA citizen on

www.ias.au.dk/registration

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 tax authorities, SKAT. You are only able to receive personal assistance at the tax centre if you ring to make an appointment beforehand.

Once you are assigned a tax bracket, you will receive an electronic tax card which will be sent directly to your employer. You will not receive a physical card, but 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.

See what to bring to register as an EU/EEA citizen at

www.ias.au.dk/registration

Biometric prints

You must have your biometric prints recorded, if you have not already done so in your home country. This should be done within a specified time period (usually 14 days) after arriving in Denmark. You do this by visiting the police station.

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.