HOW TO REGISTER WHEN ICS IS CLOSED: AALBORG

EU/EAA CITIZENS

1. EU 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 an EU/EAA citizen on ISU’s website section ‘Upon arrival – Registration Upon Arrival’.

Address:
Statsforvaltningen Aalborg (State Administration)
Aalborghus Slot
Slotspladsen 1
9000 Aalborg
Tel: (+45) 72 56 70 36 (the EU phone)

Opening hours:
Monday, Tuesday, Wednesday: 08.00-12.00
Thursday: 12.00-15.00
Friday: 08.00-12.00

Telephone hours:
Monday: 08.00-15.00
Tuesday-Wednesday: 09.00-15.00
Thursday: 12.00-15.00
Friday: 09.00-15.00

2. 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 three months, you cannot register or get a CPR number.

See what to bring to register as an EU/EAA citizen on ISU’s website under ‘Upon Arrival – Registration upon arrival’.

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

Address:
Borgerservice Aalborg (Citizen Service Center)
Rantzauergade 6
9000 Aalborg
Tel: (+45) 99 31 18 00

Opening hours
Mon - Wednesday 09.30-14.30
Thursday 09.30-17.00
Friday 09.30-13.00

Telephone hours
Mon - Wednesday 09.00-14.30
Thursday 09.00-16.00
Friday 09.00-13.00

3. 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 call 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](http://skat.dk). Please note that if you have chosen to be on the Researcher Taxation Scheme you should not register with SKAT upon arrival.

Address:

SKAT (Danish tax authorities)
Skibsbyggerivej 5
9000 Aalborg (by appointment in advance only)
Web: www.skat.dk
Telephone number: (+45) 72 22 18 18

Telephone hours:
Monday 09.00 - 17.00
Tuesday – Thursday 09.00 - 16.00
Friday 09.00 - 14.00

Personal assistance by appointment in advance is available on:

Monday 10:00-16:00
Tuesday-Friday: 10:00-14:00
NON-EU CITIZENS

1. 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 period of time, normally within 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.

Address:

Nordjyllands Politi (North Jutland Police Station)

Jyllandsgade 27

9000 Aalborg

Tel: (+45) 96 30 14 48

Opening hours:

Monday – Friday: 09.00 - 12.00

Telephone hours:

Monday-Friday: 08.00 - 09.00

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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 citizen on ISU’s website under ‘Upon Arrival - Registration upon arrival’.

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

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9000 Aalborg

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9000 Aalborg (by appointment in advance only)
Web: www.skat.dk
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Telephone hours:
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