HOW TO REGISTER WHEN ICS IS CLOSED: ESBJERG

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 under ‘Upon Arrival - Registration upon arrival’.

Address:

Statsforvaltningen Afdeling Aabenraa (State Administration)
Storetorv 10
6200 Aabenraa
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 3 months, you cannot register or get a CPR number.

See what to bring to register as a non-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:

Borgerservicecenter Esbjerg (Citizen Service)
Rådhuset  
Torvegade 74  
6700 Esbjerg  
Tel: (+45) 76 16 16 16

**Opening hours**  
Monday-Wednesday  10.00-15.00  
Thursday  10.00-17.00  
Friday  10.00-12.00

**Telephone hours**  
Monday-Wednesday  08.00-15.00  
Thursday  08.00-17.00  
Friday  08.00-13.00

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

**Address:**  
SKAT Kundecenter Ribe (Danish tax authorities)  
Sorsigvej 35  
6760 Ribe (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 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:
Syd- og Sønderjyllands Politi Esbjerg (South Denmark Police station)
Kirkegade 76
6700 Esbjerg
Tel: 1-1-4 (Service Centre)

Opening hours:
Monday-Thursday 10.00 - 12.00
Friday closed

Telephone hours:
Monday - Thursday 13.00 - 15.00
Friday 10.00 - 12.00

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