

# Guide for Diplomats in Denmark

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## Foreword

This Diplomatic Guide contains information to foreign missions and international organisations about enjoyment of various privileges and immunities under the Vienna Conventions and individual host agreements in Denmark. It also contains information about other rules, regulations, procedures etc. of relevance for their conduct of business in Denmark. The guide replaces the previous handbook Diplomat in Denmark, will be web based only and will not be distributed in a paper version, as was the case with Diplomat in Denmark. The Protocol Department will update the contents of the guide on a regular basis. Relevant information and other news of interest to the diplomatic community will as previously be communicated directly from the Protocol Department to the missions and international organisations via circular notes and via the Protocol webpage <http://um.dk/en/about-us/the-protocol-department/>

Compared to its predecessor, this guide makes to a larger extent use of relevant information already being present on the internet aiming at making it easier for foreigners to settle, work and live in Denmark. This guide will make reference and include links to these web sites when appropriate.

The guide does not contain any new rules or procedures that have not previously been communicated to the missions and international organisations. However, aiming at giving practical guidance, the guide is in some areas more comprehensive than the previous handbook and includes more information relevant to the international organisations.

To the extent possible following the rules and regulations, no distinction is made between the privileges of diplomatic staff and administrative and technical staff. The common designation "privileged person" or "privileged staff" is used for members of both groups. In international organisations the description is generally relevant to persons in grades enjoying privileges based on the specific regulations in the host agreement.

Special rules in certain areas apply for mission staff members who are Nordic, EU/EEA citizens or citizens from Switzerland.

It should be born in mind that name and rank of all privileged persons and their dependant family members must be registered at the Protocol Department in accordance with paragraph 47 in the Foreign Aliens Act in order to ensure application of the Vienna Convention and relevant host agreements. The Protocol Department should be notified about all members of the staff of a diplomatic mission, and in accordance with the various host agreements, all staff in international organisations must be registered with the Protocol Department.

The customs rules in this guide cover Denmark but do not apply to the Faroe Islands and Greenland.

General information that may be useful for newcomers to Denmark may be found i.a. on International Citizen Service's website <http://icitizen.dk/> , including information on accommodation, schooling, studying and day-care for children.

Copenhagen, June 2014

Marie-Louise Overvad  
Chief of Protocol, Ambassador

## **1. Foreign Government Missions, International Organisations and their staffs in Denmark**

### **1.1 Status of foreign government missions, international organisations and their staffs**

The status of foreign government missions, international organisations and their staffs in Denmark is governed by the provisions of the Vienna Convention on Diplomatic Relations

(1961), the Vienna Convention on Consular Relations (1963) and host country agreements. In addition, some privileges may be provided on the basis of international practice, based on reciprocity.

The Vienna Convention is based on the premise that posted staff is posted at an Embassy for a specific purpose and thus the staff fall into one of the designated categories with varying responsibilities and privileges and immunities.

Should a member of the posted staff change from one category of staff to another during his/her posting this change must therefore be confirmed by the MFA of the sending state.

### **1.2 Diplomatic agents** (Vienna Convention art. 1(e))

A diplomatic agent is the head of a mission or a member of the diplomatic staff of the mission. Diplomatic agents should in principle be of the nationality of the sending State, cf. Article 8 of the Vienna Convention on Diplomatic Relations.

In general, the Ministry of Foreign Affairs expects a diplomatic agent to be in possession of a valid diplomatic passport, to hold a recognized diplomatic rank, to perform diplomatic functions on a full-time basis and to be on normal rotation.

Article 1 in the Vienna Convention mentions the different categories of members of the staff of the diplomatic missions. The holders of the following ranks are considered to be members of the diplomatic staff as defined in Article 1(d) of the Vienna Convention on Diplomatic Relations: Ambassador (Extraordinary and Plenipotentiary), Apostolic Nuncio, Minister Plenipotentiary, Chargé d’Affaires en pied, Minister, Minister Counsellor, Counsellor, First Counsellor, Second Counsellor, Commercial Counsellor, First Secretary, Second Secretary, Third Secretary and Attaché. In addition Defence Attaché” (or Military, Naval or Air Attaché).

A member of the staff of the mission, who does not hold one of the diplomatic ranks listed above, will as a general rule be classified as a member of the administrative and technical staff of the mission or the service staff.

### **1.3 Members of the administrative and technical staff of the mission** (Vienna Convention art.1(f))

The Ministry of Foreign Affairs expects members of the administrative and technical staff of the mission to perform their duties at the mission on a full-time basis and to be in possession of an official (service) passport issued by the sending State. If the passport does not indicate the title/function of the staff member, a note/letter from the sending state must indicate the function and confirm the function as being within the scope of the technical and administrative staff. Staff members who are part-time drivers cannot be registered with the Protocol Department as members of the administrative and technical staff of the mission even if they perform administrative and technical tasks.

### **1.4 Members of the service staff of the mission** (Vienna Convention art. 1(g))

The Vienna Convention on Diplomatic Relations defines members of the service staff as those, who are in the domestic service of the mission. These persons are part of the staff categories (members of the mission), who are posted abroad by their country’s Foreign Service, and therefore obtain their permit to stay from the Protocol Department. If no service passport is provided, proof from Foreign Ministry of status as posted service staff must be provided.

Immunity in respect of acts performed in the course of their duties extends to members of the service staff of the mission.

Family members of the service staff of the mission do not enjoy immunities under the Vienna Convention.

### **1.5 Private servants** (Vienna convention art. 1(h))

Since 1 January 2015 the Ministry of Foreign affairs has been authorized to issue residence and work permits to expatriate private servants working in the domestic household of a diplomat. A contract must be signed by both parties and certified by the diplomatic mission/international organisation as guarantor for expenses and approved by the Protocol before the private servant can obtain visa to enter Denmark.

The contract (standard form to be used is found under "Standard forms for diplomats etc." on the Protocol Department's website) must respect a number of minimum requirements concerning working hours, salary, board and lodging at the employer's residence, existence of bank account, insurances, holidays, sickness, return ticket etc. The maximum period for the contract may not be longer than the diplomat's residence permit. In any event the contract must come to an end when the diplomat leaves the country.

The permit to stay will be given only for one year at a time and the domestic worker must pick up the ID-card personally at the Protocol Department every year on which occasions the domestic worker will have a talk with a staff member of the Protocol. This new procedure is in line with the best practices presented under OSCE auspices.

Private servants do not enjoy privileges and immunities.

The new rules apply to expatriate private servants who seek permit to stay and work in diplomatic domestic households in Denmark as of 1 January 2015. Private servants who already work in Denmark under a permit from the Danish Agency for Labour Market and Recruitment must still address the Danish Agency for Labour Market and Recruitment in case of application for renewal of their permit to stay in order to work with the same employer.

Any diplomat planning to employ an expatriate private servant in his/her private household is kindly requested to contact the Protocol Department for more detailed information and guidance.

### **1.6 Locally recruited staff**

The missions may employ Danish nationals or already legal residents in Denmark with the right to work as locally recruited staff. Such locally recruited staff may work in diplomatic missions and international organisations as administrators or as service staff and as domestic service staff with the diplomatic staff.

The competent national authority to be addressed concerning such residence permits etc. is

The Danish Agency for Labour Market and Recruitment Njalsgade 72a,  
København

2300  
Tel: 72 14

The mandatory and absolute provisions of the Danish labour and social laws must be observed whenever a mission or diplomat recruits local staff. It is highly recommended to hire assistance from a Danish lawyer when drawing up staff contracts and related issues. Such staff members who are not privileged staff members and who are nationals of or already legal residents in Denmark do not enjoy privileges and immunities.

The Danish authorities must exercise its jurisdiction over such persons in such a manner as not to interfere unduly with the performance of the functions of the mission, cf. Article 38 (2) of the Vienna Convention on Diplomatic Relations. In order to ensure this protection the Ministry of Foreign Affairs must be informed about recruitment and other changes in local staff employed as administrators with diplomatic missions or international organisations..

### **1.7 Diplomatic immunity**

The term "diplomatic immunity" covers both inviolability and immunity from jurisdiction.

Inviolability means that the Danish government may not take coercive measures such as the arrest or remand in custody of individuals (Article 29 of the Vienna Convention on Diplomatic Relations), forced access to or seizure of buildings (Article 30) or seizure of goods and property. Danish courts are not competent to try cases where the defendant enjoys immunity under Article 31 of the Vienna Convention on Diplomatic Relations. Only the sending State can waive a person's diplomatic immunity.

### **1.8 Inviolability**

Under the Vienna Convention on Diplomatic Relations, the following premises and persons are inviolable:

- A mission's premises and its means of transport (Article 22).
- A mission's archives and documents (Article 24).
- A mission's official correspondence, the diplomatic bag and the diplomatic courier (Article 27).
- Diplomatic agents (Article 29), members of the administrative and technical staff of the mission and members of their families forming part of their households (Article 37, paragraph 1, and Article 37, paragraph 2).
- The private residences of diplomatic agents (Article 30) and members of the administrative and technical staff of the mission (Article 37, paragraph 2) as well as their papers, correspondence and property (Article 30, paragraph 2). Property is only inviolable when used by persons enjoying privileges and immunities.
- Diplomatic agents and members of their families, who pass through Denmark, provided they are travelling to or returning from a post (Article 40).

### **1.9 Persons enjoying diplomatic immunity**

According to the Vienna Convention on Diplomatic Relations, the following persons enjoy diplomatic immunity:



- Diplomatic agents (Article 31) and dependant family members forming part of their households (Article 37, paragraph 1).
- Members of the administrative and technical staff of the mission and members of their families forming part of their households (Article 37, paragraph 2).
- Members of the service staff of the mission, who are not national of or permanently resident in the receiving State *when performing acts in the course of their duties* (Article 37, paragraph 3).

The privileges and immunities of family members forming part of the household are in general considered to be derivative. The Vienna Convention does not provide a definition of the term "family". It is generally agreed that the receiving State may formulate a reasonable definition in order to specify, who may enjoy the privileges and immunities of this category of persons.

The Ministry of Foreign Affairs defines the term "family", for the purposes of the Vienna Conventions, as including:

- a spouse, or a cohabitant/partner (also partner of the same sex). Proof must be provided of cohabitation prior to arrival in Denmark, and
- unmarried children under 21 years of age, who reside exclusively in the household of the parent in question.

With special permission, unmarried children between the ages of 21 and 23 may continue to enjoy privileges and immunities on condition that they are already attending an accredited institution of higher learning (i.e. university or similar) on a full-time basis in Denmark and remain part of the household of the diplomat. In such cases, proof of enrolment must be presented to the Ministry of Foreign Affairs together with the request for renewal of the child's ID card/residence permit card.

### **1.10 Inviolability and immunity under the Vienna Convention on Consular Relations**

Consular officers, i.e. Consul General, Consul, and Vice-Consul, are of two categories, career consular officers and honorary consular officers. The particular status of members of a consular post, who are nationals or permanent residents of the receiving State, is governed by Article 71 of the Vienna Convention on Consular Relations.

Under the provisions of the Vienna Convention on Consular Relations the following are inviolable:

- The consular premises (Article 27, Article 31).
- The consular post's archives and documents (Article 33).
- The consular post's official correspondence (Article 35, paragraph 2).
- The consular courier (Article 35, paragraph 5).
- Career consular officers, with certain exceptions (Article 41); honorary consuls only in respect of official act (Article 71).

### **1.11 Duty to respect laws and regulations of the receiving State**

The Ministry of Foreign Affairs expects all members of missions and consular officers to fully respect Danish laws and regulations during their stay in Denmark, cf. Article 41, sub-section 1 of the Vienna Convention on Diplomatic Relations, which reads:

*"Without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving State. They also have a duty not to interfere in the internal affairs of that State."*

Diplomatic and consular immunity does not relieve diplomatic and consular personnel of the duty to discharge all private financial obligations incurred during their stay in Denmark.

Embassies and organisations as well as their staff are strongly recommended to seek legal advice in order to ensure clarity of legal obligations when employing staff, renting housing or engaging in other bigger commitments and if encountering problems relating to the contract. Likewise embassies and international organisations are strongly recommended to seek solutions outside the courts to possible conflicts, if they are not ready to engage in a civil case before a court.

A diplomatic agent and his/her dependant family members, who are part of his/her household, enjoy the immunities from Danish jurisdiction specified in the Vienna Convention. So does the administrative and technical staff and their family members.

In accordance with article 31 of the Vienna Convention, immunity from Danish civil and administrative jurisdiction will not apply in relation to any professional or commercial activity exercised by dependant family members.

In accordance with article 41 of the Vienna Convention, it is the duty of all persons enjoying privileges and immunities to respect the laws and regulations of the receiving State. In case of serious criminal acts, the Ministry of Foreign Affairs will therefore ask the sending State to waive the immunity of a diplomat involved in such activities, cf. article 32 of the Vienna Convention. This general rule also applies in relation to criminal activities performed by dependant family members in relation to any professional or commercial activity.

Parking fees must be paid by privileged persons, also when the fee has not been paid and a parking control fee is demanded instead by parking attendants. Please note that a parking fee is not a fine as defined in the Vienna Convention.

## **2. International Organisations**

Copenhagen hosts a number of international organisations. The presence of these international organisations is based on formal host agreements concluded with the Danish Government. These host agreements include provisions on privileges and immunities granted to the specific, individual organisation and members of its staff in order to strengthen the efficiency of the organisation. The host agreement also gives guidance on the rules and procedures applying to the areas like taxation, duties and import/export licences.

The headquarters and offices of 11 international organisations, most of them organisations under the auspices of the United Nations, have in 2013 been co-located in the so-called UN City at Marmormolen in Copenhagen. The new state-of-the art and environmentally friendly building is intended to provide the United Nations and other organisations in Denmark with the best possible conditions for fulfilling their mandates and inspire cooperation, innovation and knowledge-sharing among the organisations. More information about the UN City may be found (in Danish) on <http://www.byoghavn.dk/byudvikling/bydele/nordhavnen/marmor-front/fn+byen.aspx>

The following international organisations have concluded headquarter/host agreements with the Danish Government and are listed in the Copenhagen Diplomatic List:

International Organisation for the Developments of Fisheries in Eastern and Central Europe (EUROFISH)

European Communications Office (ECO)

European Environment Agency (EEA)

Global Biodiversity Information Facility (GBIF)

International Council for the Exploration of the Sea (ICES)

International Organisation for Migration (IOM)

Secretariat of the Parliamentary Assembly of the OSCE (OSCE)

Secretariat of the Nordic Council (NC)

Secretariat of the Nordic Council of Ministers (NCM)

UNEP's Centre for Climate Technology Centre and Network (CTCN)

United Nations Childrens Fund (UNICEF)

United Nations Development Programme (UNDP)

United Nations Office for Project Services (UNOPS)

United Nations Population Fund (UNFPA)

United Nations World Food Programme (WFP)

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)

Office of the United Nations High Commissioner for Refugees (UNHCR)

World Health Organisation (WHO)

### **3. Identity Cards and Residence Permit Cards**

The Protocol Department issues two types of cards: *Residence permit cards and identity cards*.

*Residence permit cards* are issued to all nationals of countries outside the EU/EEA area and Switzerland. The residence permit card is proof that the holder has been granted residence in Denmark. It also serves as an ID card proving identity of the holder and includes a CPR-number.

*Identity cards* are issued to all nationals of countries belonging to the EU/EEA area and Switzerland and serves only as an ID card proving identity of the holder and includes a CPR-number. (Nationals of EU/EEA countries and Switzerland do not need a residence permit. These persons are provided with a letter confirming that they are registered with the Protocol Department, carry a Danish CPR-number, and that they have the right to stay in Denmark without a residence permit for as long as they are registered with the Protocol Department). Nationals of the Nordic countries are provided with an ID card only.

ID cards are classified into three categories reflected by the color of the card: RED for diplomatic agents; GREEN for members of the administrative and technical staff; WHITE for members of the locally employed staff, service staff or private servants. This color system is not used for residence permit cards.

Residence permit cards as well as ID cards state the title of the holder.

Locally recruited staff, who at the time of their recruitment were already enjoying legal residence in Denmark, may apply for white ID cards as proof of identification. When applying for identity cards for such personnel the mission must send a note to the Protocol Department enclosing the registration form (see Protocol Department's homepage), two recent photographs (passport size) and the applicant's passport.

ID cards are not issued to family members of locally recruited staff, service staff and private servants.

Expatriate staff members of Diplomatic missions and International Organisations and their dependant family members are registered in the Protocol Department with a so called *administrative CPR-number*, which will serve as proof of identity when dealing with Danish authorities, hospitals, doctors, shops etc. in the same way as the CPR-number given to Danish citizens.

Non-resident diplomats, accredited to Denmark, will be registered with a so called CDR-number (since they do not live in Denmark), which is only a diplomatic registration and does not have the same application in relation to Danish authorities etc. as the CPR-number.

Children should be more than 12 years old in order to obtain an ID card.

See below 4.7.2 for special rules concerning registration of dependant family members, who are EU/EEA/Swiss citizens and who do not hold a diplomatic passport.

Holders of ID cards and residence permit cards are advised to carry their cards with them in order to be able to prove their identity and their registration with the Protocol Department.

Residence permit cards and ID cards must be returned to the Protocol Department by the diplomatic mission or international organisation upon termination of duty of the staff member.

The following scheme provides a summary of various aspects of the rules and procedures applied by the Protocol Department (and the Danish Agency for Labour Retention and International Recruitment) when issuing residence permit cards or ID cards.

	<b>Vienna Conv.Art.</b>	<b>Residence permit given by:</b>	<b>Type of card issued by the protocol department:</b>	<b>Status of Holder:</b>	<b>ID card colour:</b>
Head of Mission Family Members <sup>1</sup>  Non-resident Head of Mission	1(a)  37.1	MFA  MFA  MFA	<u>ID card</u> if national of an EU/EEA country or Switzerland.  <u>Residence permit</u> if national of all other countries.  <u>ID card</u> if national of an EU/EEA country or Switzerland. (Voluntary but recommended).  <u>ID card</u> if national of all other countries. (Voluntary but recommended).	Diplomatic agent	Red   Red
Diplomatic Staff Family Members <sup>1</sup>	1(d) and 37.1	MFA MFA	<u>ID card</u> if national of an EU/EEA country or Switzerland  <u>Residence permit</u> if national of all other countries.	Diplomatic agent	Red
Adm./Technical Staff Family Members <sup>1</sup>	1(f) and 37.2	MFA MFA	<u>ID card</u> if national of an EU/EEA country or Switzerland.  <u>Residence permit</u> if national of all other countries.	Diplomatic agent	Green

<sup>1</sup> See below 4.7.2 for special rules concerning registration of dependant family members, who are EU/EEA/Swiss citizens and who do not hold a diplomatic passport.

Service staff of the mission  (Service passport or proof from Foreign Ministry of status as posted service staff)	1(g) and 37.3	MFA	<u>ID card</u>		
Expatriate Private Service Staff in domestic service of diplomat  (National passport)	1(h) and 37.4	MFA	Contract must be approved as condition for visa.  ID-card if national of an EU//EEA country or Switzerland.  <u>Residence permit if all other nationalities</u>	Private service staff	
Locally recruited, Danish/Nordic citizens	Not applicable	Not applicable	ID card	Locally recruited staff	White
Locally recruited already legal residents in Denmark all other nationalities	Not applicable	Danish Agency for Labour Retention and Recruitment or Danish Immigration Service, dependant on who issued the present permit.	ID card	Locally recruited staff	White

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## **4. Arrival in Denmark**

### **4.1 Notifications of Arrival**

In accordance with Article 10 of the Vienna Convention on Diplomatic Relations, diplomatic missions must notify the Protocol Department as soon as possible of the appointment, arrival (and final departure) of members of diplomatic missions and career consular posts as well as members of their families and private servants (other than persons having legal residence in Denmark and not entitled to privileges and immunities).

International organisations must notify the Protocol Department as soon as possible of the appointment, arrival (and final departure) of all officials of the organisations as well as members of their families and private servants.

The Protocol Department requests diplomatic missions to notify the Protocol Department about locally recruited staff starting up work or leaving the mission, cf. paragraph 1.4.

### **4.2 Agrément**

The request for agrément for ambassadors and defense attachés must be submitted to the Protocol Department with a note verbale from the sending state through the Embassy of the sending state. Photo (passport type) and CV should be enclosed.

A non-resident Ambassador must obtain agrément in the country, where he/she has official residence before a request for agrément in Denmark will be handled.

### **4.3 Arrival in Denmark of a New Ambassador**

The new Ambassador will be met on arrival in Copenhagen by a representative of the Protocol Department, provided that the Ministry of Foreign Affairs has been notified in advance of the date and hour of the arrival, and that the arrival takes place by air, ship or train from Monday to Friday between 9 a.m. and 5 p.m.

Special service will only be arranged for a Head of Mission in connection with his/her first arrival in Copenhagen.

#### *4.3.1 Presentation of Copies of Credentials*

Shortly after the arrival in Copenhagen the Ambassador must call on the Chief of Protocol in order to present a copy of credentials and also, where relevant, a copy of the predecessor's letter of recall. If the credentials are in a language other than English, French or German, they should be accompanied by a translation into Danish or one of the languages mentioned.

#### *4.3.2 Courtesy Calls*

The first courtesy call following presentation of copy of credentials to the chief of Protocol is expected to be with the Permanent Secretary of State of the Ministry of Foreign Affairs. Thereafter the Minister for Foreign Affairs may be visited as well as staff of the Ministry of Foreign Affairs.

The Ambassador may also call on the Dean of the Diplomatic Corps and on other resident Ambassadors. Until the credentials have been presented, the Ambassador should refrain from making other calls.

If special events or urgent matters make it necessary, the Ambassador Designate may pay other visits in the company of the Chargé d’Affaires of the Embassy.

Guidance may always be sought from the Protocol Department.

The Protocol Department assists in making appointments for the customary courtesy calls of a non-resident ambassador within the Ministry of Foreign Affairs in connection with the presentation of credentials.

#### **4.4 Arrival in Denmark of a Chargé d’Affaires e.p.**

A Chargé d’Affaires e.p. should call on the Chief of Protocol upon arrival in Copenhagen. The Protocol Department will then arrange a meeting first with the Permanent Secretary of State and thereafter with the Minister for Foreign Affairs for the presentation of the letter of introduction.

Through the Protocol Department the Embassy may arrange for airport and police authorities to be informed of arrival to Denmark of a Chargé d’Affaires e.p. No special service reception is foreseen by the Protocol Department.

#### **4.5 Defense Attachés**

With regard to defense attachés accredited to Denmark, reference is made to the “Guide for Service Attachés Accredited to Denmark”, published by the Ministry of Defense.

#### **4.6 Arrival in Denmark of a New Head of International Organisation**

Heads of International Organisations are invited to present themselves to the Chief of Protocol upon arrival.

#### **4.7 Practical Arrival Procedures for Holders of Diplomatic or Service Passports**

##### *4.7.1 Procedure for visa holders*

Heads of Mission, diplomatic staff, administrative and technical staff and service staff holding diplomatic or service passports (and their family members) from countries, whose nationals need a visa for entry into Denmark, are required to apply for visas by diplomatic note to the local Danish Diplomatic or Consular Representation. The passport(s) of the person(s) in question should be enclosed. This should be done well in advance of the departure for Denmark. In addition to the passport information, the note should state in what capacity and from which date the person will serve in Denmark.

You can find a list of countries whose citizens need a visa to enter Denmark on

[http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/visa/need\\_visa/who\\_needs\\_visa.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/visa/need_visa/who_needs_visa.htm)

You can read more about the Danish (and Schengen) visa regulations on

[http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/visa/visa.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/visa/visa.htm)

Upon arrival in Denmark, residence permit cards will be issued by the Protocol Department.



#### *4.7.2 Procedure for citizens from countries not requiring a visa to enter Denmark, including citizens from EU/EEA countries and Switzerland*

Registration with the Protocol Department will take place upon arrival in Denmark. ID cards and a letter confirming their registration with the Protocol Department, including a CPR-number, will be issued if the person is a national of an EU/EEA country or Switzerland. All others will receive residence permit cards, which include a CPR-number.

Dependant family members who are EU/EEA/Swiss citizens and who do not hold a diplomatic passport *may choose* to register as EU-citizens with the State Administration (Statsforvaltningen). In case of registration in Denmark with the State Administration and subsequent registration as a resident in Denmark in the CPR, dependant family members may not be registered with the Protocol Department, they are not dependant family members according to the Vienna Convention or relevant Host Agreements, and they do not enjoy any diplomatic privileges or immunities.

#### *4.7.3 The registration procedure with the Protocol Department*

A copy of the passports (including passports for dependant family members) and registration forms (see Protocol Department's homepage) must be submitted to the Protocol Department with a diplomatic note. Children must hold their own passports and must also obtain residence permit cards/ID cards. Residence permit cards/ID cards can never be valid for longer than up to 3 months before expiration of passport.

A residence permit card/ID card may be granted to children of privileged persons up to the age of 21 (with exemption until 23; see chapter 1.9). Should other family members (children older than 21/23, parents etc.) wish to stay in Denmark during their relative's posting, they must apply for a visa through a Danish Diplomatic or Consular Representation in their home country or in another country where they have legal stay.

A residence permit issued by the Protocol Department gives the spouse/partner and accompanying children the right to take up employment in Denmark without a work permit. Concerning consequences of privileged family members' engagement in gainful activities see chapter 6.

According to paragraph 18 of the Law on Civil Registration aliens, who are registered with the Protocol Department, **may not** register with the Danish authorities and **may not** obtain a "resident" CPR-number (a CPR number showing that a person has fixed abode in Denmark. In Danish: bopæls CPR nummer). Privileged persons, including dependant family members, must register with the Protocol Department in accordance with paragraph 47 in the Foreign Aliens Act. The only exemption from this rule relates to dependant family members who are EU/EEA/Swiss citizens and who do not hold a diplomatic passport. These persons may choose to register as EU-citizens with the State Administration (Statsforvaltningen).

## **5. Departure**

The Ministry of Foreign Affairs should be notified by verbal note of the departure/termination of duty of all members of the mission and consular officers and, if possible, of the name of the

successors. The same applies to service staff, private servants and locally recruited personnel. Residence permit cards and ID cards should be returned to the Protocol Department.

The note should include the date of departure (for service staff and private servants: the date of leaving his or her position).

The note should include the same information for all family members forming part of the household of the member of the mission or consular officer leaving Denmark.

The Protocol Department should be notified if a residing Ambassador wishes to be received in farewell audience by Her Majesty the Queen. The Dean of the Diplomatic Corps should be informed if the Ambassador wishes to hold a farewell reception. The Dean will in accordance with the tradition give a farewell speech for the Ambassador. The Ministry of Foreign Affairs does not give speeches, neither at departures nor at national day receptions.

If the Ministry of Foreign Affairs has been notified of the date and hour of the departure of an Ambassador and of the manner of travel, the appropriate authorities will be informed thereof in order to facilitate the Ambassador's departure. No officials of the Protocol Department will be present at the departure.

The Permanent Secretary of State of the Ministry of Foreign Affairs receives all departing ambassadors for a farewell call.

Please note that it is not possible for Ambassadors to have farewell calls with the Ministers on departure.

## **6. Appointment of Honorary Consuls to Denmark**

With reference to Articles 10, 11 and 12 of the Vienna Convention of 24 April 1963 on Consular Relations you will find below an outline the general policy concerning appointment of honorary consuls to Denmark.

A candidate for the position of honorary consul in Denmark should have an unblemished record, should be in a financially sound position, and should not be in debt to public authorities or dependent on public support of any kind. He/she must not be a civil servant, a judge, or otherwise hold a position which might risk prejudicing his/her consular work and function. The nominee should not hold an office of profit or trust under the government, county or municipality or being an elected member of a political assembly, in order to avoid a conflict of interests. Anyone who takes up such a position after having been appointed honorary consul should resign from his/her consular post.

An honorary consul should be permanently resident in his/her consular jurisdiction, must be able to provide suitable office space for his/her function and must be able to communicate in speech and writing with Danish authorities and people in need of assistance.

As a general rule, a new honorary consul will not be accepted in the Copenhagen jurisdiction if the country in question already has an Embassy in Copenhagen.

The procedure for the appointment of an honorary consul is as follows:

The Embassy of the sending state should propose a candidate to the Ministry of Foreign Affairs by verbal note. The verbal note must state the full name of the candidate, category of consul, the proposed consular jurisdiction and the address of the consulate. The candidate's full CV and a list of Danish references must be enclosed.

The Ministry of Foreign Affairs will communicate forms to be filled in by the candidate. The candidate's written authorisation for the relevant authorities to make the necessary inquiries must be given in this context.

Once the Danish authorities have established that the candidate is not unsuitable to serve as honorary consul, the Ministry of Foreign Affairs' acceptance will be communicated to the Embassy by verbal note.

At the same time the Embassy will be requested to provide a Letter of Commission stating the relevant details about the candidate.

The Letter of Commission must:

- be issued by the Ministry of Foreign Affairs of the sending state and signed by the Minister for Foreign Affairs
- not apply to more than one honorary consul
- clearly state the honorary consul's district of jurisdiction

An exequatur signed by the Chief of Protocol will be issued on the basis of a correct and complete Letter of Commission.

A Head of a consular post may not take up his or her duties until an exequatur has been issued.

## **7. Spouses/partners and children obtaining work while in Denmark**

Spouses/partners and children of privileged persons do not need a work permit in order to work in Denmark, irrespective of their nationality.

Working spouses/partners and children will be liable to pay income tax on their salary.

In accordance with article 31 of the Vienna Convention, immunity from Danish civil and administrative jurisdiction will not apply in relation to any professional or commercial activity exercised by dependant family members.

In accordance with article 41 of the Vienna Convention, it is the duty of all persons enjoying privileges and immunities to respect the laws and regulations of the receiving State. In case of serious criminal acts, the Ministry of Foreign Affairs will therefore ask the sending State to waive the immunity of a diplomat involved in such activities, cf. article 32 of the Vienna Convention. This general rule also applies in relation to criminal activities performed by dependant family members in relation to any professional or commercial activity.

The Diplomatic Mission or the International Organisation must ensure that the Protocol Department is informed of spouses/partners or children working in Denmark.

## **8. Social security**

### **8.1 Social security in general**

According to Article 33 of the Vienna Convention on Diplomatic Relations, diplomatic agents are exempt from social security provisions which may be in force in the receiving state. Accordingly, diplomats and other privileged persons are not covered by the various Danish Social Security schemes (e.g. medical care), and it is assumed that the Sending State defrays these costs or insures the employees and their families. However, this exemption does not apply to certain private servants, cf. the Vienna Convention on Diplomatic Relations, Article 33, paragraphs 2 and 3.

In case of accidents and acute illness, however, any foreigner in Denmark will be admitted to a public hospital's emergency ward (skadestue/akutmodtagelse). In this case, treatment is free of charge (see chapter 9).

### **8.2 Work Accident Insurance**

Pursuant to the Work Accident Insurance Act, all employers in Denmark, including foreign missions, are liable to take out accident insurance for persons in their employment unless exemption from this provision has been made based on EU regulations or bilateral agreements.

### **8.3 Holiday with pay**

Employees in the public or private sectors in Denmark are entitled to annual holiday leave with holiday allowance according to the Holidays Act. The annual holiday leave amounts to 25 working days. Extra holidays ("særlige feriedage") have been introduced on the Danish labour market. These holidays at present amount to 5 days a year.

## **9. Labour Market Supplementary Pensions Scheme (ATP)**

### **9.1 Locally recruited staff of Diplomatic Missions**

Locally recruited staff of Diplomatic Missions must be included in the Labour Market Supplementary Pensions Scheme (ATP), provided these locally recruited employees are Danish nationals (or nationals of another EEA/EU country or Switzerland) or permanent residents in Denmark.

However, locally recruited staff members from an EEA/EU country and Switzerland being employed by a diplomatic mission of their own nationality, and who have chosen not to be covered by Danish legislation on social security prior to 1 May 2010, are covered by relevant Social Pensions Schemes of the national legislation of these missions. Locally recruited staff members who have made such choice prior to 1 May 2010 can keep their decision on social security coverage until 30 April 2020 given their employment carries on and their country of residence is unchanged. A later date applies to Switzerland (until 31 March 2022) as well as to Norway, Iceland and Liechtenstein (until 31 May 2022).

Citizens from Turkey, Pakistan, Serbia, Morocco, Montenegro, FYR of Macedonia and Bosnia and Herzegovina in Denmark may likewise choose to be covered by the legislation on social security of the countries where they respectively are citizens. They need to make this choice within 6 months from the date of their employment. If no such choice is made they will be covered by Danish legislation.

## **9.2 Locally recruited staff of International Organisations**

Locally recruited staff of International Organisations, who are nationals or permanent residents of Denmark and taxable to Denmark, who are engaged as consultants, individual contractors or with similar arrangements and who are considered neither "staff members" nor "officials" with privileges and immunities of the concerned international organisation, must be included in the Labour Market Supplementary Pensions Scheme (ATP).

Questions relating to whether an employee at an international organisation must be included in the Labour Market Supplementary Pensions Scheme (ATP) may be addressed to the Protocol Department.

## **9.3 General information about the ATP scheme**

The ATP scheme is based on contributions paid by employers and employees. Employers pay 2/3 of the ATP contributions for their employees and 1/3 is deducted by the employer from the salaries of their employees.

The employees must meet certain criteria regarding age. The contribution per employee depends on the number of hours worked. Employers must report to the ATP about the total ATP contributions per employee, and ATP accordingly collects the total payments from the employers.

A personal pension is payable from the recipient's public retirement pension age (at present 65 years of age) based on these contributions.

As a general rule, employers with employees covered by ATP are obliged to register at the Danish Business Authority (Erhvervsstyrelsen, Langelinie Allé 17, København Ø; phone no. 35 29 10 00; e-mail: [erst@erst.dk](mailto:erst@erst.dk)).

Specific questions concerning ATP reporting and payment may be addressed to:

ATP  
Kongens Vænge 8  
3400 Hillerød

Tel. +45 48 20 49 14  
Web: [www.virk.dk](http://www.virk.dk)

You may contact ATP on [www.virk.dk/atp](http://www.virk.dk/atp)

## 10. Health and Medical Care

### 10.1 Privileged Persons and the Danish Health Care System

#### 10.1.1 General rule

Persons with privileged status at foreign missions or international organisations and their dependent family members in Denmark do as a general rule not have access to treatment free of charge by the public Danish health care system, except in situations of acute illness where these persons may receive treatment free of charge at Danish hospitals. The said persons should therefore be covered by health insurance schemes that will cover their expenses in connection with treatment in the Danish public or private health system.

#### 10.1.2 Privileged persons from EU/EEA countries and Switzerland

The above mentioned general rule does not apply to privileged persons from EU/EEA countries and Switzerland and their dependent family members. These persons are in accordance with relevant EU/EEA/Swiss arrangements entitled to treatment free of charge by the Danish health care system and may be provided with a so-called "Special Health Insurance Card" that will give them access to the Danish health care system on the same terms as Danish insured persons.

These persons should, when working at a diplomatic mission or being seconded by their government to an international organisation in Denmark, present a S1/E106 document obtained from their domestic (sending) state to the local Danish authorities when applying for a "Special Health Insurance Card".

The above mentioned procedure does not apply to diplomats and their dependent family members from EU/EEA countries or Switzerland being employed by and receiving their salaries from an international organisation or an EU agency/office. These persons may as workers in Denmark obtain a "Special Health Insurance Card" from the local Danish authorities .

Contract staff of the EU may choose to be subject to Danish legislation, cf. art. 15 in Regulation (EC) No 883/2004. They should present a decision A1 obtained from Udbetaling Danmark when applying for a "Special Health Insurance Card" at the local Danish authorities.

Dependent family members, who are EU/EEA/Swiss citizens and who choose to register with the State Administration (Statsforvaltningen), may be provided with a Danish "yellow health insurance card", which will give them access to the Danish health care system on the same terms as persons provided with a "Special Health Insurance Card". When choosing this possibility these persons are obliged to inform the local Danish authorities if they are entitled to health insurance as dependent family members to privileged persons from EU/EEA countries and Switzerland.

#### 10.1.3 The European Health Insurance Card

The European Health Insurance Card/EHIC (a blue card) covers expenses due to illness in connection with temporary visit/stay in EU/EEA countries and Switzerland by insured persons from the said countries. EHIC may be issued by the local Danish authorities to privileged persons from EU/EEA countries and Switzerland *being employed by and receiving their salaries from* an international organisation.

Dependent family members, who are EU/EEA/Swiss citizens and choose to register with the State Administration (Statsforvaltningen), may also be provided with an EHIC, issued by Denmark. When choosing this possibility the persons who are dependent family members to privileged persons working at a diplomatic mission or being seconded by their government to an international organisation in Denmark may obtain the EHIC from their domestic (sending) state.

Samples of the different cards:

The yellow health insurance card:



The Special Health Insurance Card:



The European Health Insurance Card:



#### 10.1.4 Additional information

Additional information about diplomats' access to health care in Denmark may be obtained by contacting

The National Agency for Patients Rights and Complaints (Patientombuddet)  
International Health Insurance  
Finsensvej 15  
DK- 2000 Frederiksberg

Tel + 45 72 26 94 90  
Fax + 45 72 28 66 01  
E-mail [pob@patientombuddet.dk](mailto:pob@patientombuddet.dk)  
Webpage [www.patientombuddet.dk](http://www.patientombuddet.dk)

Privileged persons not covered by the above mentioned rules are encouraged to take out a health insurance. In Denmark, such insurances are offered by different insurance companies. For further information contact:

Forsikring og Pension  
Philip Heymans Allé 1  
2900 Hellerup

Tel: 41 91 91 91  
E-mail: [fp@forsikringogpension.dk](mailto:fp@forsikringogpension.dk)  
Web: [www.forsikringogpension.dk](http://www.forsikringogpension.dk)

## 10.2 Tropical diseases

For persons arriving from overseas countries it may be useful to know that the following ward at the University Hospital of Copenhagen (Rigshospitalet) deals with tropical diseases:

Infektionsmedicinsk Klinik  
Entrance 51 C, 1st floor, ward 5112  
Blegdamsvej 9  
2100 København Ø

Tel.: 35 37 35 07

As an exception to the general rule, this ward can be contacted directly without first consulting a general practitioner.

## 11. Security, vandalism

The Danish Security and Intelligence Service (in Danish the PET) is in charge of coordinating all security assignments, including official visits by heads of state etc., protection of foreign



diplomatic missions and international organisations in Copenhagen and their staff residing in Denmark, including personal protection. Every foreign mission and international organisation is assigned a PET-contact officer who should always be considered the first option for contact on such issues.

All requests concerning security assignments to be undertaken by the police should be directed to the Danish Security and Intelligence Service which can be contacted by telephone 38 27 88 88 (24-hour service), by fax 33 43 01 88 or by mail: [gamma@pet.dk](mailto:gamma@pet.dk)

Should the premises of a mission be damaged due to politically related vandalism, the Ministry of Foreign Affairs will pay for the necessary repairs in accordance with the Vienna Convention on Diplomatic Relations. All incidents of vandalism should be reported to the local police and to the Protocol Department. Smaller events, such as a broken windowpane, may be repaired immediately and the mission will be reimbursed the cost against presentation of the invoice(s). In case of more substantial damage, the mission is kindly requested to obtain two quotations and photos of the damages together with the request of reimbursement of the cost of the repair work.

In cases requiring immediate action, the mission should at once contact the local police or call the emergency service on 112 or 114 (direct line to the nearest police station).

## **12. Taxes, Duties and Import/Export Licences, Movable etc.**

### **12.1 Duty free imports**

#### *12.1.1 Resident missions*

Diplomatic missions resident in Denmark and their diplomatic staff may import goods for official or personal use free of customs duties. The form 13.004 called "Customs Declaration for Diplomats" (may be found on <http://www.skat.dk/SKAT.aspx?oId=56090&vId=0> ) must be sent in advance to the following address:

Skattecenter København  
Sluseholmen 8B  
2450 København SV

Tel.: 72 22 18 18

E-mail: [skat@skat.dk](mailto:skat@skat.dk)

Form 13.004 must be signed by the applicant and endorsed by the head of mission and stamped with the mission's official stamp. A similar form, 13.005 called "Customs Declaration for International Organisations" should be used by the international organisations in Denmark.

Forms 13.004 and 13.005 may be found on <http://www.skat.dk/SKAT.aspx?oId=56090&vId=0>

#### *12.1.2 Purchase through bonded warehouses*

Provisioning companies such as Peter Justesen Company A/S may supply goods exempt from customs and excise duties, provided the buyer is a diplomatic mission or a diplomatic agent.

When ordering, the completed form 13.004 (or 13.005) should be sent directly to the supplier for immediate delivery of the goods. After the delivery, the supplier passes on the declaration to the customs authorities.

#### *12.1.3 Non-resident heads of mission*

Non-resident heads of mission, who wish to import duty-free goods for official purposes or for personal use during their temporary visits to Denmark, must apply for customs exemption by means of the declaration form 13.006 called "Customs Declaration for Heads of Mission and Persons of Equivalent Status Accredited to but Resident out of Denmark" (the form may be found on <http://www.skat.dk/SKAT.aspx?oId=56230&vId=0> ). The completed form signed by the head of mission must be sent to Skattecenter København for approval before the delivery of the goods. The period of the visit must be specified exactly on form 13.006.

Further questions about the mentioned forms can be made to Skattecenter København (contact info above).

## **12.2 Reimbursement of MOMS (VAT)**

According to the Vienna Convention, Article 34, a diplomatic agent shall be exempt from all duties and taxes but not indirect taxes normally incorporated in the price of goods or services e.g. MOMS (VAT).

The MOMS, which at present in Denmark is 25 per cent, the equivalent of 20 per cent of the retail price, is under the current legislation (the Danish Law on MOMS) reimbursed to foreign diplomatic missions and their diplomatic staff (including technical and administrative personnel) and to the international organisations and their diplomatic staff.

The purchases must be **reasonable in quantity** and meant to cover actual needs for the missions, the diplomatic staff and their dependent family members residing in Denmark **only**.

MOMS is reimbursed on purchases of goods and services which have been bought in Denmark (but not in Greenland and the Faroe Islands), and are not mentioned in the list of non-exemption. Reimbursement is not possible on purchases older than 36 months.

MOMS is **not** reimbursed on the following items:

- Antiques
- Auction items
- Second hand articles
- Gift certificates, "gavekort" and items marked "Gavemærke"
- Bridge tolls
- Admission fees for entertainment (cinemas, theatres, exhibitions etc.)
- Membership fees for clubs and associations
- Medicine
- Ammunition and fire arms

Please note that no Danish MOMS is included in the price of the following items (and receipts for purchases of such items may not be submitted for reimbursement):

- Newspapers

- Stamps
- Passenger transport
- Dentist's and doctor's bill etc. (except from health certificates)
- Insurance policies
- Admission fees for museums
- School fees
- Tips

In order to have the MOMS reimbursed, **each individual purchase** made by the mission, organisation or privileged staff member must at present

- amount to a minimum of **DKK 1,500.00** and the MOMS amount no less than **DKK 300.00**
- appear on **one** single bill/invoice and
- be paid in **one** transaction

The minimum amount does not apply to supplies of electricity, town gas, natural gas, water, heating oil, district heating, waste disposal and sewage services.

The amount of DKK 1,500.00 may be subject to annual adjustment based on the development in the Danish consumer price index.

Claims will only be processed by the Protocol Department once they have been approved in PRO-Moms by the head of embassy, consulate or international organisation or by a staff member authorized by him/her to approve claims for MOMS reimbursement.

### **12.3 Application for MOMS reimbursement to the Protocol Department**

As of 1 July 2016 all MOMS reimbursement claims must be submitted in electronic form through the web based IT portal 'PRO-Moms'. Submission of claims to the Protocol Department may be performed on a quarterly basis during the period 1<sup>st</sup> – 20<sup>th</sup> of the month following the previous quarter (i.e. 1<sup>st</sup> – 20<sup>th</sup> January, April, July and October respectively). Purchases may be registered in PRO-Moms and bills/invoices and proof of payment uploaded whenever convenient for the user. However, the Embassy/Organisation 'Approver' can approve only during the abovementioned periods (1<sup>st</sup> – 20<sup>th</sup> January, April, July and October). Requests for MOMS reimbursement are processed within 90 days after the final submission date.

Reimbursements will be transferred to the bank and account number stated in 'PRO-Moms' by the Embassy, International Organisation or privileged staff member respectively. Any changes to bank information must be made outside of the submission periods or before a specific submission is made. Otherwise the change of bank information will not take effect. Embassies, organisations and privileged staff members are themselves accountable for keeping their bank information updated and correct.

The flow and functionalities of 'PRO-Moms' are described in the manuals integrated in the system. The preconditions for reimbursement of MOMS on purchases as described above (in 12.2) are:

Each individual purchase must be paid in full and it must be clear from the bill which goods or services have been purchased. All purchases not paid in cash must be accompanied by proof of payment. If payment is made by credit card, the card transaction slip must be submitted as proof of payment. If payment is made by a store account card (e.g. Magasin and Illum), the individual invoices (of DKK 1,500.00 or more) must be uploaded together with the store

account statement (as proof of payment). And the MOMS amount must be clearly specified on the bill **by the vendor** in order to have the MOMS reimbursed.

Claims for any purchases that are not sufficiently documented or not subject to MOMS or MOMS reimbursement (see 12.2 above) will be returned through 'PRO-Moms'. Returned claims may be resubmitted the following submission period, provided that the lacking information is attached.

The Protocol Department's Moms-Team is available for any questions you may have to the procedures and guidelines. The contact information for the Moms-Team is available on the Protocol Department's homepage: <http://um.dk/en/about-us/the-protocol-department/directory-of-the-protocol/diplomatic-section/>

#### **12.4 VAT exempt purchases in other EU countries**

A diplomatic mission, international organisation or diplomatic staff resident in Denmark may buy goods and/or services in another EU country exempt from VAT and excise duty using the exemption form "VAT AND EXCISE DUTY EXEMPTION CERTIFICATE (Directive 2006/112/EEC – Article 143 and Directive 92/12/EEC – Article 23 (1))". The form must be delivered to the seller at the time of purchase duly completed and certified by the Protocol Department in Copenhagen.

The form is accessible on the Protocol Department's homepage:

<http://um.dk/en/about-us/the-protocol-department/standard-forms-for-diplomats/>

When the form has been filled in and signed by the buyer, it must be provided with the mission's stamp and the signature of the head of mission and sent to the Protocol Department for certification, i.e. that

- the buyer is a diplomatic mission, international organisation or diplomatic staff resident in Denmark, and
- the goods/services are exempt of MOMS in Denmark.

#### **12.5 VAT reimbursement to non-resident diplomats**

MOMS is not reimbursed to non-resident diplomats accredited to Denmark. If they are diplomats in another EU country, they may, however, from their country of residence make use of the EU VAT exemption scheme described above for purchases made in Denmark.

Concerning application for duty-free import of goods to Denmark for official purposes or for personal use during temporary visits to Denmark, please see 11.1.3.

#### **12.6 Excise duties, exemption/reimbursement**

##### *12.6.1 Motor vehicles and fuel*

In the case of purchases of motor vehicles and motor fuel, see chapter 14 (motor vehicles).

##### *12.6.2 Reimbursement by Customs and Tax Administration (SKAT)*

Duties on electricity, gas, oil and water will be reimbursed to both the diplomatic missions and their privileged staff, while reimbursement of the duty on district heating is given for the mission premises only (including the residence of the head of mission), but not for the

residence of the individual staff members. The reimbursement of the duty on district heating covers the indirect duties on oil, coal and CO2 exhaust.

The reimbursement will be granted on application to Customs and Tax Administration / Punktafgifter København, form 23.006 (may be found on <http://www.skat.dk/getFile.aspx?Id=111062> ) The application must comprise the consumption of the mission itself and, if applicable, the privileged staff, and must cover a period of at least three months. The consumption on the application must be documented by copies of the invoices.

No reimbursement will be paid on invoices older than 12 months.

The Customs and Tax Administration has made a manual which describes how to apply for refund of energy taxes. Please contact The Customs and Tax Administration/Punktafgifter København to receive the manual.

The application for reimbursement of energy taxes should be sent to:

Skattecenter København  
Att.: Punktafgifter København  
Sluseholmen 8B  
2450 København SV

Telephone: 72 22 18 18  
E-mail: [skat@skat.dk](mailto:skat@skat.dk)

For further information, please consult the homepage of the Danish Ministry of Taxation: [www.skat.dk](http://www.skat.dk)

### **12.7 Honorary Consuls**

Honorary consuls may receive reimbursement of VAT paid on purchases to the extent the purchased goods and services are fully applied in the consular service, cf. paragraph 45 (2) of the VAT Act.

Form 31.032 should be used (the form may be found on <http://www.skat.dk/getFile.aspx?Id=56730> ). The form should be sent to

Skattecenter København  
Sluseholmen 8B  
2450 København SV

Telephone: 72 22 18 18  
E-mail: [Skat@skat.dk](mailto:Skat@skat.dk)

### **12.8 Taxation on Personal Income**

A diplomatic agent is exempt from all taxes, personal or real, national, regional or municipal, except taxes on private immovable property situated in Denmark, unless the property is held on behalf of the Sending State for the purposes of the mission, and except for taxes on private income having its source in Denmark.

Members of the family of diplomatic agents forming part of the household, as well as administrative and technical staff of the mission together with their families are exempt from taxes to the same extent as diplomatic agents. Danish nationals or people permanently resident in Denmark at the time of employment are fully liable to taxation.

Members of the service staff of the mission and private servants of members of the mission are, if they are not Danish nationals or already permanently resident in Denmark at the time of employment, exempt from taxes on the emoluments they receive from their employment. Members of their families enjoy no tax exemption.

### **12.9 Taxation of locally employed staff**

Taxation on personal income in Denmark falls into two categories named "A income" and "B income". As regards A income, the employer withholds part of the salary as an account payment of the tax (pay-as-you-earn taxation), while B income is other personal income. The B taxpayer must declare the income and pay the tax him/herself. As missions are not obliged to withhold taxes, the salary of locally employed personnel is B income, and the employees are themselves responsible for the declaration of income and payment of the tax.

Missions are exempt from withholding labour market contribution (arbejdsmarkedetsbidrag) from the salaries of their employees as it is considered a taxation equivalent, whereas contributions to the Labour Market Supplementary Pensions Scheme (ATP) must be paid, cf. section 8.

## **13. Movables**

### **13.1 Import and export of movables/personal belongings**

When a person moves to Denmark, personal belongings may be imported free of customs duty from 6 months before until 12 months after the arrival in Denmark.

There are no restrictions on the export of movables except as indicated below.

### **13.2 Cultural heritage export restrictions**

In order to protect the cultural heritage of Denmark, the following articles (except coins and medals) may only be exported by special permission:

- Cultural objects of pre-1660 origin
- Cultural objects older than 50 years and valued at DKK 162,000 or more
- Photographs, regardless of age, if they have a value of DKK 30,000 or more

An application form should be used and sent to the Danish Commission on the Export of Cultural Assets:

Kulturværdiudvalget  
Sekretariatet v/ Lis Brock  
Nationalmuseet  
Frederiksholms Kanal 12  
1220 Copenhagen K

Tlf. +45 41206005

If an export licence is denied, Kulturværdiudvalget will offer to buy the object at a price to be fixed by evaluation.

More information may be found on <http://kulturvaerdier.kb.dk/english/>

## **14. Restrictions on cash money when travelling out of Denmark**

Please observe that diplomatic agents are subject to the same restrictions as Danish citizens concerning the amount of cash to be carried when travelling out of Denmark. According to Danish legislation, cash amounts of more than Euro 10,000 or DKK 75,000 must be declared to the Danish Tax Authorities (SKAT) before being carried to any other country. More information may be found on

<http://www.skat.dk/SKAT.aspx?oId=2083363&vId=0&lang=US>

## **15. Motor Vehicles**

### **15.1 General rules**

There is no fixed limit to the number of vehicles missions or privileged persons may possess for official and private use, but the number may not exceed what might be considered reasonable considering size of the Mission and household. For international organisations, the rules on acquisition and possession of motor vehicles are to be found in the specific host agreement.

A vehicle registered on diplomatic number plates may only be driven by members of the privileged person's family, forming part of the household, and by domestic staff on duty. A diplomatic vehicle may further be used in a family member's transportation to and from work but not for professional or commercial use (e.g. as a delivery vehicle).

The motor vehicles must at all times be in compliance with the Danish standards applicable for vehicles and covered by a valid compulsory third party liability insurance.

A leased vehicle cannot be registered on CD plates.

### **15.2 Customs duties and MOMS (VAT)**

#### *15.2.1 New motor vehicles*

Diplomats and members of the technical and administrative staff of the mission are exempt from paying MOMS (VAT) when purchasing a new vehicle. Embassies and international organizations are to provide proof of employment/entitlement at the time of purchase and registration.

If a car with diplomatic registration is transferred to a non-privileged person within two years from the date of registration, customs duties and MOMS will be imposed on the car, unless the car is exported. After two years the car can be sold. However, if sold to a non-privileged person, usual duties and fees must be paid by the buyer and the diplomatic license plates must be returned, cf. below (14.5).

#### *15.2.2 Used motor vehicles*

Used motor vehicles may be imported free of customs duties and MOMS as part of the owner's furniture and household effects provided they are for his/her exclusive use. However, this exemption is withdrawn if, within one year after registration of the vehicle in Denmark, it is transferred to a non-privileged person.

Technical-Administrative Personnel (TAP) must have owned and used the vehicle for at least one year in order to import the vehicle without paying duties and MOMS.

Correspondence and queries concerning customs and other duties on motor vehicles may be addressed to the customs office in Copenhagen:

Skattecenter Høje-Taastrup  
Helgeshøj Allé 9  
2630 Taastrup

Tel.: 72 22 18 18  
Fax: 72 38 67 34  
E-mail: [skat@skat.dk](mailto:skat@skat.dk)  
Web: [www.skat.dk](http://www.skat.dk)

### **15.3 Registration**

Application for registration and license plates must be sent to:

Motorcenter Høje-Taastrup  
Helgeshøj Allé 9  
2630 Taastrup

Tel.: 72 22 18 18  
E-mail: [skat@skat.dk](mailto:skat@skat.dk)

When a privileged person employed by an embassy or an international organisation in Denmark registers a vehicle in his/her name, the address of the organisation is to be stated in the registration (not the private address of the privileged person).

### **15.4 Registration fees**

Exemption from registration fees is granted for new vehicles belonging to missions and to privileged persons. The application for exemption from registration fees must contain a **declaration** to the effect that the vehicle is for the exclusive use of the mission or the applicant in question.

Any vehicle exempt from registration fees shall be liable to a registration fee when the conditions for the exemption are no longer fulfilled. The taxable value of used vehicles is to be fixed by SKAT.



### **15.5 Withdrawal of a motor vehicle**

Upon end of duty in Denmark license plates are to be returned to:

Skattecenter Høje-Taastrup  
Helgeshøj Allé 55  
2630 Taastrup 32  
Tel.: 72 22 18 18  
E-mail: [skat@skat.dk](mailto:skat@skat.dk)

Deregistration of the privileged person's vehicle(s) is to be carried out as soon as possible and without undue delay. It is expected that deregistration is effectuated within 30 days after end of duty. It is an absolute condition that the mandatory third-party/liability insurance is valid until deregistration. The mission/organisation must ensure that their employees deregister their vehicles within the stipulated time limit.

If a privileged person remains in Denmark after deregistration with the Protocol, based on another set of rules, or sells the vehicle to a non-privileged owner in Denmark the vehicle must be re-registered with a Danish registration office and the diplomatic license plates returned to the registration office.

### **15.6 Obligatory car inspection**

All cars, including cars on diplomatic license plates, must regularly undergo obligatory car inspections. The first obligatory car inspection takes place when the vehicle is four years old and afterwards every second year. An inspection fee is charged (DKK 449 – DKK 549). Further information may be obtained from the homepage of i.a. Applus Bilsyn or Quickbilsyn:

[www.applusbilsyn.dk](http://www.applusbilsyn.dk)

[www.quickbilsyn.dk](http://www.quickbilsyn.dk)

### **15.7 Third party liability**

The owner of a motor vehicle to be registered on Danish number plates - including diplomatic number plates - is required to produce a valid compulsory third party liability insurance to the local Customs and Tax Administration (skattecenter) before the vehicle can be registered. This insurance must be kept valid throughout the period of registration.

### **15.8 Exemption from petrol taxes**

Petrol and diesel fuel for motor vehicles may be bought tax free at filling stations by use of special credit cards issued by the oil companies. The companies will send monthly specifications to the missions together with a tax-free invoice.

## **16. Driving**

### **16.1 Driving licence**

A valid driving licence is necessary in order to lawfully operate a vehicle.

#### *16.1.1 The Danish rules applying to persons that do not have privileged status*

If you reside in Denmark and have a driving licence issued in a country outside the EU or EEA, you must within 90 days exchange your driving licence for a Danish driving licence.

If you have a driving licence either from an EU country or Iceland, Norway and Liechtenstein, you can use it in Denmark. You can choose to have it exchanged for a Danish EU driving license without going to the driving test, if you reside in Denmark.

The license can also be exchanged for a Danish license without a driving test, if it is issued in *Australia Capitol Territory, Brazil, Japan, Chinese Taipei (Taiwan), Republic of Korea (South Korea), Russia, Switzerland and Ukraine*, but you must bring a medical certificate issued of your own doctor.

Other foreign driving licences than those mentioned above can only be exchanged after a controlling driving test.

#### *16.1.2 The Danish rules applying to persons that have privileged status*

Privileged persons may have their national driving licence exchanged for a Danish driving license without being asked for a doctor's certificate or without being asked to pass a controlling driving test.

#### *16.1.3 The practical procedure for the exchange of a driving license*

You must contact a service center in your local municipality to exchange your foreign driving licence for a Danish driving license. You must bring:

- a medical certificate issued by your own doctor (NB only if you have a driving license not issued in an EU or EEA country or if you are not a privileged person)
- a photograph (35 x 45 mm)
- your national driver's license
- residence permit card or ID card

The local authorities may also require a translation of your licence. The translation must be issued by a translator or a translator approved by the National Police.

A replacement for a Danish driving licence costs DKK 280 (2013).

More information may be found on <https://www.borger.dk/Sider/Fra-udenlandsk-til-dansk-koerekort.aspx>

OOO

Non-Danish nationals can obtain a Danish driving licence following the same requirements as govern the issuance of driving licenses to Danish nationals.

Embassy staff being employed to serve as drivers must be able to present a valid national driving licence with their application for a residence permit with the Protocol Department and must, if the driving licence is not valid in Denmark, cf. above, present a valid Danish driving licence to the Protocol Department within 90 days.

## **16.2 Important reminders when operating a vehicle**

Operating a vehicle with a blood alcohol content 0.5 o/oo or more is in Denmark a serious offence in itself and even more so if involved in an accident. Persons who enjoy inviolability are not obliged to submit to a breathalyzer, blood or urine test. However, the Protocol Department recommends that diplomats accept such tests. Regardless of whether the person submits to a test or not, the Police may decide that it is not in the interest of public safety to permit him/her to continue driving. Due to the seriousness of such an offense in Danish legislation the Protocol will be contacted in such cases.

In cases where, on the basis of the alcohol-test or the police report, there is no doubt about the condition of the driver the Ministry will take appropriate measures.

Severe cases may result in requests to the Head of Mission to waive the immunity of the person or to recall him/her.

Exceeding posted speed limits is also a serious offence. Danish Police is using a variety of measures (including permanent and temporary photo control posts) to reduce the number of violations of speed limits. A system is in place according to which penalties are fixed according to the location and the degree of the violation.

As per 1 February 2015 a new rule in the Danish Traffic Act establishes strict liability for the owner (or registered user) of a vehicle for violations of speed limits registered by an Automatic Traffic Control system, when the violation constitutes a maximum of 30% of the allowed speed, unless another person admits to being the driver of the vehicle at the time of the violation or unless the vehicle was in the unauthorized possession of another person, e.g. in case of theft.

The new rule implies that in such cases, the owner (or registered user) of a vehicle will automatically be notified and simultaneously presented with a fine notice indicating the fine to be paid and methods of payment.

The Protocol Department will receive information on these speeding offences and stay in touch with diplomatic missions on the matter.

When exceeding the posted limit by more than 30% the Police will handle the matter case by case. The Protocol Department will be informed and will contact the relevant Head of Mission about the matter.

The Danish system penalty-system is explained in detail on

<https://www.sikkertrafik.dk/raad-og-viden/i-bil/klip-i-koerekortet>

## **17. Parking**

### **17.1 Parking in Central Copenhagen and the so-called bridge districts**

The city centre and inner residential areas have been divided into Pay & Display zones where payment is required for parking.

There are three tariff zones – red, green and blue – which are all charged differently. The rate falls the farther the car is parked from the city centre. Payment is required during the hours from Monday 8 a.m. to Saturday 5 p.m. including the evenings of working days. In the Pay & Display zones, you can pay at the ticket machines using cash or credit/charge cards. It should be noted that only the valid parking ticket should be left on the windscreen of the car, i.e. old tickets should be removed.

Having a Pay & Display ticket (or parking permit) does not exempt you from complying with any local parking restrictions in places where there are special signs giving time limits or other parking restrictions.

Remember always to use the parking disc for time-restricted parking. In a few places there is a need to use the parking disc as well as Pay & Display ticket. On parking, set the pointer to the time of arrival. If parking before a time restriction starts and continues into the time restriction, set the pointer to when the time restriction actually starts. Parking discs are available free of charge from Copenhagen Parking Centre.

All staff at embassies and international organizations – privileged persons or not – are obligated to pay any surcharge levied for illegal parking (normally DKK 510), whether issued by the municipality of Copenhagen (Center for Parkering) or private companies, such as Europark and Cityparkering, who have been hired to patrol and collect fees on private parking lots, e.g. at supermarkets.

The parking rules in Copenhagen are described in detail in a Mini Parking Guide issued by Copenhagen Parking Centre. It is available in Danish, English and German and may be ordered from <http://www.kk.dk/da/Om-kommunen/Indsatsomraader-og-politikker/Publikationer.aspx?mode=detalje&id=789>

The municipality of Copenhagen has a web-page on parking, cf. <http://www.kk.dk/da/borger/trafik/parkering>

A resident's parking permit (beboerlicens) will be issued only to persons with a residential address in the area. Alternatively, a season card permitting the holder to park in certain areas may be acquired.

Privileged persons may buy a permit to park in certain areas of central Copenhagen. Personal contact should be made to

Borgerservice  
Nyropsgade 1  
1602 København V

The Copenhagen Parking Centre may be contacted on

Tel.: 70 80 80 90

E-mail: [parkering@tmf.kk.dk](mailto:parkering@tmf.kk.dk)

### **17.2 Reserved parking at diplomatic missions**

The parking places outside a diplomatic mission are not reserved for the exclusive use of the mission's vehicles, but for all vehicles with business at the mission. *All vehicles must comply with the relevant parking regulations and pay the parking fees.*

In case of unauthorised parking in reserved parking lots, the diplomatic mission should contact the Copenhagen Parking Centre at telephone 70 80 80 95 and a parking attendant of the district will issue a parking fine. A representative of the mission will be requested to sign the copy of the giro form. Only by following this procedure can the attendant be sure that the vehicle does not belong to persons with business at the mission.

### **17.3 Parking at the Ministry of Foreign Affairs**

Parking spaces have been reserved near the main entrance of the Ministry of Foreign Affairs (towards the harbour) for diplomats with appointments at the Ministry. These parking spaces, which are indicated by signs on the wall of the building, do not fall under the city's parking regulations.

Parking in front of the government conference centre Eigtveds Pakhus is generally prohibited. However, in case of special events the prohibition may be waived. The area is public property, and vehicles illegally parked there are subject to penalty parking fees. Visitors to the conference centre should park in the parking area behind Eigtveds Pakhus.

## **18. Education**

### **18.1 Schools**

In the public school system, children of diplomats are normally accorded the same conditions (free tuition) as Danish children. Some municipalities, however, charge a certain amount for some services, such as remedial and special needs education.

In Denmark there is ten years of compulsory education starting by the age of 6. The "Folkeskole" is the Danish municipal primary and lower secondary school, which is attended by 87 per cent of all children. It offers an optional one-year pre-school class for children aged 5, nine-year primary and lower secondary school and an optional tenth grade.

Primary and lower secondary education is also offered by private schools of which there are some 400 spread throughout the country. The state covers 80-85 per cent of the expenditures while the parents pay the remaining 15-20 per cent (fees vary between the different schools and grades).

Children may be admitted to a general or a vocational (commercial and technical) upper secondary education when they have completed the ten years of basic education. To be admitted to general upper secondary (gymnasium), the lower secondary school of origin or the headmaster of the receiving upper secondary school must approve the applicant as being qualified. Admission schemes for technical and commercial upper secondary schools may vary from one education to another.

An overview of the Danish educational system may be found at

<http://eng.uvm.dk/>

### 18.2 Schools with teaching in foreign languages and kindergartens

There are several major schools (and kindergartens) with international curricula and teaching in foreign languages offering the International Baccalaureate (IB) in the Copenhagen area. The largest of the international schools is Copenhagen International School/CIS. CIS has about 800 students and 145 teachers representing 24 countries (31% US, 15% UK, 14% DK). The school is planning to move from the present location to new facilities in the harbour area (Nordhavnen).

A European School will open in August 2014 with a limited number of classes and languages. The school is planned to develop over the years. The finished school will have room for 13 year groups and 900 students when fully phased in by 2021. The school expects to offer an European Baccalaureate by 2018. The school will be free of charge. In its first years, the European School Copenhagen will have a temporary home at Skolen i Sydhavnen (The School at Sydhavnen) in the southern part of Copenhagen

The following schools and kindergartens are known by the Protocol Department:

<p>Amager's International School Engvej 141 2300 København S</p> <p>Tel.: 32 58 72 42</p> <p>Fax: 32 84 72 42</p> <p>Web: <a href="http://www.a-i-s.dk">www.a-i-s.dk</a></p>	<p>Hellerup Montessori Kindergarten</p> <p>Rygaards Allé 57 2900 Hellerup</p> <p>Tel.: 39 62 40 43</p> <p>(Only children in the municipality of Gentofte)</p> <p>Web: <a href="http://www.hellerupmontessori.dk/">http://www.hellerupmontessori.dk/</a></p>
<p>Bernadotteskolen Hellerupvej 11 2900 Hellerup</p> <p>Tel. of Foreign Section: 39 62 28 37</p> <p>Fax: 39 62 27 37</p> <p>Web (English section): <a href="http://www.bernadotteskolen.dk/Infoweb/Designskabelon8/Ramm">http://www.bernadotteskolen.dk/Infoweb/Designskabelon8/Ramm</a></p>	<p>Puljebørnehaven på Nørrebro (Kindergarten) (Arabic/Somalian) Rådmandsgade 58 2200 København N</p> <p>Tel.: 35 85 27 35</p> <p>Web: <a href="http://www.boernehaven-sanna.dk">www.boernehaven-sanna.dk</a></p> <p>E-mail:</p>

<p><a href="#">eside.asp?Action=&amp;Side=&amp;Klasse=&amp;Id=&amp;Startside=&amp;ForumID=</a></p> <p>E-mail (English section): <a href="mailto:tlh@bernadotteskolen.dk">mailto:tlh@bernadotteskolen.dk</a></p>	<p><a href="mailto:boernehavensanna@mail.dk">boernehavensanna@mail.dk</a></p>
<p>Bjørn's International School Gartnerivej 5 2100 København Ø</p> <p>Tel.: 39 29 29 37 Fax: 39 18 38 42</p> <p>Web: <a href="http://www.b-i-s.dk">www.b-i-s.dk</a> E-mail: <a href="mailto:kontoret.101152@b-i-s.dk">kontoret.101152@b-i-s.dk</a></p>	<p>Rygaards Skole (Catholic), Int.Dept. Bernstorffsvej 54 2900 Hellerup</p> <p>Tel.: 39 62 10 53 Fax: 39 62 10 81</p> <p>Web: <a href="http://www.rygaards.com">www.rygaards.com</a> E-mail: <a href="mailto:admin@rygaards.com">admin@rygaards.com</a></p>
<p>Copenhagen International School Hellerupvej 22-26 2900 Hellerup</p> <p>Tel.: 39 46 33 00 Fax: 39 61 22 30</p> <p>Web: <a href="http://www.cis-edu.dk">www.cis-edu.dk</a> E-mail: <a href="mailto:cis@cis.dk">cis@cis.dk</a></p>	<p>The Little Montessori School Lundtoftevej 97 2800 Kgs. Lyngby</p> <p>Tel.: 45 93 52 95 Fax: 45 93 52 95</p> <p>Web: <a href="http://www.littlemontessori.dk">www.littlemontessori.dk</a></p> <p>E-mail: <a href="mailto:littlemontessorischool@mail.dk">littlemontessorischool@mail.dk</a></p>
<p>Jægersborg Montessori Kindergarten Skovvej 19 2820 Gentofte</p> <p>Tel.: 39 63 86 96</p> <p>(Only children in the municipality of Gentofte)</p> <p>Web: <a href="http://vesi.li/portfolio/montessori/content/kontakt.htm">http://vesi.li/portfolio/montessori/content/kontakt.htm</a></p> <p>E-mail:</p>	<p>Sankt Petri Skole (German) Larslejstræde 5 1451 København K</p> <p>Tel.: 33 13 04 62 Fax: 33 14 24 62</p> <p>Web: <a href="http://www.sanktpetriskole.dk">www.sanktpetriskole.dk</a></p> <p>E-mail: <a href="mailto:kontor@adm.sanktpetriskole.dk">kontor@adm.sanktpetriskole.dk</a></p>

<a href="mailto:jaegersborg.montessori@mail.dk">jaegersborg.montessori@mail.dk</a>	
<p>Copenhagen Euro-School (English/Danish) Gl. Kongevej 15C 1610 Copenhagen V</p> <p>Tel.: 33 25 22 48 Fax: 33 25 22 49</p> <p>Web : <a href="http://www.euroschool.skoleintra.dk/Infoweb/Designskabelon10/Rammeside.asp?Action=&amp;Side=&amp;Klasse=&amp;Id=&amp;Startside=&amp;ForumID=">http://www.euroschool.skoleintra.dk/Infoweb/Designskabelon10/Rammeside.asp?Action=&amp;Side=&amp;Klasse=&amp;Id=&amp;Startside=&amp;ForumID=</a></p> <p>E-mail: <a href="mailto:euroschool.101188@skolekom.dk">euroschool.101188@skolekom.dk</a></p>	<p>Prins Henriks Skole (French) Frederiksberg Allé 22A 1820 Frederiksberg C</p> <p>Tel.: 33 21 20 48 Fax: 33 21 23 80</p> <p>Web: <a href="http://www.amba-france.dk">www.amba-france.dk</a></p> <p><a href="http://www.prinshenriksskole.dk/content/dk">http://www.prinshenriksskole.dk/content/dk</a></p> <p>E-mail: <a href="mailto:info@lfph.dk">info@lfph.dk</a></p>
<p>The European School Copenhagen/the School at Sydhavnen Støberigade 3, 2450 København SV</p> <p>Web: <a href="http://escph.sag.dk/?page_id=278">http://escph.sag.dk/?page_id=278</a></p> <p>E-mail: <a href="mailto:admin@escph.dk">admin@escph.dk</a> Tel: 61 36 56 19</p>	<p>Skt. Josef's International School Frederiksborgvej 10 4000 Roskilde</p> <p>Tel: 46 35 25 26 Mail: <a href="mailto:post@sktjosef.dk">post@sktjosef.dk</a></p> <p>Web: <a href="http://www.sktjosef.dk">www.sktjosef.dk</a></p>

#### International baccalaureate

At the following schools students may prepare themselves for the International Baccalaureate (IB):



<p>Birkerød Gymnasium og HF (partly boarding school) Søndervangen 56 3460 Birkerød</p> <p>Tel.: 45 81 02 56 Fax: 45 82 02 57</p> <p>Web: <a href="http://www.birke-gym.dk">www.birke-gym.dk</a> E-mail: <a href="mailto:mail@birke-gym.dk">mail@birke-gym.dk</a></p>	<p>Herlufsholm Skole og Gods (partly boarding school) Herlufsholm Allé 170 4700 Næstved</p> <p>Tel.: 55 75 35 00 Fax: 55 75 35 14</p> <p>Web: <a href="http://www.herlufsholm.dk">www.herlufsholm.dk</a> E-mail: <a href="mailto:rektorkontor@herlufsholm.dk">rektorkontor@herlufsholm.dk</a></p>
<p>Copenhagen International School (English) Hellerupvej 22-26 2900 Hellerup</p> <p>Tel.: 39 46 33 00 Fax: 39 61 22 30</p> <p>Web: <a href="http://www.cis-edu.dk">www.cis-edu.dk</a> E-mail: <a href="mailto:cis@cisdk.dk">cis@cisdk.dk</a></p>	<p>Nørre Gymnasium Mørkhøjvej 78 2700 Brønshøj</p> <p>Tel.: 44 94 27 22 Fax: 44 94 26 69</p> <p>Web: <a href="http://www.norreg.dk">www.norreg.dk</a> E-mail: <a href="mailto:ng@norreg.dk">ng@norreg.dk</a></p>

More information about international schools may be found at

[https://www.workindenmark.dk/en/Find\\_information/Information\\_for\\_job\\_seekers/Life\\_in\\_Denmark/Primary\\_schools/International\\_schools](https://www.workindenmark.dk/en/Find_information/Information_for_job_seekers/Life_in_Denmark/Primary_schools/International_schools)

and

<http://eng.uvm.dk/Education/Upper-Secondary-Education/International-upper-secondary-schools>

and

<http://eng.uvm.dk/Education/Primary-and-Lower-Secondary-Education/International-basic-schools>

### 18.3 Universities

There are general and specific admission requirements for foreign students. For the University of Copenhagen, information can be obtained from:

Study Division  
University of Copenhagen

Fiolstræde 22  
1171 København K

Tel.: 33 14 15 36  
Fax: 35 32 28 92

Web: [www.ku.dk/english/](http://www.ku.dk/english/)

#### **18.4 Danish language courses**

There are several institutions offering Danish language courses, cf.

<http://www.service.uvm.dk/InstReg/instreg2.nsf/vui?OpenView&Start=1&Count=1000&Expand=2#2?OpenView&Start=1&Count=30&Expand=19.419.4>

The Competence Centre of the Ministry of Foreign Affairs offers individual tuition in the Danish language. Contact for further information should be addressed to:

Udenrigsministeriets Kompetencecenter (UMKC)

Tlf: 33 92 15 53

Web: <http://um.dk/da/om-os/umkc/>

Mail: [sprog@um.dk](mailto:sprog@um.dk)

## **19. Firearms License, Game License and Angling License**

### **19.1 Firearms license**

#### *19.1.1 Firearms licence for the personal protection of privileged persons*

The Copenhagen Police (Københavns Politi) issues firearms licences for the personal protection of privileged persons in Denmark.

The licence is issued for weapons meant for the owner's personal protection, and one firearms licence is issued for a handgun (pistol/revolver). Only one licence per person. No licence will be issued for automatic weapons.

There is no fee in connection with the issue of the firearms licence.

Applications for a firearms licence must contain personal information about the applicant as well as specifications for the firearms for which the applicant applies. The application must be endorsed by the head of mission and sent to:

Københavns Politi  
Operativ Planlægning & Analyse  
Politigården

1567 København V

Tel.: 33 14 14 48, ext. 2540

Fax: 33 43 00 60

Copy of both sides of the applicant's Danish diplomatic ID card or residence permit card, copy of the page showing name and photo from the applicant's passport as well as the page with the Danish visa must be enclosed with the application.

The application may be obtained from the above address.

#### *19.1.2 Firearms licence for staff at embassies*

The Danish Security and Intelligence Service (PET) issues firearms licences to staff at foreign embassies in Denmark based on a security need.

PET may issue firearms licences for small arms – with the exception of machine pistols, fully automatic rifles and machine guns – and ammunition for such arms to staff at foreign embassies in Denmark. The licence can only be issued to a natural person.

Embassies that wish to apply for firearms licences for its members of staff based on a security need may approach the embassy's contact person in PET, who will hand out the application form and provide guidance. Under Section 6 b of the Danish Weapons and Explosives Act, the submission of an application for a firearms licence is subject to a fee of DKK 840.

Firearms licences remain valid for a period of two years, cf. Section 6 d (1) of the Danish Weapons and Explosives Act. The certificate can be renewed upon application.

The licence is subject to the condition that the weapon may not be stored or carried outside the extraterritorial area. Carrying the weapon outside the extraterritorial area is, however, permitted in connection with entry into and departure from Denmark.

Furthermore, it will be possible to apply for special permission to carry and use the weapon outside the extraterritorial area for the purpose of training at a shooting range.

The licence is personal, and the holder of the licence must always carry the certificate together with the weapon. Upon termination of the holder's functions with the mission, the licence must be returned to PET.

Permission to buy weapons or ammunition in Denmark is also obtained from PET. The dealer will return the used permission to the PET.

If a mission wishes to import or export firearms or ammunition, a request for a permission must be sent to the Ministry of Justice, att. Politikontoret, and the import/export permit must be produced at customs.

#### *19.1.3 Firearms licence for hunting*

Applications for firearms licences for purposes such as hunting will be processed by the police district in which the applicant is domiciled, cf.

<https://www.politi.dk/da/borgerservice/tilladelser/vaabentilladelse/>

You are only allowed to possess barrelled weapons, if you have a game licence.

### **19.2 Danish temporary game licence**

Under the Hunting and Wildlife Administration Act, first-time applicants for a Danish game licence must pass a test. Generally, persons residing abroad (e.g. tourists) can obtain a temporary game licence without passing the test in Denmark, provided they have a valid game licence issued in their country of residence. This facility has been extended to diplomats and to members of administrative and technical staff of the embassies, provided they are not citizens or permanent residents of Denmark.

A temporary game licence may be obtained on the web on

<http://www.naturstyrelsen.dk/International/English/Topics/Hunting/>

Inquiries should be addressed to

Naturstyrelsen  
Jagttegnadministrationen  
Haraldsgade 53, 1  
2100 København Ø

Tel.: 72 544 24 (hours 9:00 - 12:00)

E-mail: jagttegn@nst.dk

Web: <http://www.naturstyrelsen.dk/International/>

First-time applicants must enclose a copy of their passport, documentation of their connection to an embassy, valid game licence issued in their country of residence and documentation if they are entitled to hunt with sporting rifles.

Applicants who have earlier had a temporary Danish game licence only need to enclose a copy of their passport and documentation of their connection to an embassy.

A fee must be paid for a game licence. The temporary game licence is valid with a receipt stamp from a post office or a bank. A game licence comprises a third party liability insurance for accidents in connection with shooting caused by the person in whose name the game licence has been issued. Applicants should allow the Danish Forest and Nature Agency 3 weeks for processing a game licence.

A temporary Danish game licence is valid for a period of one year from 1 April - 31 March.

### **19.3 Angling licence**

Everyone between the ages of 18 and 65 angling in Denmark must hold a valid angling licence. Angling is fishing using light hand tackle. Fishing in trout lakes, called "put and take", does not normally require an angling license, but a pass, which can be purchased on the site.

The system is described on the following English web address:

<https://www.fisketegn.dk/fisketegn/common/setLocale.do?language=en>

The angling licence may be obtained on the following English web address:

<https://www.fisketegn.dk/fisketegn/common/setupAnglerFisherType.do>

Many campsites, fishing tackle dealers and vacation home rental agencies also sell angling licences.

Your angling licence is personal and you must carry your fishing number or receipt for payment while fishing together with personal identification. The income from angling licences is used to care for fish stocks.

## **20. Real property**

### **20.1 Permissions to acquire real property**

If foreign missions or privileged persons wish to acquire real property in Denmark, permission must be obtained from the Ministry of Justice:

Justitsministeriet  
Civilkontoret  
Slotsholmsgade 10  
1216 København K

Tel.: 72 26 84 00  
E-mail: jm@jm.dk

This also applies to owner-occupied flats (ejerlejligheder) and to flats where the tenant has bought a share in the house (andelslejligheder).

Privileged persons who are EU citizens are not required to obtain permission if the real estate/property is meant for year-round occupancy. The same applies to privileged persons who are citizens in Nordic countries that are not members of the EU. However, it is recommended to contact the Ministry of Justice before any acquisition is made.

The property should be registered as soon as possible and not later than six months from the date of conveyance. The permission from the Ministry of Justice must be submitted to the Register of Mortgages (Tinglysningsretten) when registering the deed. No permission is needed when selling real property.

Permission to construct or expand an existing building needs to be obtained from local authorities (Municipalities). Similarly permission to use an existing building whether owned or rented/leased for office purposes needs to be obtained from local authorities.

Municipalities are prepared to provide guidance on general and local regulations and ordinances regarding zoning, usages, etc.

### **20.2 Registration duties**

Foreign states are exempt from registration fee on documents by means of which the foreign state acquires or rents real property for office use or for residences for its staff. When buying real property, normal registration fees will have to be paid and an application for reimbursement should be sent to:

Skattecenter Høje-Taastrup  
Helgeshøj Allé 9  
2630 Taastrup

Tel.: 72 22 18 18  
E-mail: [skat@skat.dk](mailto:skat@skat.dk)

### **20.3 Taxation of real property**

According to the Vienna Convention, Article 23, paragraph 1, the Sending State and the head of the mission shall be exempt from all national, regional or municipal dues and taxes in respect of the premises of the mission, whether owned or leased, other than such as represent payment for specific services rendered.

According to the Vienna Convention, Article 34, b, a diplomatic agent shall be exempt from all dues and taxes, personal or real, national, regional or municipal, except dues and taxes on private immovable property situated in the territory of the receiving state, unless he/she holds it on behalf of the sending state for the purposes of the mission.

Diplomatic missions and their privileged staff members owning property are exempt from paying the taxable value of property (ejendomsværdiskat).

## **21. Copenhagen Airport, Kastrup**

### **21.1 Access to the Airport**

Mission staff holding red or green ID cards issued by the Protocol Department may enter the transit and luggage area of Copenhagen Airport, Kastrup, to meet or to see off passengers. Mission staff members holding a white ID card issued by the Protocol Department may obtain an airport pass for access to the transit and luggage area. Before doing so the Mission should be registered as a company in the airport data base, cf. <http://www.cph.dk/om-cph/b2b/adgang-og-fardsel/firma-i-cph/> The Mission should have a person responsible for airport passes and that person should handle the applications for airport passes. Such applications should be sent to

Københavns Lufthavne A/S  
Box 74  
Att. ID-kort Kontoret  
Lufthavnsboulevarden 6  
2770 Kastrup

More information may be obtained by contacting the ID card office, tlf. 32312317.

### **21.2 Royal Lounge**

The Royal Lounge is reserved for the use of the Royal Family. Its use by diplomatic missions is restricted and subject to the following conditions:

Provided the Royal Lounge is available, the Protocol Department may facilitate the use of it in connection with arrival, departure or transit of:

Foreign Royalty  
Heads of State  
Heads of Government  
Ministers for Foreign Affairs and  
Presidents/Speakers of Parliament

The Royal Lounge may only be used by other visiting Cabinet Ministers provided a Danish Cabinet Minister is present.

All requests for the use of the Royal Lounge must be directed and facilitated through the Protocol Department.

Any catering services wished for in the Royal Lounge must be arranged through Ms Bente Schmidt, VIP Coordinator, telephone +45 2228 7065, fax 3231 3107, e-mail [VIP@CPH.dk](mailto:VIP@CPH.dk).

In order to cover the expenses on manning the Royal Lounge, VIP administration, marshalling of cars, cleaning etc. Copenhagen Airports CPH has a VIP charge. The VIP charge for a departure is DKK 3,000, for an arrival DKK 2,500 and a transit stop DKK 4,000. In addition there is an extra charge of DKK 1,000 added for arrangements lasting more than 2 hours. The charges are excluded of VAT and do not cover any catering.

The charges are the same irrespective of the number of VIP guests up to 10 WIP guests. DKK 250 will be added per guest over 10 guests.

Att.: ID-kort Kontoret

### **21.3 VIP room**

In order to assist foreign diplomatic missions during arrival, departure or transit of persons not entitled to use the Royal Lounge, the Protocol Department has made the following arrangements in cooperation with the Copenhagen Airport Authorities (Københavns Lufthavne A/S):

A VIP-room is available in the luggage-reclaiming hall between belt 1 and 2. Reservation of this room must be made through Copenhagen Airport Authorities, telephone +45 3231 2448. Catering services may be arranged through Select Service Partner (SSP) during office hours Monday through Sunday 8.00 a.m. - 5.00 p.m., telephone +45 3016 3220, e-mail: [selskaber@ssp.dk](mailto:selskaber@ssp.dk)

### **21.4 CD Parking**

CD cars on blue plates may be parked up to 3 hours at the CD parking (free of charge) at the parking space east of terminal 3, referred to as P-8. For parking up to max. 4 hours in the car park buildings/areas, each mission may obtain one personnel card (personalekort) free of charge from:

VIP coordinator  
Tel.: 32 31 23 23

E-mail: [VIP@cph.dk](mailto:VIP@cph.dk)

Additional cards can be purchased at:

Lufthavnsparkeringen  
Københavns Lufthavne A/S  
2770 Kastrup

Tel.: 32 52 83 00

Fax: 32 51 78 79

Web: [www.cph.dk](http://www.cph.dk)

It should be noted that parking for more than 4 hours at the airport must be paid on general conditions.

## 22. Elections

Diplomatic missions may open polling stations for elections in their home country *at the premises of their missions* without special authorisation.

If it is deemed necessary to open such polling stations outside the premises of the Embassy, such as school buildings, a formal request should be addressed to the Protocol Department. The opening of such polling stations will normally not give rise to objections on the part of the Danish Authorities. If Embassies need assistance from the Ministry of Economic Affairs and the Interior in connection with the procurement of premises for a polling station, the person to approach is Election Advisor Nicoline Nyholm Miller (telephone no. 72 28 25 29).

Regarding information to voters on radio, television and press the Embassy is requested to approach these institutions directly.

Concerning election posters the Embassy's attention is drawn to the Ministry of Justice's Order No. 645 of 12 October 1989 as amended by No. 828 of 25 November 1998.

The Ministry advises the Embassy to inform the Danish Security and Intelligence Service in advance about the time and place of the planned polling stations:

Politiets Efterretningstjeneste  
Klausdalsbrovej 1  
2860 Søborg

Tlf. 33 14 88 88

Mail: [gamma@pet.dk](mailto:gamma@pet.dk)

## 23. Emergencies

**Call 112** if you need urgent medical assistance in the event of acute life threatening illness or injury or if you need the fire brigade or the police.



By dialling **114** you will be connected to the nearest police station.

**Call 1813** if you need help in the event of injury or a sudden illness. You can also dial 1813 when you are in doubt about what to do. **You must call 1813** for advice; you cannot just go to the regional emergency departments.

Telephone calls to 112 and 1813 are answered by the regional Emergency Centre, which is responsible for providing proper assistance. For example, the Emergency Centre is able to send an ambulance, refer you to a hospital emergency department or send a physician to your home.

You can receive treatment in five regional emergency departments 24 hours a day. Please dial 1813 in advance. There are emergency departments at Bispebjerg, Herlev and Hvidovre hospitals, the North Zealand Hospital Hillerød as well as the Hospital of Bornholm.

You can receive treatment for sudden illnesses and minor injuries at six urgent care centers from 7 AM to 10 PM. Please dial 1813 in advance. There are urgent care centres at Amager, Glostrup, Gentofte and Frederiksberg hospitals, as well as the North Zealand Hospital Frederikssund and Health Care Centre Helsingør.

You can receive urgent help in psychiatric acute admissions/centres. Dial 1813, if you are in doubt. Psychiatric admissions in Ballerup, Glostrup, Hvidovre, Hillerød and Copenhagen are open 24 hours a day, while psychiatric admissions in Amager and Frederiksberg are open between 8 AM and 10 PM.

Dial 1813 if you have suffered broken teeth or suffer from toothache outside of your dentist's surgery hours.

You may choose to install the 112 app on your mobile phone. With the 112 app you can start a call to emergency services and simultaneously send them your mobile phone's GPS coordinates. You can read more about the 112 app on [www.112app.dk](http://www.112app.dk). The app is free of charge and is available for download from Apple App Store, Google Play, Windows market Place or via [www.112app.dk](http://www.112app.dk)

Download the free app "Akuthjælp" in App Store or Google Play and look up addresses and opening hours for emergency admissions, emergency dentist etc.

You can get more information on

[http://www.regionh.dk/english/menu/Healthcare+Services/Emergency+Services/Helpline\\_1813/](http://www.regionh.dk/english/menu/Healthcare+Services/Emergency+Services/Helpline_1813/)

## **24. Travel to the Faroe Islands and Greenland**

The Protocol Department must be notified three weeks in advance of any planned visits (except purely private visits) to the Faroe Islands and Greenland by diplomatic agents as defined in Article 1 (e) of the Vienna Convention on Diplomatic Relations. In a note verbale the destination and duration of the stay must be stated.

For diplomatic agents of Diplomatic Missions or International Organisations from countries whose nationals need a visa for entry into Denmark, a special visa is required for the Faroe Islands and Greenland. This special visa is issued by the Ministry of Foreign Affairs, Protocol Department.

Diplomatic agents of Diplomatic Missions or International Organisations who may enter Denmark without a visa, may travel to the Faroe Islands and Greenland without a special visa.

## **25. Rules for flying flags**

The Danish flag is called Dannebrog and, according to legend, dates back to 15 June 1219. The Faroe Islands and Greenland have their own flags.

In general, it is not permitted to fly foreign flags in Denmark except for the flags of the Nordic countries, the UN flag and the EU flag. However, national flags can be flown at the chancellery of a diplomatic mission, at the residence of the head of mission and on the mission's or head of mission's official car.

## **26. Information on Danish rules and regulations**

Legal information (Retsinformation) <https://www.retsinformation.dk/> is the official on-line legal information system of the Danish State. The system contains all Danish rules and regulations, i.e. all acts passed by the Danish parliament (Folketinget) as well as executive orders, circulars etc. issued by the administration.

## **27. Pets**

Rules regarding the importation of pet animals are laid down in EU Regulation 998/2003 of 26 May 2003 on the animal health requirements applicable to the non-commercial movement of pet animals.

'Pet animals' means animals of the species listed in Annex I to the Regulation, which are accompanying their owners or a person responsible for such animals on behalf of the owner during their movement, and which are not intended to be sold or transferred to another owner.

All current rules are explained on the homepage of the Danish Veterinary and Food Administration: [www.uk.foedevarestyrelsen.dk](http://www.uk.foedevarestyrelsen.dk) (English version). The Regional Control Authorities must be contacted for personal calls. In the following a summary:

### **27.1 Dogs and cats**

According to the requirements of EU Regulation 998/2003 of 26 May 2003 on the animal health requirements applicable to the non-commercial movement of pet animals, dogs and cats may be brought into Denmark when accompanied by the owner or a person responsible for such animals on behalf of the owner.

In general, dogs and cats must be identifiable by either a microchip of ISO standard or a readable tattoo. Furthermore they must be vaccinated against rabies in accordance with the recommendations of the manufacturing laboratory of the used vaccine. A health certificate is required for this purpose.

If the dog or cat originate from countries which are not listed in Annex II to Regulation 998/2003 in addition to the requirements mentioned above, a neutralising antibody titration at least equal to 0,5 IU/ml carried out on a sample taken by an authorised veterinarian at least 30 days after vaccination and three months before entering Denmark.

Forms for the above mentioned health certificate can be downloaded from the homepage of the Danish Veterinary and Food Administration.

Dogs and cats less than three months old may be imported without rabies vaccination but with proper ID and health certificate and only upon receiving an import permit.

In Denmark it is required by law to have a dog liability insurance. The insurance covers if a dog does damage to people outside the owner's household or to their belongings. The insurance may be purchased from most Danish insurance companies.

Please observe that according to Danish law, the ownership and breeding of some specified dog breeds are prohibited, cf.

[http://www.foedevarestyrelsen.dk/english/ImportExport/Travelling\\_with\\_pet\\_animals/Pages/The-Danish-dog-legislation.aspx](http://www.foedevarestyrelsen.dk/english/ImportExport/Travelling_with_pet_animals/Pages/The-Danish-dog-legislation.aspx)

### **27.2 Other pets (Washington-Convention/CITES)**

Entry of other pets is generally subject to permission granted by the Veterinary and Food Administration. This concerns all birds, pigeons, rabbits, hares, chinchillas, minks, horses etc. Application for permission to import these animals must state the address in Denmark for approval for private quarantine.

There are no restrictions on the import of certain aquarium fish, hamsters and guinea pigs, but several exotic animals such as parrots, some other bird species, tortoises, turtles, snakes and other reptiles may be covered by provisions governing endangered species. It is recommended in such cases to contact the Danish Nature Agency:

Naturstyrelsen  
Haraldsgade 53  
2100 København Ø

Tel.: 72 54 24 23

Web : [http://www.naturstyrelsen.dk/Naturbeskyttelse/Handel\\_med\\_truede\\_arter/](http://www.naturstyrelsen.dk/Naturbeskyttelse/Handel_med_truede_arter/)

E-mail: [cites@nst.dk](mailto:cites@nst.dk)

## **28. Visits to Museums**

Certain museums in Copenhagen and surroundings grant free entry for diplomats and their spouses upon presentation of the red ID card or the diplomatic Residence Card.

A guide to museums in Copenhagen and the Copenhagen area may be found on <http://en.kulturklik.dk/>

## **29. Trains and busses**

Passengers on the S-tog and the Metro are obliged to have valid tickets before entering a train.

Please check [http://www.rejsekort.dk/?sc\\_lang=en](http://www.rejsekort.dk/?sc_lang=en) for the introduction of Rejsekortet or <http://www.dsb.dk/om-dsb/in-english/> or <http://www.moviatrafik.dk/dinrejse/rejsekort/Pages/rejsekort.aspx?accept-cookies=1> for more information on public transportation.

In greater Copenhagen inspectors carry out random checks on trains, including the Metro, and buses to make sure passengers are holding a valid ticket. Passengers not holding a valid ticket must pay a surcharge for the ticket of DKK 750, cf.

<http://www.dsb.dk/kundeservice/efter-rejsen/kontrolafgifter/betaling/>

The surcharge must also be paid by privileged persons.

## **30. Early history objects and natural history objects**

If early history objects of gold, silver or other valuable metals or of other cultural value are found in Denmark, and no one is proved to be the owner, the object is state property. Finders of such objects must deliver the objects to the National Museum of Denmark, cf.

<http://natmus.dk/salg-og-ydelser/museumsfaglige-ydelser/danefae/indlevering-af-danefae/>

Remuneration will normally be given.

Other natural history objects found in the earth such as rare fossils, animal skeletons, rare minerals and meteorites should be offered to the State. The finding place should be noted, and the nearest scientific museum should be contacted. If the State wishes to buy the objects, the finder will receive remuneration.

## **31. Radio communication and radio and TV license**

The Danish Business Authority (Erhvervsstyrelsen) may authorise diplomatic missions to use radio and satellite equipment for communication with their home country and with missions in other countries.

Radio equipment which complies with the requirements in Executive Order No 459 of 23 May 2012 on Frequency Use without License and on Amateur Radio Examinations and Call Signs etc. may be used without a license.

Other radio equipment may be subject to licensing according to Executive Order No 999 of 15 October 2012 on Frequency Use with License.

Application for a frequency license should be sent to:

Erhvervsstyrelsen  
Langelinie Allé 17  
2100 København Ø

Tel: 35 29 10 00

Mail: [erst@erst.dk](mailto:erst@erst.dk)

Web: <http://dba.erhvervsstyrelsen.dk/home/0/2>

You may read more about obtaining a frequency license on

<http://erhvervsstyrelsen.dk/frekvenstilladelser>

According to the Radio and TV Licenses Act the Diplomatic missions and their privileged staff members are exempt from paying the license fees for Danish radio and television broadcasts if their house hold does not include a Danish citizen or person holding a residence CPR number.

## **32. NemID**

Individuals working and living in Denmark often need a NemID. NemID is a common online login to access public and private self-service solutions, e.g. Digital Post, online banking or the Danish Customs and Tax Administration (SKAT).

Diplomats may apply for a NemID by visiting a citizen service center (Borgerservice) in the municipality where he/she lives and bring a witness.

When ordering NemID at a citizen service center the applicant must:

- Bring a valid photo ID and an identification document containing the assigned administrative social security number. Please contact a citizen service center in case of questions in regards to legitimation.
- The individual must also bring a witness, who can attest to the identity of the individual. The witness will need to sign a sworn statement with his or her own personal NemID, or in writing - in case the witness does not own a NemID.

Below are the listed requirements for the witness:

- The witness must have reached the age of 15, be able to meet the general ID requirements and sign a sworn statement.
- We recommend that the witness brings his or her own personal NemID, as it is possible to sign the sworn statement with NemID.
- In the municipality of Copenhagen it is also possible to order NemID at International House. The applicant must meet same requirements when ordering at International House.