

All fields **must** be filled in. If not relevant please mark "N/A".

## Form 5

Protocol Department, Ministry of Foreign Affairs, Copenhagen		<b>For Protocol Department only</b>		
<b>Registration of expatriate Private Service Staff of diplomats resident in Denmark</b>		CPR nr.:		
		Opholdskort nr.:		
		ID kort nr.:		
		Periode:		
<b>Colour copy of applicant's passport and two identical, new passport size photos must be submitted with this registration form</b>				
1. Last name(s) – as in passport				
2. First Name(s) – as in passport				
3. Date of birth	Date:	Month:	Year:	Place of Birth
4. Nationality			Danish CPR No. / Secondary Nationality – if any	
5. Passport	Passport type	Date of issue		
6. Place of residence (outside Denmark)				
7. Civil status (Single, Married, Divorced etc)			Place and date of marriage	
8. Arrival and duty in Denmark	Arrival date	Date of taking up duty		
9. Duration of contract				
10. Private address in Denmark				
11. Telephone No. in Denmark				
12. Previously residing in Denmark	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?			
13. Function(s) to perform	Maid <input type="checkbox"/> Cook <input type="checkbox"/> Driver <input type="checkbox"/> House keeper <input type="checkbox"/> Nanny <input type="checkbox"/> Other Service staff <input type="checkbox"/> (describe below)			
14. Relation to employer (Family or professional)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how?			
15. Name of predecessor				
16. Applicant's contact information	Email:	Telephone:		
17. Employer's contact information	Email:	Telephone:		

## Application for Residence Card or ID Card

18. Two specimen signatures in <b>black ink</b> of the applicant <b>within the spaces provided</b>		
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**The Protocol Department must be informed by Note Verbale of any changes in the above information and of the termination of duty and final departure of the Service Staff or the Employer. On final departure, the ID/residence card must be returned to the Protocol Department.**

Date:	Stamp of Mission:	<b>Photo of applicant</b> One photo affixed. One photo enclosed. Requirements for photo: Full frontal. Colour and of high quality. Measurements min. 32x40 mm, max. 35x45 mm, from eye to tip of chin 13 mm, must show forehead and hair line.
Signature of the Diplomat/Employer:		

