

# Executive Order concerning Foreign Service Payments

Pursuant to Section 14 of Act #150 of 13 April 1983 concerning the Danish Foreign Service, as amended by Act #753 of 2 June 2015 and Act #316 of 25 April 2018, it is hereby determined:

## Chapter 1

### *Consular Services*

#### *Hourly payment for general personal assistance*

**Section 1.** For personal assistance within the consular Services for the Danish Foreign Service, a fee of DKK 1130 shall be paid per commenced hour, unless otherwise expressly stated in this Executive Order; cf. sections 2 – 8, Section 14(2) and Section 17. Otherwise, fees shall be paid in accordance with the provisions stated in sections 20 and 21.

*Subsection 2.* Hourly payments do not apply to:

- 1) child abduction cases,
- 2) evacuation cases,
- 3) cases concerning serious crimes against Danes abroad,
- 4) cases involving forced marriages,
- (5) cases concerning surviving children and spouses, and
- (6) detention proceedings; cf. Subsection 3.

*Subsection 3.* The exemption to the payment obligation in prison cases (cf. subsection 2, #6) shall not apply in the case of imprisonment/detention on the expiration of a residence permit/visa period/legal period of residence. The exemption also does not apply if a representative provides personal assistance to the detainee that is not directly related to the detention proceedings themselves. In all these cases, a fee of DKK 1130 shall be paid per commenced hour.

#### *Travel documents*

**Section 2.** For receiving applications and issuing travel documents, the following fees shall be paid to the Foreign Service:

- 1) A fee of DKK 1130 shall be paid for passports, regardless of age.
- 2) A fee of DKK 1130 shall be paid for issuing EU emergency travel documents for citizens of other EU countries.
- 3) A fee of DKK 1130 shall be paid for issuing a Danish provisional passport.
- 4) A fee of DKK 1130 shall be paid for the laissez-passer document; subject to subsection 3.
- 5) A fee of DKK 1130 shall be paid for a passport or travel document extension.
- 6) For verification of the citizen's identity and delivery of passport issued on the basis of a passport application submitted elsewhere than the Danish foreign service office where the passport is handed over, a fee of DKK 285 shall be paid to the foreign service office that issued the passport.

*Subsection 2.* For issuing a passport in accordance with #1 and 3, all applicants shall pay DKK 1786 where a valid or expired passport belonging to the passport applicant cannot be presented, or where the passport is presented in a damaged condition, cf. Section 4 c, subsection 2 of the Danish Citizens Passports Act, cf. Executive Order #76 of 19 January 2017, as amended by Section 2 of Act #1542 of 18 December 2018, Section 2 of Act #167 of 29 February 2020, Section 4 of Act #124 of 30 January 2021 and Section 2 of Act #415 of 13 March 2021.

*Subsection 3.* There is no fee for issuing a laissez-passer upon first entry into Denmark in the case of UN quota refugees who are to be settled in Denmark.

*Subsection 4.* No fee is charged for the extension of passports or the issue of provisional passports when submitting a passport application at the same time during the Foreign Service's opening hours for consular services.

*Subsection 5.* The fee referred to in subsection 1(1) shall be payable for the issuance/delivery of travel documents for refugees by the Foreign Service or for issuing an alien's passport.

*Subsection 6.* When the nature and scope of assistance in connection with the services referred to in subsections 1 goes beyond the scope of usual fee-based assistance, a fee of DKK 1130 shall be paid for each additional hour commenced, in addition to the applicable fees.

*Subsection 7.* Applications for travel documents, payment of fees for travel documents and actual expenses must be made digitally through the self-service solution provided by the Foreign Service, which is available via the Ministry of Foreign Affairs' website, unless there are special circumstances or in case of extraordinary situations; cf. Section 25.

#### *Visa*

**Section 3.** The assistance of the Foreign Service in connection with the processing of a visa case (application, etc.) shall be subject to payment of a fee in accordance with subsections 1 to 7, unless otherwise provided for in subsections 8 to 12 or an international agreement. For countries with which the European Commission has concluded or is negotiating a visa facilitation agreement, a fee of EUR 35 will be charged unless otherwise provided for in the visa facilitation agreement or the negotiation of such an agreement. Reimbursement of the fee for an application may only be granted if the application has not been submitted to the competent authority (embassy/consulate-general), if the application is considered inadmissible or if the proceedings have

not yet begun. Requests for reimbursement of fees can be submitted no later than 3 years after the application has been submitted.

*Subsection 2.* A fee of EUR 90 shall be paid for assistance from the Foreign Service in processing visa applications (all types). A visa fee of EUR 135 or EUR 180 shall apply to all nationals of the third country concerned or certain categories thereof once an implementation decision has been adopted in accordance with the Visa Code.

*Subsection 3.* Children aged 6 up to and including 11 pay a visa fee of EUR 45.

*Subsection 4.* For assistance from the Foreign Service in visa cases in which the Foreign Service has not previously been involved but where the Foreign Service is required by the Danish authorities of the authorities of another country to process a case and print stickers, the visa fee shall be the same as that mentioned in subsection 2 or 3. No fee is payable in a case previously processed by another Danish foreign service office if the fee has been paid to that office.

*Subsection 5.* For assistance from the Foreign Service in visa cases where the Foreign Service has not previously been involved and where any rejections, original documents etc. must be handed over to an applicant or a representative of the applicant, an hourly fee of DKK 1130 shall be paid per commenced hour.

*Subsection 6.* When using external service providers (outsourcing) in connection with the receipt of visa applications, the service provider may, in agreement with the Ministry of Foreign Affairs, charge an additional fee in addition to the stipulated fee. The amount of the surcharge may not exceed EUR 45. In certain countries where Denmark does not have an embassy or consulate general to receive visa applications and is not represented by another country, the surcharge may amount to up to EUR 80. In exceptional cases, the surcharge to cover the costs of submitting a case may amount to EUR 120. The surcharge shall not be refunded whether or not the application is accepted, even if the application has not been submitted to the competent authority or if the application is found inadmissible.

*Subsection 7.* For the Foreign Service's participation in processing an appeal against a visa decision, an hourly fee of DKK 1130 shall be paid per commenced hour.

*Subsection 8.* The Foreign Service's examination of whether a visa is required or not is not subject to a fee.

*Subsection 9.* No fee shall be charged for processing visa cases in the following cases:

- 1) Holders of travel documents, including refugee travel documents and alien's passports, issued by countries whose own nationals are exempt from the visa requirement.
- 2) Holders of diplomatic, special or service passports for any travel purpose, unless the Minister for Foreign Affairs has decided otherwise.
- 3) Persons employed by the UN Secretariat, UN organizations (foundations, programmes and specialised agencies), OSCE institutions and members of the Council of Europe, as well as their spouses and children, for whatever purpose of travel.
- 4) Persons in possession of a declaration that they are travelling for affairs of the United Nations or the organizations mentioned above etc.
- 5) Employees of GBIF (Global Biodiversity Information Facility) in Copenhagen and persons who perform work for the GBIF Board in connection with meetings, conferences etc. as well as their spouses and children.
- 6) Employees of ICES (International Council for the Exploration of the Sea) in Copenhagen and persons who perform work for the ICES Board in connection with meetings, conferences etc. as well as their spouses and children.
- 7) Employees of the European Radiocommunication Office (ERO) in Copenhagen as well as persons who perform work for the ERO Board in connection with meetings, conferences etc. as well as their spouses and children.
- 8) Employees of Eurofish in Copenhagen and persons who perform work for the Eurofish Board in connection with meetings, conferences etc. as well as their spouses and children.
- 9) Staff of the EEA (European Environment Agency) in Copenhagen and persons who work for the EEA Management Board in connection with meetings, conferences etc., as well as their spouses and children.
- 10) Spouses and registered partners of nationals of an EU/EEA country other than Denmark and their children or the spouse's/partner's children who have not reached the age of 21 or who are dependent on the EU/EEA citizen, as well as relatives in the ascending line and relatives of the spouse/partner in the ascending line who are dependent on the EU/EEA citizen. Such family members of Danish citizens exercising or having recently exercised their right to free movement in another EU country are covered by the exemption provision. EU/EEA rules also apply to Switzerland.
- (11) Foreign Service staff, their spouses, registered partners and children under the age of 21 belonging to the household.
- 12) At the discretion of the Foreign Service, exemption from fees may be granted to students, athletes etc. if the trip takes place as part of an exchange event, amateur sports competition, amateur concert event and the like – or if the representation otherwise finds it justified.
- 13) Persons in possession of a declaration that they are travelling on behalf of AIIB (Asian Infrastructure Investment Bank).

*Subsection 10.* No fee shall be charged for assistance from the Foreign Service in processing visa cases from applicants who are:

- 1) under 6 years of age,
- 2) pupils, students and university graduates undergoing further training and accompanying teachers for study or training purposes (including representation agreements),
- 3) researchers from third countries travelling within the European Union for the purpose of carrying out scientific research as defined in Recommendation 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by Member States of uniform short-stay visas to researchers from third countries travelling within the European Union for the purpose of carrying out scientific research, or
- 4) representatives of non-profit organizations aged up to 25 years participating in seminars, conferences, sports, cultural or educational events organized by non-profit organizations.

*Subsection 11.* The following persons may also be exempted from fees for processing visa cases, subject to a decision to this effect by the local Schengen cooperation; cf. Regulation (EC) #810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code):

- 1) Children aged 6 up to and including 11 years.
- 2) Young people aged up to 25 years participating in seminars, conferences, sports, cultural or educational events organized by non-profit organizations.

*Subsection 12.* In individual cases, the visa fee may be waived or reduced for the purpose of promoting cultural, sporting, foreign policy, development policy and other areas of vital public interest or humanitarian interests.

*Subsection 13.* Application for a visa and payment of the visa fee must be made digitally through the self-service solution provided by the Foreign Service, which is available via the Ministry of Foreign Affairs' website, unless there are special circumstances or in case of extraordinary situations; cf. Section 25.

#### *Residence and/or work permits*

**Section 4.** A fee of DKK 1725 shall be paid per case or payment in accordance with subsections 1-7, for assistance from the Foreign Service in connection with the processing of cases concerning a residence and/or work permit (application, etc.), unless otherwise provided in subsections 8-9. The same will apply in cases where an application has been submitted in Denmark or another country to the authority that processes such cases, and where that authority subsequently requests a closer examination of the case, as the case must be deemed to have been transferred to the Foreign Service. The fee shall not be refunded regardless of whether the application is accepted or not.

*Subsection 2.* Denmark has signed Working Holiday agreements with Argentina, Australia, Canada, Chile, Japan, New Zealand and South Korea. A fee of DKK 1725 shall be paid per case for assistance from the Foreign Service in connection with Working Holiday agreements and processing of applications for residence and work permits. However, applications under the Working Holiday Agreement between Denmark and Japan are exempt from fees. In cases where Denmark represents another country, the Danish fee rules apply to Working Holiday agreements.

*Subsection 3.* For assistance from the Foreign Service in cases in which the Foreign Service has not previously been involved, but where, upon authorisation from the Danish or another country's authority that is processing the case, must print stickers, a fee of DKK 1725 shall be paid per case.

*Subsection 4.* For assistance from the Foreign Service in cases concerning a re-entry permit, including application and possibly issuance of a sticker, a fee of DKK 1725 shall be paid per case (for cases that also entail assistance pursuant to Section 1, an hourly fee of DKK 1130 per commenced hour must also be paid, yet a minimum of 2 hours will be invoiced). Issuing a travel document (laissez-passer) is also subject to a fee of DKK 1130; cf. Section 2(1), #4.

*Subsection 5.* For assistance from the Foreign Service in cases where the Foreign Service has not previously been involved, and where any rejections, original documents etc. must be handed over to an applicant, an hourly fee of DKK 1130 shall be paid per commenced hour.

*Subsection 6.* When using external service providers (outsourcing) in connection with the receipt of applications for residence permits, the service provider may, in agreement with the Ministry of Foreign Affairs, charge an additional fee in addition to the stipulated fee (to the Foreign Service).

*Subsection 7.* For the Foreign Service's participation in processing an appeal against a decision on a residence and/or work permit, an hourly fee of DKK 1130 shall be paid per commenced hour.

*Subsection 8.* No fee is charged for the Foreign Service's examination of whether a residence and/or work permit is required or not.

*Subsection 9.* No fee is charged when processing cases concerning a residence and/or work permit in the following cases:

- 1) Spouses and children of persons who have been granted a residence permit pursuant to Section 8 of the Aliens Act (quota refugees).
- 2) An unmarried minor child under the age of 15 of a person residing in Denmark or his/her spouse, when the child lives with the parent with custody and has not established an independent family through a stable cohabitation relationship, and when the person residing in Denmark has a residence permit pursuant to Section 7 of the Aliens Act (convention refugees) or Section 8 of the Aliens Act (quota refugees).
- 3) An unmarried minor child under the age of 15 for the purpose of staying with a person who is resident in Denmark other than the parent with custody, when the residence permit is granted for adoption, residence as part of a foster relationship or, if there are special reasons, residence with the child's immediate family, and when the person residing in Denmark holds a residence permit pursuant to Section 7 or Section 8 of the Aliens Act.
- 4) Turkish nationals who fulfil the conditions stated in the current Association Agreement between Turkey and the EEC of 12 September 1963, the Additional Protocol of 23 November 1970, Decision #1/80 of 19 September 1980 and subsequent practice are exempt from payment of fees to the Ministry of Foreign Affairs for examining residence and/or work permits (applications, etc.) to Denmark. The fee is charged when the application is submitted, and will be refunded when the case processing at the relevant Danish authority has been completed and the applicant can document that the conditions of the applicable association agreement have been met.
- 5) Diplomats and others who will serve at their country's embassy, consulate general or at an international organization in Denmark or in a country for which Denmark processes cases concerning residence and work permits. The same applies to the spouse/registered partner of said persons and any accompanying children under the age of 21.
- 6) Spouses and registered partners of nationals of EU/EEA countries other than Denmark and their children or children of the spouse/partner who have not reached the age of 21 or who are dependent on the EU/EEA citizen, as well as relatives in the ascending line and relatives of the spouse/partner who are dependent on the EU citizen. Such family members of Danish

citizens exercising or having recently exercised their right to free movement in another EU country are covered by the exemption provision.

7) Foreign Service staff, their spouses, registered partners and children under the age of 21 belonging to the household.

*Subsection 10.* Payment for assistance from the Foreign Service in connection with the processing of applications for residence or work permits must be made digitally through the self-service solution provided by the Foreign Service, which is available via the Ministry of Foreign Affairs' website, unless there are special circumstances or in case of extraordinary situations; cf. Section 25.

#### *Driving licence*

**Section 5.** Without prejudice to subsection 2, the following fees shall be payable for the assistance provided by the Foreign Service in issuing driving licences:

- 1) A fee of DKK 510 shall be paid for issuing a declaration of lost driving license (temporary replacement license) for driving abroad.
- 2) A fee of DKK 510 shall be paid for issuing an international driving license.
- 3) A fee of DKK 200 shall be paid per request for assistance in submitting a Confirmation of Driving License request from the Danish Road Traffic Authority.

*Subsection 2.* When the nature and scope of assistance in connection with the services referred to in subsection 1 goes beyond the scope of usual fee-based assistance, DKK 1130 shall be paid per commenced hour.

*Subsection 3.* Payment for a driving licence and the Foreign Service's assistance in connection with the processing of applications for driving licences must be made digitally through the self-service solution provided by the Foreign Service, which is available via the Ministry of Foreign Affairs' website, unless there are special circumstances or in case of extraordinary situations; cf. Section 25.

#### *Legalisation, attestations, verification endorsements etc.*

**Section 6.** For legalisation, attestation, endorsement etc., a fee of DKK 230 shall be paid per signature, subject to subsections 2 and 6.

*Subsection 2.* However, legalisation of the following Danish export documents is exempt from fees:

- 1) Certificates of Origin,
- 2) Free Sale Certificates,
- 3) Health Certificates for exported products,
- 4) Phytosanitary Certificates;
- 5) Invoices or
6. Export Licences.

*Subsection 3.* For assistance with issuing documents and declarations, as well as minor translations, the following fees are payable:

- 1) For verification of the citizen's identity and delivery of original birth and baptism certificates/personal certificates, PIN code letter, credit card, MitID temporary password letter and key card etc., a fee of DKK 280 shall be paid for each document. If a citizen receives several of these types of documents at the same time, a total of DKK 280 will be charged. For diplomats and others who, according to other rules, are exempt from paying VAT in the country where they live, a fee of DKK 225 shall be paid for issuing a declaration that a product has been purchased in Denmark and imported into the host country. A fee of DKK 225 shall be charged per expedition. If the enquiry concerns several independent purchases, and if a single declaration can be issued, DKK 225 will be charged per declaration.
- 2) For issuing a mortuary passport, a fee of DKK 225 shall be paid.
- 3) For translations of minor standard documents (driving licence etc.), a fee of DKK 565 shall be paid.

*Subsection 4.* If case processing is required, DKK 1130 will be charged per commenced hour.

*Subsection 5.* Request and payment of a legalisation service for a Danish document must be made digitally through the self-service solution provided by the Foreign Service, which is available via the Ministry of Foreign Affairs' website, unless there are special circumstances or in case of extraordinary situations; cf. Section 25.

*Subsection 6.* Notwithstanding subsection 1, no fee shall be charged when Danish foreign services and consular posts carry out, in agreement with and on behalf of foreign authorities, the subsequent verification of the authenticity of one of the signatures of the Ministry of Foreign Affairs.

#### *Lost property*

**Section 7.** For assistance from the Foreign Service regarding lost property, a fee of DKK 510 shall be paid per case. In addition to the fee, the applicant must pay all expenses directly related to the case.

#### *Applications to the Ministry of Immigration and Integration*

**Section 8.** For assistance from the Foreign Service in submitting all types of applications for Danish citizenship to the Ministry of Immigration and Integration, a fee of DKK 285 shall be paid per application/declaration. For any return of issued citizenship certificates and/or other original documents to the applicant received from the Ministry of Immigration and Integration, a fee of DKK 285 shall be paid per received transaction.

*Subsection 2.* If case processing is required, DKK 1130 will be charged per commenced hour.

## Chapter 2

### *Commercial cases*

**Section 9.** DKK 1120 shall be paid per commenced hour for consultancy services and other assistance aimed at supporting the export work of Danish business exports, internationalisation and other commercial activities abroad, and where there is otherwise a clear Danish commercial interest. However, the minimum invoicing amount is set at DKK 3360 per individually solved task. Small and medium-sized enterprises ( cf. Section 7(2), #1 and 2 of the Danish Financial Statements Act) may, on the basis of a solemn declaration that SME criteria are met and a de minimis declaration, receive subsidies that reduce the fee to DKK 560 per commenced hour with a minimum invoice of DKK 1680 per individually solved task.

*Subsection 2.* Routine information tasks, procurement of publications, statistical material, solvency information and similar material are free of charge. However, payment shall be made in accordance with the provisions of Section 20.

*Subsection 3.* For operations that are not exempt from the fee, a written offer must be submitted to the applicant containing information on the anticipated number of hours or a fixed fee for the execution of a specific payment task before the assistance commences. When submitting offers, the fee based on hourly rates may be waived in special cases (e.g. in connection with framework agreements, standing agreements or the like).

*Subsection 4.* Assistance for the recovery of commercial claims shall be subject to the provisions of subsections 1 and 3.

**Section 10.** For certain publications and newsletters that are intended to support a defined part of the Danish business community's export work, internationalisation and other commercial activities, a fee may be charged which is set for the individual publication/newsletter on the basis of an assessment of the hours spent on the preparation and the value that the publications/newsletters will have for the companies.

**Section 11.** For lectures on commercial topics, a fee of at least DKK 4480 shall be paid for all companies, subject to Section 19(4) and (5). Small and medium-sized enterprises (cf. Section 7(2)(1) and (2) of the Danish Financial Statements Act) may, on the basis of a solemn declaration that SME criteria are met and a de minimis declaration, receive subsidies that reduce the fee to a minimum of DKK 2240.

*Subsection 2.* In addition to the fee referred to in subsection 1, reimbursement shall be made of the lecturer's travel and subsistence expenses calculated in accordance with the rules applicable to service travel for government employees.

**Section 12.** If a foreign service office has the opportunity to make offices, meeting rooms etc. available, as well as state-owned or rented premises of the Foreign Service, to businessmen and others, the room rent is determined according to the rental price level in force at that location.

*Subsection 2.* No rent is charged when using executive accommodation for commercial events.

*Subsection 3.* The Ministry of Foreign Affairs also has the opportunity to provide office facilities and local administrative assistance under the Incubator Scheme. The rent for these services is fixed in such a way that the Ministry obtains coverage of the long-term average costs.

**Section 13.** If, in commercial cases, it is deemed necessary to undertake service travel within the foreign service's area, the applicant's consent shall be obtained. The time spent on the service trip is calculated as the number of hours that the employee spends on transport and execution of the task itself. A payment of DKK 1120 will be charged per commenced hour. Small and medium-sized enterprises (cf. Section 7(2), #1 and 2 of the Danish Financial Statements Act) may, on the basis of a sworn declaration stating that SME criteria are met and a de minimis declaration, receive subsidies reducing the fee to DKK 560 per commenced hour. In addition, the applicant shall pay travel costs calculated in accordance with the rules applicable to service travel for government employees.

## Chapter 3

### *Other cases*

#### *Money transfers*

**Section 14.** As a general rule, money transfers through the Foreign Service are only possible for personal assistance services. DKK 1130 shall be paid per commenced hour; cf. Section 1.

*Subsection 2.* As a general rule, requisitioners of money transfers should be directed to use a financial institution. If the Foreign Service assists with the transfer of funds, the fee shall be payable in accordance with subsection 3. It should be noted that only in exceptional circumstances does the Foreign Service provide assistance, for example, in transferring money in connection with a citizen's continued stay or further travel abroad.

*Subsection 3.* Money transfers include any request for a transfer of amounts, regardless of whether other forms of assistance have also been granted in the specific case. If other assistance has also been provided, a fee/hourly rate must therefore be paid in accordance with two or more provisions. Money transfers in connection with personal assistance cases are covered by the ordinary hourly rate payment, in accordance with the provision in Section 1. For other money transfers, DKK 1130 shall also be charged per commenced hour; cf. Section 1. This tariff applies even if other assistance is paid for under the

Executive Order. When depositing/transferring amounts to cover public debt in Denmark, DKK 1130 shall be charged per commenced hour. The Foreign Service deducts the fee upon transfer.

*Subsection 4.* If, exceptionally, and in agreement with the Ministry of Foreign Affairs, social and other public benefits are transferred through the Foreign Service, a fee of DKK 510 per transfer will be charged. In the case of a money transfer which is to be used solely for the payment of a fee, the maximum amount of the fee for the money transfer shall be the same as that fee.

*Subsection 5.* For transfers of benefits under Section 6 of the Danish Social Policy Act, no fee is paid.

#### *Provision of information and other services*

**Section 15.** For assistance from the Foreign Service in obtaining information and other services not covered by the provisions of chapters 1 and 2, DKK 1130 shall be paid per commenced hour, unless otherwise expressly stated in Section 19.

#### *Planning and execution of events of a non-commercial nature*

**Section 16.** For assistance from the Foreign Service in planning and carrying out events of a non-commercial nature (visits by municipalities, schools, educational institutions, private persons, institutions, journalists etc.), DKK 1130 shall be paid per commenced hour, unless otherwise expressly stated in Section 19.

#### *Conducting exams/tests*

**Section 17.** For assistance from the Foreign Service in connection with the holding of the exams/tests, DKK 1130 shall be paid per commenced hour.

#### *Assistance to the courts for videoconferencing, including the lending of videoconferencing equipment*

**Section 18.** For assistance from the Foreign Service on behalf of a Danish court in civil cases where the requesting party is a non-governmental organization, a private individual or a company, including by the borrowing of videoconferencing equipment to conduct video interviews or testimony, DKK 1130 shall be paid per commenced hour. Time spent on setting up and dismantling technical equipment before and after the video conference shall be invoiced according to the hours used.

*Subsection 2.* No fee is charged for criminal cases.

### *Chapter 4 – Common provisions*

#### *Exemptions from the payment obligation*

**Section 19.** Service acts performed at the request of the Danish Parliament, the central administration and its subordinate authorities, the Faroese Parliament, the Home Rule Government of the Faroe Islands, the Greenland Parliament and the Government of Greenland are generally not subject to the fees and hourly rates for services in accordance with chapters 1 and 3 of this Executive Order.

*Subsection 2.* Non-commercial acts of service that contribute to Denmark's profiling/public diplomacy work are generally not subject to fees or hourly payments.

*Subsection 3.* In addition, the Foreign Service may, on a case-by-case basis, refrain – in whole or in part – from charging a fee or hourly rate to private individuals where serious social or other considerations justify this, or where the payment seems manifestly unreasonable.

*Subsection 4.* As a general rule, no payment will be charged for minor, routine information tasks.

*Subsection 5.* There is no charge for routine lectures for school classes etc.

#### *Payment of actual Foreign Service expenditures*

**Section 20.** Exemption from payment of fees and hourly rates does not include exemption from payment of real expenditures incurred by the Foreign Service directly related to the processing of the case by the Foreign Service. For any assistance, whether or not provided as part of a fee-based benefit covered by this Executive Order, the applicant shall reimburse the Foreign Service for any expenditures, including necessary expenses, which cannot be specified prior to the implementation of an evacuation directly related to the case, unless otherwise specifically provided for.

#### *Personal assistance outside Foreign Service opening hours*

**Section 21.** If the applicant requests the Foreign Service perform a fee-based service covered by sections 2 to 6 outside the opening hours of the foreign service office for consular services, and the request can be granted, an hourly rate of DKK 1130 increased by 50 percent shall be paid for each commenced hour. For sections 2 to 6, this payment applies instead of the fees. For other services in accordance with the Executive Order, with the exception of commercial cases covered by sections 9 and 13, the fee is increased by 50 percent. The transport time used by foreign service staff in order to perform a fee-based service outside the Foreign Service's opening hours for consular services is included in the hourly calculation. For issuing

provisional passports or extending passports outside the Foreign Service's opening hours for consular services, a fee is determined in accordance with the provision of Section 21(2).

*Subsection 2.* When issuing a provisional passport or extending a passport outside the Foreign Service's opening hours for consular services, a fee of DKK 2640 shall be paid. The transport time used by the representative officer to perform the service is included in the fee. If several provisional passports are issued or several passes are extended during the same assignment, a fee of DKK 2640 shall be paid but only for the first issuance or extension. For subsequent issues or extensions, fees are paid in accordance with section 2(1), no. 1, 3 and 5, or under section 2(2).

*Subsection 3.* If the applicant requests the Foreign Service perform a fee-based service covered by sections 2 to 6 on the Foreign Service's closed days, and the request can be granted, an hourly rate of DKK 1130 increased by 100 percent shall be paid per commenced hour. For sections 2 to 6, this payment applies instead of the fees. For other services in accordance with the Executive Order, with the exception of commercial cases covered by sections 9 and 13, the fee is increased by 100 percent. The transport time used by foreign service staff in order to perform a fee-based service on days in which the Foreign Service is closed will be included in the hourly calculation. For issuing provisional passports or extending passports on the closed day, the fee is determined in accordance with the provision in Section 21(4).

*Subsection 4.* When issuing a provisional passport or extending the passport on an closed day, a fee of DKK 3770 shall be paid. The transport time used by the representative officer to perform the service is included in the fee. If several passports are issued or extended at the same time, a fee of DKK 3770 shall be paid, but only for the first issuance or extension. For subsequent issues or extensions, fees are paid in accordance with section 2(1), no. 1, 3 and 5, or under section 2(2).

### *Tenders*

**Section 22.** Tenders for cooperation with the Ministry of Foreign Affairs on specific tasks are not covered by this Executive Order.

### *Settlement in foreign currency*

**Section 23.** Payment made in foreign currency may be rounded to the nearest whole amount when this seems logical depending on the type of local currency used. However, rounding off must not deviate by more than DKK 10 from the specifically calculated amount.

### *Time of payment*

**Section 24.** Without prejudice to subsection 2, payment for citizen services (Chapter 1) and for other matters (Chapter 3) shall be made in advance of the performance of the service subject to payment. In special cases, for commercial cases (Chapter 2), advance payment, partial payment, a deposit or similar measures may also be required.

*Subsection 2.* Where payment for a service is not made in advance, the Ministry of Foreign Affairs may, if payment is not made on time, charge a fee of DKK 85 per reminder from the second written request for payment of the arrears.

*Subsection 3.* Payment demands under this Executive Order are subject to lien claims (see Section 1(1)(4) of Executive Order #774 of 18 November 1986 concerning Liens, Mortgages and Outlays) without the Foreign Service being required to justify its claim.

## Chapter 5

### *Digital communication*

**Section 25.** Digital communication means sending and receiving digital messages.

*Subsection 2.* A digital message is considered to have arrived when it is available to the Foreign Service.

*Subsection 3.* The digital communication requirement may be waived in exceptional circumstances or in exceptional circumstances. In each case, the Foreign Service makes a case-by-case assessment of the existence of special circumstances or whether the situation is exceptional.

## Chapter 6

### *Entry into force*

**Section 26.** The Executive Order will enter into force on the 11th of June 2024.

*Subsection 2.* Executive Order #1753 of 20 December 2023 concerning Payment for Acts of Service at the Foreign Service is repealed.

*Ministry of Foreign Affairs*

Lars Løkke Rasmussen

/ Karina Hedemark