

1 September, 2020

**CIRCULAR NOTE**

Guidelines for Residence Permits and ID-cards  
through the Protocol Department

The Ministry of Foreign Affairs, Protocol Department, presents its compliments to all Heads of Diplomatic Missions accredited to and resident in Denmark and Heads of International Organisations and Other Missions resident in Copenhagen and has the honour to refer to Circular Note of 19 March 2020 concerning temporary guidelines for residence permits and ID-cards through the Protocol Department due to the COVID-19 situation.

According to the above-mentioned Circular Note, it was made possible – as a temporary measure – to submit applications via e-mail. Please note that **all applications must be submitted in hard copy only** as of 7 September, 2020.

To secure the issuance of residence permits and ID-cards without delay, Embassies, International Organisations and Other Missions are kindly asked to ensure that the forms are filled in correctly, and that the required attachments are forwarded to the Protocol Department. Missing information and attachments cause delay in the issuance of residence permits and ID-cards.

Attention is drawn to the following issues which are often filled in incorrectly or missing:

- Place of birth: both country and town must be filled in
- Civil status: date of the latest change of civil status must be filled in, including date of divorce/separation, if applicable
- Postal code is part of an address in Denmark and must be filled in
- Title must appear from the form, not only from a separate Note Verbale
- Employment level at the International Organisations must be filled in

To Heads of Diplomatic Missions accredited to and resident in Denmark and Heads of International Organisations and Other Missions resident in Copenhagen

- Position in the Diplomatic List or 'not to be listed' must be ticked
- Name and category of predecessor must be listed or 'new position' written
- MOMS/VAT reimbursement: if the person is eligible for MOMS/VAT reimbursement, an e-mail address for the PRO-Moms user account must be filled in
- If the applicant is accompanied by family members as part of the household, all family members must be listed, also if a family member is expected to arrive at a later stage. Applicants are welcome to use the back of the form if there is not sufficient space on the front page
- The applicant must sign, not type/stamp, the form. No signature is necessary for children under the age of 12. Children who are 12 years or older must sign personally

Furthermore, the following attachments must be included in the application:

- Copy of the front of the passport book
- Photos must be recent, i.e. actually show the person on the date of the application. This also applies to extensions – no photos are to be re-used
- Copy of the page with the Schengen visa, if applicable
- Copy of the page with the entry stamp to Denmark

The Protocol Department takes this opportunity to remind the Missions of the obligation to notify the Protocol Department about the engagement and discharge of all staff members who are locally recruited by Embassies, International Missions and Other Missions.

The Ministry of Foreign Affairs, Protocol Department, avails itself of this opportunity to renew to all Heads of Diplomatic Missions accredited to and resident in Denmark and Heads of International Organisations and Other Missions resident in Copenhagen the assurances of its highest consideration.

Copenhagen, 1 September, 2020

