

CIRCULAR NOTE

Temporary guidelines for Residence Permits and ID-cards through the Protocol  
Department

The Ministry of Foreign Affairs of Denmark, Protocol Department, presents its compliments to all Heads of Diplomatic Missions accredited to Denmark and to International Organisations and Other Missions residing in Copenhagen and has the honour to share the following:

Due to the situation with COVID-19 and the fact that many employees of Embassies and International Organisation are now working from home, the Protocol Department introduces a temporary guideline for submitting applications regarding Residence Permits and ID-cards.

As of today, it will be possible for all Embassies and International Organisations in Copenhagen to send applications via e-mail, provided that the following requirements are met:

1. The application including all necessary attachments should be scanned with the highest possible resolution from any mobile device in PDF format. Preferably, from a table scanner.
2. Separately from the application, a standard sized passport photo scanned with the highest possible resolution from any mobile device in JPG format must be included. Preferably, from a table scanner.

The application with attachments and photo should be submitted to [prosik@um.dk](mailto:prosik@um.dk)

Submission to the Ministry of Foreign Affairs of the physical applications (already sent to the Protocol Department by e-mail) has to follow the normal postal procedures once the situation with COVID-19 has normalized.

When the situation with the COVID-19 has normalized, this temporary guideline will be revoked.

Applications already received will be processed in the following prioritized order:

1. New registrations – all countries (due to creation of CPR no.)

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2. Renewal of Residence Permit – none EU citizens
3. Renewal of ID cards – EU citizens

In the current situation, we kindly ask all Embassies and International Organizations in Copenhagen only to submit applications of a very urgent character.

Furthermore, Embassies and International organizations in Copenhagen should expect a longer processing time of the applications. Your understanding is highly appreciated.

The Ministry of Foreign Affairs of Denmark, Protocol Department, takes this opportunity to renew to all Heads of Diplomatic Missions accredited to Denmark and to International Organizations and other Missions resident in Copenhagen the assurance of its highest considerations.

Copenhagen, 19 March 2020

