

GUIDE FOR DIPLOMATS IN DENMARK

The Ministry of Foreign Affairs, Protocol Department

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List of Abbreviations

CPR – The Civil Registration Number

EEA – The European Economic Area

EU – The European Union

HCA – Host Country Agreement

GDPR – General Data Protection Regulation

MFA – The Ministry of Foreign Affairs of Denmark

SIRI – Danish Agency for International Recruitment and Integration (in Danish: Styrelsen for International Rekruttering og Integration)

Foreword by the Chief of Protocol

The Protocol Department of the Danish Ministry of Foreign Affairs has the pleasure to provide Diplomatic Missions, Consular Posts, International Organisations, Other Missions and their staff with the following 'Guide for Diplomats in Denmark' with the aim to facilitate both the work of Diplomatic Missions and International Organisations, as well as the daily life of their staff during their stay in Denmark.

The Guide for Diplomats in Denmark is intended as a guide. It offers an overview and information of relevant rules and procedures but does not constitute an authoritative legal statement.

There are currently more than 60 Foreign Embassies, 20 International Organisations with Host Country Agreements or a similar legal basis, and 15 Consulates General in Copenhagen.

The privileges and immunities enjoyed by privileged persons are granted with a view to ensuring the proper function of Diplomatic Missions, Consular Posts, International Organisations and Other Missions, rather than to the individuals in question.

This guide may be accessed at the website of the Ministry of Foreign Affairs and will be updated regularly.

For the sake of brevity, Diplomatic Missions, Consular Posts and International Organisations with Host Country Agreements will be referred to as 'Missions' and their personnel as 'staff' or 'employees'.

If any questions beyond the information in this guide arise, please contact the Protocol Department:

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Kind regards,

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**MINISTRY OF
FOREIGN AFFAIRS
OF DENMARK**
Udenrigsministeriet

PART I
DIPLOMATIC MISSIONS

1. Categories of Staff Members at Diplomatic Missions

The status of Diplomatic Missions and their staff members in Denmark is governed by the 1961 Vienna Convention on Diplomatic Relations (VCDR) and the 1963 Vienna Convention on Consular Relations (VCCR). In addition, some privileges may be provided on the basis of international practice and reciprocity.

The VCDR is based on the premise that the staff is posted to a Diplomatic Mission for a specific purpose and thus fall into one of the designated staff categories with varying responsibilities, privileges and immunities. Should a member of the posted staff change from one category of staff to another during the posting, this change must be confirmed by the Ministry of Foreign Affairs (MFA) of the sending State to the Protocol Department.

1.1. Diplomatic Agents

A Diplomatic Agent is either the Head of Mission or a member of the Diplomatic staff of the Mission, ((VCDR Art. 1(e)). Diplomatic agents should in principle be of the nationality of the sending State, cf. Art. 8 of VCDR.

Denmark relies on the sending State to classify Diplomatic staff in good faith distinguishing between those having diplomatic rank and those members of staff, who provide support services for the functions of the Mission.

Diplomatic Agents must possess a valid diplomatic passport and are expected to hold a recognized diplomatic rank and perform diplomatic functions on a full-time basis.

Diplomatic Agents are expected to be on normal rotation. In Denmark, this means that their stay based on a residence permit from the MFA will normally be limited to ten (10) years.

Article 1 in the VCDR mentions the various categories of members of staff of 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 VCDR: Ambassador (Extraordinary and Plenipotentiary), Apostolic Nuncio, Minister Plenipotentiary, Chargé d'Affaires ad interim, Chargé d'Affaires en pied, Minister, Minister Counsellor, Counsellor, First Counsellor, Second Counsellor, Commercial Counsellor, First Secretary, Second Secretary, Third Secretary, Attaché and Assistant Attaché. In addition, Defence Attaché (or Military, Naval or Air Attaché) is also considered member of the Diplomatic staff under Article 1(d).

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 either a member of the Administrative and Technical Staff of the Mission or the Service Staff.

Diplomatic Agents and dependent family members forming part of their households enjoy diplomatic immunity (VCDR Art. 31 and 37, paragraph 1), cf. section 2.

1.2. Administrative and Technical Staff

Members of the Administrative and Technical Staff of the Mission (VCDR Art. 1(f)) are expected to perform their duties at the Mission on a full-time basis and must be in possession of an official (diplomatic or service) passport issued by the sending State. In principle, they should be nationals of the sending State.

For Administrative and Technical Staff whose passports do not indicate the title/function of the staff member, a verbal note/letter from the Ministry of Foreign Affairs of 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.

Members of the Administrative and Technical Staff are expected to be on normal rotation. In Denmark, this means that their stay based on a residence permit from the MFA will normally be limited to eight (8) years.

Members of the Administrative and Technical Staff of the Mission and members of their families forming part of their households enjoy diplomatic immunity as stipulated in VCDR Art. 37, paragraph 2, cf. section 2.

1.3. Service Staff

The VCDR defines members of the Service Staff as those who are in the domestic service of the Mission (VCDR Art. 1(g)). These persons are part of the staff categories (members of the Mission) who are posted abroad by their country's Foreign Service, and must therefore obtain their permit to stay from the MFA. In principle, they should be nationals of the sending State.

Members of the Service Staff recruited abroad may be approved by the MFA if they satisfy all of the following conditions:

1. the member of the Service Staff holds a diplomatic or service passport issued by the sending State
2. the member of the Service Staff must be posted for a limited period of time, no longer than eight (8) years
3. the sending State confirms that the position concerned is a full-time position
4. the sending State confirms that it will be responsible for health insurance for the member of the Service Staff and their dependent family members
5. the sending State will ensure that the member of the Service Staff leaves Denmark by the end of the person's tour of duty

The MFA does not grant residence permits as Service Staff to persons who have previously been employed by another Mission in Denmark, to persons who have been employed by any other individual employer as Private Servant in Denmark, or to persons who at the time of employment are staying in Denmark on a temporary residence permit, e.g. as a student or au pair.

Members of the Service Staff of the Mission enjoy immunity when performing acts in the course of their duties (VCDR Art. 37, paragraph 3). Family members of the Service Staff of the Mission do not enjoy immunities under the VCDR.

Personnel from a sending State needed for maintenance work, repair work, construction work and similar tasks at Missions and residences in Copenhagen must be holders of a diplomatic or service passport in order to obtain a temporary residence permit from the MFA.

For non-EU/EEA or Swiss citizens, it is – with few exceptions – illegal to work in Denmark without a work permit. A Schengen visa does not constitute a work permit, neither is it, as a general rule, allowed for persons who are visa-free to work in Denmark without a work permit.

Pursuant to § 24 of Executive Order on Aliens right to access the Country (in Danish: *Bekendtgørelse om udlændinges adgang her til landet*), a person who is granted a residence permit by the MFA is exempt from the obligation to hold a work permit for their employment with a Mission. It is mandatory to apply for a residence permit prior to arrival, even if personnel needed for maintenance work at the Mission is staying only for a short term. For more information on the rules for short stays, see: New to Denmark, nyidanmark.dk (for English: www.nyidanmark.dk/en-GB – search for “Visa short term” or “work permit”).

Temporary residence permits will be granted for a limited period of time with a maximum of six (6) months. Requests for temporary residence permits must include a short description of the maintenance work, repair work or construction work to be carried out, as well as an indication of the time needed for completing the work.

Citizens of Finland, Iceland, Norway or Sweden can enter and work in Denmark without any permits. EU citizens may enter Denmark and begin work without a permit. If the stay is expected to last more than three (3) months, they must apply for an EU/EEA registration certificate before the end of the three (3) months.

1.4. Dependent Family Members

The VCDR 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 MFA defines the term “family”, for the purposes of the VCDR, as including:

- A spouse, or a civil or cohabitant partner (also partner of the same sex) forming part of the household. Proof must be provided of cohabitation prior to arrival in Denmark;
- Unmarried children under 21 years of age forming part of the household;
- With special permission, unmarried children under 23 years of age, who are already attending a Danish institution of higher education (i.e. university or similar) in Denmark on a full-time basis, and continue to form part of the household in Denmark. Proof of enrolment must be provided to the MFA together with the request for renewal of the child’s residence permit card/ID card.

Dependent family members forming part of the household must reside exclusively in the principal’s household.

Dependent family members forming part of the household of a member of a Diplomatic Agent or the Administrative and Technical staff at a Mission enjoy the same privileges and immunities as the Diplomatic Agent or the member of the Administrative and Technical staff. The privileges and immunities of dependent family members are in general considered to be derivative of the Diplomatic Agent or Administrative and Technical Staff.

1.5. Danish Citizens/Permanent Residents

Diplomatic Agents who are Danish citizens or permanent residents in Denmark only enjoy immunity from jurisdiction and inviolability in respect of official acts performed in the exercise of his/her functions (VCDR Art. 38, paragraph 1). Other staff members and dependent family members who are Danish citizens or permanent residents in Denmark do not enjoy immunity from jurisdiction or inviolability (VCDR Art. 38, paragraph 2).

1.6. Locally Recruited Staff

The Missions may employ locally recruited staff that are Danish nationals or foreign nationals, who are already legal residents in Denmark, based on a residence permit issued by the Danish Agency for International Recruitment and Integration (SIRI) or the Danish Immigration Service (US) with the right to work. Such locally recruited staff may work in Missions as administrators, Service Staff or Private Servants of a member of the Mission.

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

The Danish Agency for International Recruitment and Integration (SIRI) or Danish Immigration Service (US).

For contact information, see: <https://www.nyidanmark.dk/en-GB/Contact-us>

The mandatory and absolute provisions of the Danish labour and social laws must be observed whenever a Mission or Diplomatic Agent recruits local staff. It is highly recommended to hire assistance from a Danish lawyer when drawing up staff contracts, etc.

Locally recruited staff do not enjoy privileges and immunities. The Danish authorities must exercise its jurisdiction over these persons in such a manner as not to interfere unduly with the performance of the functions of the Mission, cf. VCDR Art. 38, paragraph 2. In order to ensure this protection, the MFA must be informed of recruitment and other changes in local staff employed by Missions.

1.7. Private Servants

The VCDR defines a "Private Servant" as "a person who is in the domestic service of a member of the Mission and who is not an employee of the sending State" cf. VCDR Art. 1(h).

The Ministry of Foreign Affairs has been authorized to issue residence and work permits to foreign Private Servants since 2015.

Who can employ Private Servant?

Private Servants may be employed by a Diplomatic Agent and a member of the Administrative and Technical staff of a Mission or by a Career Consul. With regard to International Organisations, only personnel who in the specific host agreement is accorded the same privileges and immunities as the Danish Government accords to members of missions accredited in Denmark may employ Private Servants.

Please note that the employment terms and conditions for Private Servants must be consistent with Danish Labour Laws and International Human Rights Law throughout the entirety of the employment.

Failure to comply with Danish Labour Laws could lead to the withdrawal of work visas for the Private Servant, and/or other measures taken against the diplomatic employer and/or Missions as appropriate.

Please consult the [Ministry of Employment](#) for details on the Danish Labour Law, or seek legal advice when drawing up employment contracts.

How to apply?

The employer must apply for a resident permit to the Private Servant before the Private Servant leaves the country of origin for Denmark. The following documents must be submitted to the Protocol Department:

- Form 5 – “*Registration of foreign Private Servants of diplomats’ resident in Denmark*”: [Standard forms for diplomats etc. \(um.dk\)](#)
- A contract signed by both parties and certified by the Mission/International Organisation as guarantor for expenses. The mandatory standard form to be used can be obtained from the Protocol Department. The contract must respect a number of *minimum requirements* concerning working hours (max. 37 hours weekly), salary (to be transferred to a Danish personal bank account in the worker’s name), board and lodging at the employer’s residence, insurances, 5 weeks’ holiday, right to sick days and medical treatment, return ticket etc. The maximum period for the contract may not exceed the employer’s residence permit. If relevant, the employer is obliged to provide a translation of the employment contract in a language that the Private Servant understands.
- Documentation that the employer has taken out and paid for all necessary insurances *with full coverage* for the Private Servant, see Article 7 of the standard contract.
- The list below features a non-exhaustive list of insurance companies proving insurance for private servants (per April 2023):
 - [Gouda Incoming Nordic](#)
 - Nordflex (agentur@nordflex.dk), collaborates with [Riskpoint](#)
 - [Europæisk Rejseforsikring](#)
 - [Expatriate Group](#)
 - [IHI BUPA](#)
- A Letter of Guarantee signed by the employer further outlining the responsibilities of the employer, the form to be obtained from the Protocol Department.

The above does not limit the right of persons entitled to free movement in the EU to engage themselves in other employment in Denmark. In such case, the Protocol Department is to be informed of the contract termination in due time and no later than the date of termination and their ID-card must be returned.

Number of Private Servants Allowed

In principle, only one Private Servant for each household is allowed. Exceptions can be made only for Heads of Missions for the employment of one additional Private Servant. There are no limitations with regard to recruiting local private domestic staff.

Dependent family members of Private Servants

The Ministry of Foreign Affairs does not grant residence nor work permits to dependent family members of Private Servants. If relevant, dependent family members of Private Servants can apply for a residence permit in their own right through SIRI. Please consult: [New to Denmark \(nyidanmark.dk\)](#).

Privileges and Immunities

Apart from being exempt from dues and taxes on the emoluments they receive by reason of their employment, Private Servants do not enjoy privileges and immunities cf. VCDR Art 37, paragraph 4.

Arrival

When the residence permit has been granted, a national D-visa will be issued for the Private Servant to enter the Schengen Area. The national D-visa must be picked up by the Private Servant in person at a designated Danish representation abroad. It is recommended that the Private Servant arrange for an appointment at the Danish representation. A list of Danish representations will be provided. Upon arrival in Denmark, the Private Servant must make an appointment to pick up the residence card at the Protocol Department in person. The Protocol Department will conduct a brief interview to ensure that the Private Servant fully understands the content of the employment contract and their rights when working in Denmark.

Private Servants have the right to keep their passport, residence permit and ID-papers, employment contract and personal property in an accessible place at all times.

Length of Stay

The residence permit will be granted for one (1) year at a time with the possibility of annual extensions up to a maximum of eight (8) years. Unless the employment is transferred (see below), the Private Servant will be required to leave Denmark either upon termination of the contract of employment; at the end of the employer's posting; or after eight (8) years, whichever comes first.

Renewal of residence permit

The residence permit can be renewed on an annual basis for up to eight (8) years, as long as the Private Servant is employed by same privileged person. When submitting Form 5 requesting a renewal, the following additional documents must be attached:

- A copy of the required insurance for the duration of at least one (1) year or for the contract period
- A copy of bank statements for the past year showing salary payments

If the renewal of the residence permit is granted, the Private Servant must pick up the resident permit in person at the Protocol Department. The Protocol Department will conduct a brief interview with the Private Servant to ensure that the employment complies with the conditions of the contract. This procedure is in line with best practices presented under OSCE auspices. If a Private Servant has any concerns about their employment or status in Denmark, they have the right to contact the Protocol Department personally and directly without interference or surveillance by the employer.

Transfer

In special circumstances, the transfer of a Private Servant to another employer may be permitted. However, the Private Servant is not allowed extension of the residence permit beyond eight (8) years from the date of the first engagement in Denmark.

A Private Servant who has been in Denmark for the maximum period of eight (8) years, and who wishes to find new employment as a Private Servant in Denmark, will be allowed to do so only after a stay abroad of at least twelve (12) months. The MFA does not grant residence permits to persons who at the time of recruitment already have legal residence in Denmark, e.g. on the grounds of being an au-pair or student. Any such person, who previously held a residence permit in Denmark on other grounds, and now seeks employment as Private Servant in Denmark, will be allowed to apply for a residence permit only after a stay abroad of at least twelve (12) months.

Departure

The employer, at whose request the Private Servant has been granted entry into Denmark, is responsible for the final departure of the Private Servant from the Schengen area, except in those cases where the Private

Servant is an EU/EEA or Swiss citizen, or the employment with special permission is transferred to another employer (see above).

The employer must:

- Ensure that the Private Servant returns their residence/ID-card to the Protocol Department.
- Provide the Protocol Department with documentation of the travel arrangements for Private Servants to a non-Schengen country.

Fulfilment of the conditions

The employer must ensure that all outlined conditions in this Guide for Diplomats and all conditions in the standard contract are fulfilled for the entire duration of the Private Servant's stay in Denmark. Equally, the employer must ensure that the Private Servant leaves the Schengen-area once their contract has ended. In cases where irregularities arise in this regard, the MFA may withhold approval of any new requests for Private Servants by the employer/Mission.

2. Immunity and Inviolability

2.1. General

Diplomatic immunity and inviolability limit the exercise of powers by the Danish authorities with regard to Missions and their staff members, but they do not restrict the validity of rights and obligations that arise from Danish legislation. Inviolability implies to the status accorded to persons, premises and other property. Immunity from jurisdiction means that privileged persons enjoy immunity from the administrative, civil and criminal jurisdiction of Denmark subject to the provisions in the Vienna Conventions.

The underlying principle behind these privileges is to ensure that foreign representatives can carry out their duties effectively in Denmark. According to the VCDR preamble, 'the purpose of such privileges and immunities is not to benefit individuals but to ensure the efficient performance of the functions of diplomatic missions as representing States'. It is the duty of the privileged persons to respect the local laws as is provided in the Vienna Conventions, and to present their residence/identity card to the Danish authorities upon request. All missions and their staff members are urged to cooperate with the local police and other Danish authorities in matters related to their privileged status.

2.2. Diplomatic Immunity

The categories of privileged persons enjoying immunity are defined on the basis of their functions performed in Denmark. Foreign family members of a staff member enjoy, as a rule, the same privileges and immunities as the staff member.

- Diplomats enjoy the highest degree of immunity. Subject to the provisions of the VCDR, they enjoy a comprehensive immunity from the jurisdiction of the Danish authorities.
- Members of the Administrative and Technical Staff enjoy a more limited immunity. Their immunity from the civil and administrative jurisdiction of the Danish authorities shall not extend to acts performed outside the course of their duties but extends to the criminal jurisdiction of Denmark.
- Members of the Service Staff have limited immunity. They enjoy immunity only in respect of acts performed in the course of their duties.
- Private Servants of staff members do not enjoy any immunity in Denmark.

- Locally employed staff members are, as a rule, Danish nationals or foreign nationals permanently residing in Denmark, and do not enjoy immunity in Denmark.

2.3. Inviolability

2.3.1. Inviolability of the Mission Premises, Residences and other Property

The premises of the Mission are the buildings or parts of buildings and the land ancillary thereto, irrespective of ownership, used for the purposes of the Mission including the residence of the Head of Mission. The premises of the Mission are inviolable, meaning that the authorities of the receiving State may not enter them without the consent of the Head of Mission. Accordingly, the premises of the Mission, furnishings and other property thereon, as well as means of transport, are immune from research, requisition, attachment or execution.

The receiving State must take all appropriate steps to protect the premises of the Mission against any intrusion or damage, and to prevent any disturbance of the peace of the Mission or impairment of its dignity.

2.3.2. Personal Inviolability

A privileged person is inviolable in a way that they shall not be liable to any form of arrest or detention. The receiving State has an obligation to refrain from exercising its sovereign rights and especially enforcement measures against a privileged person. The receiving State is also under a special duty to take all appropriate measures to protect the inviolability of a privileged person and to prevent any attack on their person, freedom or dignity.

The residence of a Diplomat and of a member of the Administrative and Technical Staff enjoys the same inviolability and protection as the premises of a Mission. Inviolability applies also to their other property.

The personal baggage of a Diplomat is exempt from inspection unless there are serious grounds for presuming that it contains articles of which import or export is prohibited by law. Any inspection will be conducted in the presence of the Diplomat or a representative. However, subject to the relevant regulations on aviation safety, privileged persons and their personal baggage are liable to screening for security purposes at the airports. Refusal of the screening and further inspection may lead to a prohibition to enter the flight.

2.3.3. Table – Immunity

Personnel Categories	Immunity from Jurisdiction	Inviolability
Heads of Mission, Diplomats	Immunity from criminal, civil, and administrative jurisdiction (with the exceptions provided in the Vienna Conventions)	Person, residence, papers, correspondence, other property (like vehicles)
Administrative and Technical Staff	Immunity from criminal jurisdiction Immunity from civil and administrative jurisdiction only in the course of their official duties	Person, residence, papers, correspondence, other property (like vehicles)
Service Staff of missions	Immunity from jurisdiction in respect of acts performed in the course of their official duties	Person in the course of official duties
Private Servants	No	No
Locally employed staff	No	No
Family members	According to status	According to status

3. Respect for Local Laws and Regulations

The MFA expects all members of Missions and Consular officers to fully respect Danish laws and regulations during their stay in Denmark, cf. Art. 41, paragraph 1, of the VCDR, which states:

“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, including for instance parking control fees, judicial fees or fees for special municipal services (trash renovation, pest-control etc.).

Missions and 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 substantial commitments, and/or if encountering problems relating to legal contracts. Likewise, Missions are strongly recommended to seek out-of-court settlements to possible disputes, if they are not ready to engage in a civil action case before a court.

Diplomatic Agents and their dependant family members, who are part of their household, enjoy the immunities from Danish jurisdiction specified in the VCDR. So does the Administrative and Technical Staff and their dependant family members, please see section 2.3.3. for further details. In accordance with Art. 31 of the VCDR, immunity from Danish civil and administrative jurisdiction will not apply in relation to any professional or commercial activity exercised by dependent family members.

In case of serious criminal acts, the MFA will ask the sending State to waive the immunity of a staff member or dependent family member involved in such activities, cf. Art. 32 of the VCDR. This general rule also applies in relation to criminal activities performed by dependent family members in relation to any professional or commercial activity.

4. Consular Posts

Under the provisions of the Vienna Convention on Consular Relations (VCCR), consular officers and consular employees (both career and honorary officers) enjoy immunity from jurisdiction in respect of acts performed in the exercise of their consular duties. Career officers also enjoy immunity from arrest or pre-trial detention, except in the case of a grave crime and pursuant to a decision given by the competent judicial authority.

However, consular officers may also be arrested or subjected to restrictions on their personal freedom in execution of a final and irrevocable court judgment (article 41 et seq. of the VCCR).

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

- The consular premises (article 31 of the VCCR);
- the consular archives (article 33 of the VCCR);
- the official correspondence of the post (article 35 of the VCCR);
- the consular courier (article 35 of the VCCR);
- consular officers, to a limited extent (article 41 in conjunction with article 43 of the VCCR);
- consular officers who are nationals of or permanently resident in the receiving State only enjoy immunity from jurisdiction and personal inviolability in respect of official acts performed in the exercise of their duties (article 71 of the VCCR)

4.1. Honorary Consuls

With reference to Articles 10-12 of the VCCR, the general policy concerning the appointment of Honorary Consuls to Denmark (incl. the Faroe Islands and Greenland) is outlined below.

4.1.1. Appointment of Honorary Consuls

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. In order to avoid a conflict of interest, candidates must not be civil servants, judges, or otherwise hold positions that might risk prejudicing their consular work and function. Furthermore, the nominees should not hold offices of profit or trust under the government, region or municipality or be elected members of a political assembly. Anyone who takes up such a position after having been appointed Honorary Consul is to resign from his/her consular post.

An Honorary Consul is to be permanently resident in the consular jurisdiction, must be able to provide suitable office space for the 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 Capital Region 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 the candidate to MFA by verbal note. The verbal note must state the full name of the candidate, category of consul, the proposed consular jurisdiction, the address of the consulate and the candidate's home address and email. The candidate's full CV and a list of Danish references must be enclosed. The Letter of Commission is not to be provided at this stage.
- MFA will communicate forms to be completed by the candidate by e-mail. 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, MFA's acceptance will be communicated to the Embassy by verbal note and the Embassy will at this time be requested to forward the Letter of Commission.

The Letter of Commission must contain the following:

- be issued by the competent authority of the requesting State and duly sealed and signed
- not apply for more than one Honorary Consul
- clearly state the Honorary Consul's district of jurisdiction, the city of where the Consulate is to be situated, and whether it is located in Denmark, Greenland or the Faroe Islands.

It is recommended that the area of consular jurisdiction reflect the Danish administrative units, i.e. the 5 Regions (the Northern Denmark Region, the Central Denmark Region, the Region of Southern Denmark, the Region of Zealand and the Capital Region) and/or the 98 municipalities.

The Letter of Commission must not entail the phrase 'Kingdom of Denmark', as 'Kingdom of Denmark' includes Greenland and the Faroe Islands. The Faroe Islands and Greenland are part of the Kingdom of Denmark, but due to their special status nationally, historically and geographically, these parts of the realm have an extensive type of self-government. Consequently, Letters of Commission for Greenland or the Faroe Islands require separate approval processes. Merely write either Denmark, Greenland or the Faroe Islands on the Letter of Commission.

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

The Letter of Commission will be forwarded directly to the appointed Consul, and the Embassy will be notified by verbal note including a copy of the Letter of Commission with Exequatur.

The appointment of the Honorary Consul will be published on the MFA website.

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

4.1.2. Change of Jurisdiction, Class or Extension of Term for an already appointed Honorary Consul

If at any time the jurisdiction or class of an already appointed Honorary Consul changes, a new Letter of Commission stipulating the change must be forwarded to the Protocol Department, in order for the Protocol Department to grant a new Exequatur. Similarly, a new Letter of Commission is required for an extension of term for already appointed Honorary Consuls.

5. Before Arrival – Applying for Residence Permit

The Aliens Act, section 47, para 1, authorises the MFA to issue residence permits to persons who, pursuant to the Vienna Conventions or a Host Country Agreement with an international organisation, enjoy diplomatic rights, as well as to their family members and Private Servants.

Heads of Mission, Diplomatic staff, Administrative and Technical Staff and Service Staff holding diplomatic or service passports, as well as their family members and Private Servants who are citizens from countries outside the European Union, the European Economic Area or Switzerland, and who are posted to Denmark, will need to obtain a national D-visa prior to entry into Denmark. This also applies to persons who are visa-free if they enter for a shorter stay.

EU/EEA and Swiss nationals are exempt from obtaining a national D-visa.

The issuance of a national D-visa will be conditional upon the person in question having been granted a residence permit by the Protocol Department prior to issuing a national D-visa, cf. section 4 a, para 3, of the Aliens Act, which came into force 1 July 2021.

When staying less than 90 days

For non-EU/EEA/Swiss citizens it is - with few exceptions - illegal to work in Denmark without a work permit. A Schengen visa does not constitute a work permit, neither is it, as a general rule, allowed for persons who are visa-free to work in Denmark without a permission.

Pursuant to § 24 of Executive Order no. 744 of 22/04/2021, a person who is granted a residence permit by the MFA is exempt from the obligation to hold a work permit for their employment with a foreign Diplomatic or Consular representation or an International Organisation. This means that it is mandatory to apply for a residence permit prior to arrival, also if an employee is only going to work at the Diplomatic Mission for a shorter period of time, if the employee is “contributing to the output” of the Mission. If your employee is in Denmark attending a course or participating in meetings, negotiations, briefings or training, it will not be necessary to apply for a residence permit.

For more information on the rules for short stays, including a list of exemptions from the requirement for work permit/residence permit, see: New to Denmark (nyidanmark.dk) (for English: <https://www.nyidanmark.dk/en-GB> - search for “Visa (short term) or work permit”).

5.1. Application Procedure for non-EU/EEA/Swiss Citizens

To apply for a residence permit, the registration form ([available on the website of the Danish Ministry of Foreign Affairs, Protocol Department](#)) together with a diplomatic note and copy of the passport (including passports for dependent family members) must be submitted to the Protocol Department as soon as possible, and well in advance of the planned departure for Denmark, as the processing time for applications for residence permits is up to two (2) months. A residence permit is only valid until three (3) months before the expiry date of the passport, therefore it is strongly recommended that the passport is valid for a minimum

of one (1) year from the date of application. Children must hold their own passports. Other documents, i.e. proof of cohabitation, birth certificate of children, statement of consent from the other parent if posted alone with a child, documentation of adoption, etc. should be included where relevant.

The application must be sent electronically (PDF-format) via e-mail to: provis@um.dk. All documents must be of good quality and in colour. The copy of the passports must be sent in a separate PDF-files individually. Please see "Points for Attention" on the Protocol Departments website for further guidance on applications ([Points-of-Attention-attachment-to-Circular-Note-re-processing-times-for-applications-for-residence \(1\).pdf](#)).

Please note that the application process may take up to two (2) months – or longer if the application is faulty or incomplete.

The Protocol Department will inform the Diplomatic Mission once the residence permit has been approved, and a national D-visa can be issued. With a unique Case Order-ID, the applicant can contact the more than 60 Danish representations globally to make an appointment for visa collection. An overview of relevant Danish representations including their contact information will be provided by the Protocol Department. Alternatively, the passport of the applicant can be forwarded to any Danish representation as registered mail or by courier. Return postage/pre-paid envelope to a courier company must be enclosed. Private Servants must participate in an in-person interview with staff at a Danish representation prior to final approval of the residence permit, and collect their visa directly at a Danish representation after approval. After the passport has been returned to the applicant, the Private Servant is ready to travel to Denmark.

Please note that if a person is visa-free to Denmark as a private citizen, this person still must obtain a national D-visa when being posted to Denmark, as the intent is to stay in Denmark longer than 90 days. If the person does not obtain a national D-visa prior to entry into the Schengen-area there is a risk of being denied entry.

The national D-visa issued to the applicant allows for multiple entries to Denmark, and is valid for a total of 90 days within four (4) months from the date of issue. Depending on the date of issue, the national D-visa also allows for trips to Denmark prior to taking up duty, e.g. if the employee wants go on a pre-posting tour in order to search for housing or schools.

Upon arrival in Denmark, the applicant will be able to receive the resident permit with the administrative CPR-number (personal identification number), which is essential to settling down in Denmark. An administrative CPR-number is necessary in order to open a bank account, getting a mobile phone number, signing children up for schools, etc.

5.2. Application Procedure for Citizens from EU/EEA Countries and Switzerland

EU/EEA and Swiss nationals are exempt from obtaining a national D-visa before travelling to Denmark. Nevertheless, we strongly recommend that the process of applying for a residence permit with the MFA is started as soon as possible and well in advance of the planned departure for Denmark, as the processing time for applications for residence permits is up to two (2) months. The applicant will then be able to receive the ID card with an assigned administrative CPR-number (personal identification number) upon arrival, which is essential to settling down in Denmark (opening a bank account, getting a mobile phone number, signing children up for schools, etc.).

Please note that the application process may take up to two (2) months to process – or longer if the application is faulty or incomplete.

To apply for a residence permit, the relevant registration form ([to be found on the website of the Danish Ministry of Foreign Affairs](#)) together with a diplomatic note and copy of the passport (including passports for dependent family members) must be submitted to the Protocol Department. A residence permit is only valid until three (3) months before the expiry date of the passport; therefore, it is strongly recommended that the passport is valid for a minimum of one (1) year from the date of application. Children must hold their own passports. Other documents, i.e. proof of cohabitation, birth certificate of children, statement of consent from the other parent if posted alone with a child, documentation of adoption, etc. should be included where relevant. Please see “Points for Attention” on the Protocol Departments homepage for further guidance on applications ([Points-of-Attention-attachment-to-Circular-Note-re-processing-times-for-applications-for-residence \(1\).pdf](#)).

The application must be sent electronically (PDF-format) via e-mail to: provis@um.dk. All documents must be of good quality and in colour. The copy of the passports must be sent in a separate PDF-file.

As Civil Servants Abroad, all EU/EEA and Swiss nationals posted to Diplomatic Missions in Denmark as well as their dependent family members must be registered with MFA.

Dependant family members who are EU/EEA/Swiss citizens and do not hold a diplomatic passport, may choose to register as EU-citizens with the Danish Agency for International Recruitment and Integration (SIRI), provided they in their own right meet the requirements for residence in Denmark under current EU rules. They will then receive a resident CPR-number instead of an administrative CPR-number.

In case of registration in Denmark with SIRI, dependant family members may not be registered with the Protocol Department, since they upon registration with SIRI are no longer dependant family members according to the VCDR, and they do not enjoy any diplomatic privileges or immunities.

For more information on the CPR-number and SIRI, please see section 14.

6. Arrival in Denmark

6.1. Notifications of Arrival

In accordance with Art. 10 of the VCDR, Diplomatic Missions must notify the Protocol Department as soon as possible of the appointment, arrival (and final departure upon termination of posting) of members of Diplomatic Missions and Career Consular posts, as well as members of their dependent families and incoming Private Servants.

6.2. Agrément and Arrival

The request for agrément for Ambassadors and Defence Attachés must be submitted to the Protocol Department by a verbal note from the sending State through the Embassy of the sending State. A photo (passport type) and CV incl. date of birth must be enclosed. In order to save time, it is possible to submit the application for residence permit following the procedure described above in chapter 5 at the same time as the request for agrément.

Non-resident Ambassadors must obtain agrément in the country where they have official residence before a request for agrément in Denmark can be handled. The date of agrément in the residing state should be stated in the verbal note when requesting agrément in Denmark.

The Ambassador Agrée 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, sea or rail from Monday to Friday between 9 a.m. and 5 p.m.

This special service will only be arranged for Head of Missions in connection with their first arrival in Copenhagen.

The Embassy is to provide transportation on arrival of a resident Ambassador; the Protocol Department provides transportation for non-resident Ambassadors on arrival in connection with the invitation of handing over credentials to His Majesty the King.

6.2.1. Presentation of Copies of Credentials

Shortly after the arrival in Copenhagen, the Ambassador Agrée 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 in Danish or one of the languages mentioned.

6.2.2. Courtesy Calls

After presentation of copies of credentials to the Chief of Protocol, the Ambassador Agrée is free to make other curtesy calls within the Ministry of Foreign Affairs. The Protocol Department assists only non-resident Ambassadors in making appointments for customary courtesy calls within the MFA upon request. Residing ambassadors are to arrange their curtesy calls directly, preferably through the MFA desk office.

The Ambassador Agrée may also call on the Dean of the Diplomatic Corps and on other resident Ambassadors. Until the credentials have been presented, the Ambassador Agrée should refrain from making other calls. If special events or urgent matters make it necessary, the Ambassador Agrée may pay other visits in the company of the Chargé d'Affaires of the Embassy.

Guidance may always be sought from the Protocol Department.

6.3. 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 with first the Permanent Secretary of State and thereafter with the Minister of Foreign Affairs for the presentation of the letter of introduction.

Through the Protocol Department, the Embassy may inform airport and police authorities of the arrival to Denmark of a Chargé d'Affaires e.p. No special service reception is foreseen by the Protocol Department.

6.4. Defence Attachés

The request for agrément for a Defence Attaché must be submitted to the Protocol Department by a verbal note from the sending State through the Embassy of the sending State. A CV, a photo and a copy of the candidate's passport are to be attached separately.

After agrément has been granted, Defence Attachés can apply for a residence permit if they are to reside in Denmark.

No special service reception is foreseen by the Protocol Department.

7. Departure

The MFA should be notified by verbal note of the departure/termination of duty of all members of the Mission and Consular officers, and should, if possible, at the same time be informed of the name of their successors. This also applies to Service Staff, Private Servants and locally recruited personnel.

The verbal note to the Protocol Department should include the date of departure (for locally recruited staff: the date of leaving his/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.

Residence permit cards and ID cards must be returned to the Protocol Department before departure. To facilitate the departure from Denmark, non-EU/EEA citizens must have an exit stamp inserted in their passport. The passport(s) must be handed in to the Protocol Department during opening hours (please see [The Protocol Department \(um.dk\)](#) for current opening hours) together with a copy of the verbal note stating the date of departure. While the staff member or his/her representative is waiting at the Protocol Department, an exit stamp will be inserted into the passport, allowing the staff member and family to leave the country in due time. It is important that the staff member and family fly directly out of the Schengen area without a layover in another Schengen state.

Departing Ambassadors

The Protocol Department should be notified at least three (3) months in advance, if possible, of the expected date of departure if a residing Ambassador wishes to be received in a farewell audience by His Majesty the King. Please note that non-residing Ambassadors will not be received in a farewell audience by His Majesty the King.

The notification should be given by a verbal note and should include the following information:

- the Ambassador's expected date of departure;
- dates/periods until departure where the Ambassador is NOT able to attend an audience;
- if spouse/partner will attend the audience and the full name of the spouse/partner
- the language of preference during the audience (either French, English or one of the Scandinavian languages).

The Dean of the Diplomatic Corps should be informed if the Ambassador wishes to hold a farewell reception. The Dean will normally in accordance with the tradition give a farewell speech for the Ambassador. The MFA does not give speeches, neither at departures nor at national day receptions.

The Permanent Secretary of State of the Ministry of Foreign Affairs receives all departing Ambassadors for a farewell call. Contact for an appointment should be made directly with the secretary of the Permanent Secretary of State. Please note that it is not possible for Ambassadors to have farewell calls with the Ministers upon departure.



**MINISTRY OF
FOREIGN AFFAIRS
OF DENMARK**
Udenrigsministeriet

PART II
INTERNATIONAL
ORGANISATIONS

International Organisations in Copenhagen

Copenhagen hosts a number of International Organisations.

The status of the International Organisations and their personnel in Denmark are governed by the Host Country Agreements and conventions applicable to the respective International Organisations.

These host agreements and conventions include provisions on privileges and immunities granted to the specific, individual organisation and members of its personnel in order to for the International Organisation to fulfil its mandate. Privileges and immunities are granted to the personnel in the interests of the International Organisation and not for the personal benefit of the individuals themselves.

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

International Organisations with concluded headquarter/host agreements with the Danish Government are listed in the [Copenhagen Diplomatic List](#).

8. Categories of Personnel of International Organisations and their Immunities

The different categories of personnel of International Organisations as well as their privileges and immunities are to be found in the specific Host Country Agreement for the particular International Organisation.

In a number of Host Country Agreements, it is specified that the Head of Office and the highest ranking officials shall be accorded the same privileges and immunities as the Government accords to members of Diplomatic Missions accredited to Denmark – in some agreements it is officials at the professional grade of P.5 and above, in others it is limited to the level of Regional Directors or Deputy Directors and above. These highest ranking officials and dependent family members forming part of their households enjoy diplomatic immunity, cf. VCDR Art. 31 and Art. 37, paragraph 1.

Other employees in International Organisations will typically only enjoy immunity from legal process in respect of words written and spoken, as well as for all acts performed by them in their official capacity. Often it is stipulated in the Host Country Agreement that such immunity shall continue to be accorded after termination of employment.

8.1. Dependent family Members

The MFA defines the term “family”, for the purposes of the Host Country Agreements in the same way as applied to VCDR, thus including:

- A spouse, or a civil or cohabitant partner (also partner of the same sex) forming part of the household. Proof must be provided of cohabitation prior to arrival in Denmark;
- Unmarried children under 21 years of age forming part of the household;

- With special permission, unmarried children under 23 years of age who are already attending a Danish institution of higher education (i.e. university or similar) in Denmark on a full-time basis and continue to form part of the household in Denmark. Proof of enrolment must be provided to the MFA together with the request for renewal of the child's residence permit card/ID card.

Dependent family members forming part of the household must reside exclusively in the principal's household. The privileges and immunities of dependent family members forming part of the household are in general considered to be derivative.

8.2. Danish Citizens/Permanent Residents

In a number of Host Country Agreements, it is specified that the Head of Office and the highest ranking officials shall be accorded the same privileges and immunities as the Government accords to members of Diplomatic Missions accredited to Denmark.

Diplomatic agents, who are Danish citizens or permanent residents in Denmark, only enjoy immunity from jurisdiction and inviolability in respect of official acts performed in the exercise of his/her functions (VCDR Art. 38, paragraph 1). Other staff members and their family members, who are Danish citizens or permanent residents in Denmark, do not enjoy immunity from jurisdiction or inviolability (VCDR Art. 38, paragraph 2).

8.3. Locally Recruited Staff

International Organisations may employ locally recruited staff, provided that they are Danish nationals or foreign nationals, who are already legal residents in Denmark, based on a residence permit issued by the Danish Agency for International Recruitment and Integration (SIRI) or the Danish Immigration Service (US) with the right to work.

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

The Danish Agency for International Recruitment and Integration (SIRI) or the Danish Immigration Service (US)

For contact information, see: <https://www.nyidanmark.dk/en-GB/Contact-us>

The mandatory and absolute provisions of the Danish labour and social laws must be observed whenever an International Organisation recruits local staff. It is highly recommended to hire assistance from a Danish lawyer when considering to employ locally recruited staff, e.g. when drawing up staff contracts.

As specified in the Host Country Agreements, locally recruited staff typically enjoy immunity from legal process in respect of words written and spoken, as well as for all acts performed by them in their official capacity. Often it is stipulated that such immunity shall continue to be accorded after termination of employment. In order to ensure this protection, the MFA must be informed of recruitment and other changes in local staff employed by International Organisations.

8.4 Personnel residing in Sweden (non-resident personnel)

Depending on whether the International Organisation considers personnel residing in Sweden as internationally or locally recruited personnel, the organisation can use either Form 3/3B or Form 4 when registering the personnel with the Protocol Department. Please note that regardless of which form is used when registering the form must indicate the address in Sweden of the personnel.

Personnel of international organisations residing in Sweden are considered non-resident personnel. ID-cards without a CPR-number are issued by the Protocol Department upon request. ID-cards are not issued to family members of non-resident personnel.

As the personnel reside in Sweden, the personnel must adhere to the rules and regulations on taxation or any other matters determined by the country of residence.

The privileges and immunities of non-resident personnel will depend on the provisions of the specific host country agreement. As for United Nations Officials and Other United Nations Personnel residing in Sweden, they benefit from the privileges and immunities in the One UN-Agreement's articles 11.1 (a)-(h). The privileges mentioned in the articles 11.1 (i)-(m) are not applicable, as they presuppose residence in Denmark. In addition, and in accordance with the One UN-Agreement's articles 11.3 and 11.4, UN personnel at the professional grade of P.5 and above residing in Sweden are accorded the same privileges and immunities, exemptions and facilities as members of diplomatic missions accredited to Denmark from a side-accredited Embassy (non-resident diplomats).

9. Before Arrival – Applying for Residence Permit

The Aliens Act, section 47, paragraph 1, authorises the MFA to issue residence permits to persons who, pursuant to the Vienna Conventions or a Host Country Agreement with an international organisation, enjoy diplomatic rights, as well as to their family members and Private Servants.

Heads of Mission, Diplomatic Staff, Administrative and Technical Staff and Service Staff holding diplomatic or service passports, as well as their family members and Private Servants who are citizens from countries outside the European Union, the European Economic Area or Switzerland, and who are posted to Denmark, will need to obtain a national D-visa prior to entry into Denmark. This also applies to persons who are visa-free if they enter for a shorter stay.

EU/EEA and Swiss nationals are exempt from obtaining a national D-visa.

The issuance of national D-visa will be conditional upon the person in question having been granted a residence permit by the Protocol Department prior to issuing a national D-visa, cf. section 4 a, para 3, of the Aliens Act, which came into force on 1 July 2021.

When staying less than 90 days

For non-EU/EEA/Swiss citizens it is - with few exceptions - illegal to work in Denmark without a work permit. A Schengen visa does not constitute a work permit, neither is it, as a general rule, allowed for persons who are visa-free, to work in Denmark without a permission.

Pursuant to § 24 of Executive Order no. 744 of 22/04/2021, a person who is granted a residence permit by the MFA is exempt from the obligation to hold a work permit for their employment with a foreign Diplomatic or Consular Representation or an International Organisation. This means that it is mandatory to apply for a residence permit prior to arrival, also if an employee is only going to work at the International Organisation for a shorter period of time, given that the employee is “contributing to the output” of the organisation. If your employee is in Denmark attending a course or participating in meetings, negotiations, briefings or training, it will not be necessary to apply for a residence permit.

For more information on the rules for short stays, including a list of exemptions from the requirement for work permit/residence permit, see: New to Denmark (nyidanmark.dk) (for English: <https://www.nyidanmark.dk/en-GB>- search for “Visa (short term) or work permit”).

9.1. Application Procedure for Non-EU/EEA/Swiss Citizens

To apply for a residence permit, the registration form ([available the homepage of the Danish Ministry of Foreign Affairs, Protocol Department](#)) together with a diplomatic note and copy of the passport (including passports for dependent family members) must be submitted to the Protocol Department as soon as possible, and well in advance of the planned departure for Denmark, as the processing time for applications for residence permits is up to two (2) months. A residence permit is only valid until three (3) months before the expiry date of the passport. Therefore, it is strongly recommended that the passport is valid for a minimum of one (1) year from the date of application. Children must hold their own passports. Other documents, i.e. proof of cohabitation, birth certificate of children, statement of consent from the other parent if posted alone with a child, documentation of adoption, etc. should be included where relevant.

The application must be sent electronically (PDF-format) via e-mail to: provis@um.dk. All scanned documents must be of good quality and in colour. Kindly ensure that both the photo and scanned signature are in high resolution. The copy of the passports must be sent in a separate PDF-file. Please see “Points for Attention” on the Protocol Departments homepage for further guidance on applications ([Points-of-Attention-attachment-to-Circular-Note-re-processing-times-for-applications-for-residence \(1\).pdf](#)).

Please note that the application process may take up to two (2) months – or longer if the application is faulty or incomplete.

The Protocol Department will inform the Diplomatic Mission once the residence permit has been approved, and a national D-visa can be issued. With a unique Case Order-ID, the applicant can contact the more than 60 Danish representations to make an appointment to collect the visa. An overview of relevant Danish representations including their contact information will be provided by the Protocol Department. Alternatively, the passport of the applicant can be forwarded to the any Danish representation as registered mail or by courier. A prepaid envelope/return postage to a courier company must be enclosed. Private Servants must

participate in an interview with staff at a Danish representation prior to final approval of the residence permit, and collect their visa directly at a Danish representation after approval. After the passports have been returned to the applicants, they are ready to travel to Denmark.

Please note that if a person is visa-free to Denmark as a private citizen, the person still must obtain a national D-visa when being posted to Denmark, as the intent is to stay in Denmark longer than 90 days. If the person does not obtain a national D-visa prior to entry into the Schengen-area there is a risk of being denied entry.

The national D-visa issued to the applicant allows for multiple entries to Denmark, and is valid for a total of 90 days within four (4) months from the date of issue. Depending on the date of issue, the national D-visa also allows for trips to Denmark prior to taking up duty, e.g. if the employee wants to go on a pre-posting tour in order to search for housing or schools.

Upon arrival in Denmark, applicants will be able to receive the resident permit with their administrative CPR-number (personal identification number), which is essential to settling down in Denmark (opening a bank account, getting a mobile phone number, enrolling children in schools, etc.).

9.2. Application Procedure for Citizens from EU/EEA Countries and Switzerland

EU/EEA nationals and Swiss nationals, who as migrant workers under the EU rules hold positions in International Organisations in Denmark, incl. in EU agencies/offices, may decide between,

- 1) registration at the Protocol Department with an administrative CPR number including the right, upon application, to obtain the Special Health Security Certificate, or
- 2) registration with the Danish Agency for International Recruitment and Integration (SIRI) followed by application to be registered with the municipality with a (resident) CPR number and consequently a Health Security Certificate (in Danish: Det gule sundhedskort).

Dependent family members

Registration of accompanying family members should, irrespective of their nationality, generally follow the principals' choice. However, dependent family members, who are themselves EU/EEA/Swiss nationals, will be able to choose option two, even if the protagonist chooses option one. In cases where the principal chooses the second option, the Protocol Department will not be able to grant residence permits to the principal's dependent family members, irrespective of their nationality.

1) Procedure when choosing registration with the MFA

EU/EEA and Swiss nationals are exempt from obtaining a national D-visa before travelling to Denmark. Nevertheless, we strongly recommend that the process of applying for a residence permit with the MFA is started as soon as possible and well in advance of the planned departure for Denmark, as the processing time for applications for residence permits is up to two (2) months. Subsequently, upon arrival the applicant will be able to receive the ID card with an administrative CPR-number (personal identification number), which is essential to settling down in Denmark (opening a bank account, getting a mobile phone number, enrolling children in schools, etc.).

Please note that the application process may take up to two (2) months to process – or longer if the application is faulty or incomplete.

To apply for a residence permit, the relevant registration form ([to be found on the homepage of the Danish Ministry of Foreign Affairs](#)) together with a diplomatic note and copy of the passport (including passports for dependent family members) must be submitted to the Protocol Department. A residence permit is only valid until three (3) months before the expiry date of the passport; therefore, it is strongly recommended that the passport is valid for a minimum of one (1) year from the date of application. Children must hold their own passports. Other documents, i.e. proof of cohabitation, birth certificates of children, statement of consent from the other parent if posted alone with a child, documentation of adoption, etc. should be included where relevant. Please see “Points for Attention” on the Protocol Departments homepage for further guidance on applications ([Points-of-Attention-attachment-to-Circular-Note-re-processing-times-for-applications-for-residence \(1\).pdf](#)).

The application must be sent electronically (PDF-format) via e-mail to: provis@um.dk. All documents must be of good quality and in colour. Kindly ensure that both the photo and scanned signature are in high resolution. The copy of the passports must be sent in a separate PDF-file.

2) Procedure when choosing registration with SIRI

The practical procedure when choosing registration with SIRI differs depending on whether the person is a newcomer or already registered with the Protocol Department.

Newcomers

The registration procedure includes two steps: First an application process with SIRI in order to obtain EU residence as a migrant worker, following a registration with the Citizen Services of the municipality of residence in order to get a Danish residence CPR number.

For information on the conditions for residence as a migrant worker, the procedure for application, etc. see: [New to Denmark \(nyidanmark.dk\)](#)

Citizens of the Nordic countries have the right to reside in Denmark without a certificate, and do not need to apply for a residence certificate with SIRI.

The organisation must notify the Protocol Department when an employee has chosen option two, and the registration procedure with SIRI and the Citizen Services has been completed, by submitting a duly completed application form ([to be found on the homepage of the Danish Ministry of Foreign Affairs](#)) together with a cover letter to the Protocol Department. This is essential in order for the Danish Authorities to be able to accord the privileges and immunities to these employees as stipulated in the Host Country Agreement.

The person is already registered with the Protocol Department

In order to initiate the procedure for persons who are already registered with the Protocol Department, the organisation must notify the Protocol Department that said person wishes to change the registration. The Protocol Department will then issue a personal letter stating the person’s right to change registration, which must be shown to SIRI and the Citizen Services of the municipality during the re-registration process. The organisation does not need to submit an application form.

10. Arrival in Denmark

International Organisations are encouraged to notify the Protocol Department as soon as possible of the appointment and arrival of new Heads of Office. New Heads of Office are invited to present themselves to the Chief of Protocol upon arrival.

11. Departure

The MFA should be notified of the departure/termination of duty of all employees of the International Organisation and should, if possible, at the same time be informed of the name of their successors. This also applies to locally recruited personnel.

The notification to the Protocol Department should include the date of departure (for locally recruited staff: The date of leaving the position) both for the employee and for all family members forming part of the household leaving Denmark.

Residence permit cards and ID cards must be returned to the Protocol Department before departure. To facilitate the departure from of Denmark, non-EU/EEA citizens must have an exit stamp inserted in their passport. The passport(s) must be handed in to the Protocol Department during opening hours (please see [The Protocol Department \(um.dk\)](http://um.dk) for current opening hours) together with a copy of the verbal note stating the date of departure. While the staff member or relevant representative is waiting at the Protocol Department, an exit stamp will be inserted into the passport allowing the staff member and family to leave the country in due time. It is important that the staff member and family flies directly out of the Schengen area without layovers in other Schengen states.

Departing Heads of Office are encouraged to schedule a farewell call with the Chief of Protocol before departure.

12. Residence Scheme for Retired, Internationally Recruited Staff from International Organisations or EU Institutions/Agencies

Since 2018, it has been possible for internationally recruited staff of an International Organisation or an EU institution/agency, who are over 60 years old and have lived in Denmark for a minimum of 12 years, to apply for a resident permit through SIRI in order to stay in Denmark after retirement, cf. the Danish Aliens Act, section 9 q.

There are a number of requirements that need to be met, including having reached retirement age established by the relevant International Organisation, having passed a Danish language test and having formed an attachment to Denmark beyond the employment.

Accompanying family members in the form of a spouse/partner and minor children can, if certain requirements are met, also get a residence permit.

The employee can submit the application six (6) months prior to reaching the retirement age established by the relevant organisation. The employee must submit the application before the residence permit issued by the Danish MFA under the terms of Danish Aliens Act section 47, paragraph 1 expires.

For information on the requirements, the procedure for application, etc. see: [New to Denmark \(nyidanmark.dk\)](http://nyidanmark.dk)



**MINISTRY OF
FOREIGN AFFAIRS
OF DENMARK**
Udenrigsministeriet

**PART III
GENERAL
INFORMATION**

13. Residence Permit Cards and Identity Cards

13.1. Residence Permit Cards for Non-EU/EEA/Swiss Citizens

The Protocol Department issues residence permit cards to all non-EU/EEA/Swiss nationals following the EU format stipulated in Regulation (EU) 2017/1954 of the European Parliament and of the Council of 25 October 2017 amending Council Regulation (EC) No 1030/2002, laying down a uniform format for residence permits for third-country nationals.

The residence permit card is proof that the holder has been granted a residence permit in Denmark. It also serves as an ID-card proving the identity and title of the holder and holds an administrative CPR-number (personal identification number).

All third-country nationals, who have entered Denmark on a national D-visa, will be able to pick up their residence permit card issued by the Protocol Department upon arrival in Denmark.

When collecting the residence permit at the Protocol Department, the passports of the employee and dependent family members must be presented, but they do not need to show up in person.

Please note there is an exception for Private Servants, who are required to schedule an interview with the Protocol Department and arrange for pickup of their residence card in person.

13.2. ID-Cards for Citizens from EU/EEA Countries and Switzerland and Non-Resident Diplomats

The Protocol Department issues identification cards (ID-cards) to citizens from EU/EEA countries and Switzerland. The ID card serves as proof of the identity and title of the holder. The ID-card also holds an administrative CPR-number (personal identification number).

The ID-cards can be picked up at the Protocol Department upon arrival, provided that the application for residence permit has been submitted well in advance of the arrival in Denmark.

When collecting the ID-card at the Protocol Department, the passports of the applicant and dependent family members must be presented, but they do not need to show up in person.

Please note there is an exception for Private Servants, who are required to schedule an interview with the Protocol Department and arrange for pickup of their ID-card in person.

Children must obtain their own ID-cards; however, ID-cards are not issued to children under the age of 12 years.

For EU/EEA and Swiss citizens the Protocol Department also issues an EU residence document, which serves as proof of the right they have as EU citizens when entering Denmark as migrant workers under EU rules.

Nordic citizens are only issued ID-cards.

Diplomatic Missions and International Organisations may apply for ID-cards for locally recruited staff as proof of identification. When applying for an ID-Card for such personnel, the Mission or Organisation must send a verbal note to the Protocol Department enclosing the relevant registration form (see Protocol Department's homepage: [Standard forms for diplomats etc. \(um.dk\)](http://um.dk)) and a copy of the applicant's passport.

ID-cards without a CPR-number are issued upon request to non-resident Heads of Mission and other diplomats covering Denmark from a side-accredited Embassy.

ID-cards are not issued to family members of Service Staff, Private Servants, or locally recruited staff as well as family members of non-resident diplomats.

If the ID-card is lost, immediately notify the Protocol Department and fill out a police report: [statement-to-the-police-regarding-lost-passport-and-identity-document-p650031.pdf \(politi.dk\)](#)

Kindly attach the police report to the email notifying the Protocol Department.

13.3. General rules for residence permits and ID-cards

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

Residence permit cards and ID cards are only valid up to 3 months before expiration of the passport.

Residence permit cards and ID cards must always be returned to the Protocol Department by the Diplomatic Mission or International Organisation upon termination of duty, before departure of the staff member, and when renewed.

When renewing the residence permit and ID-cards, the expired card must be returned to the Protocol Department before a new card can be issued.

14. The Civil Registration Number – CPR

Since 1968, Denmark has had a Central Register of Persons (CPR) containing basic personal data on all persons living - or who have lived - in Denmark.

Each person registered in the CPR is given a Civil Registration Number (CPR-number). The CPR-number is essential for daily life in Denmark, as both municipalities and other public authorities, banks, physicians, pharmacies and many other entities require a CPR-number when giving access to their service.

The CPR-number is qualified either as a residence CPR-number (in Danish: "Bopæls CPR-nummer"), which is a CPR-number based on registration as a resident in Denmark, or as an administrative CPR-number (in Danish: "Administrativt CPR-nummer"). It follows from paragraph 18 of the Civil Registration System Act (LBK nr 702 af 23/05/2022, Bekendtgørelse af lov om Det Centrale Personregister) that foreign nationals, who enjoy diplomatic rights and who are registered in the Protocol Department, as well as their family members forming part of the household, are not registered in the CPR as having relocated to the country. Consequently, all persons with a residence permit from the Ministry of Foreign Affairs will receive an administrative CPR-number.

A CPR-number is static. If a person, who once held an administrative CPR-number, is eligible at a later stage to be registered as a permanent resident in the CPR, he/she will be keeping the same CPR-number, which will be turned administratively into a resident CPR-number. Likewise, if someone has previously lived in Denmark, regardless of this being as a student, worker or diplomat, the old CPR-number will be used again.

The need for two different types of CPR-numbers arises because a resident registration in the CPR-system grants access to free health care, social security benefits and other schemes, which privileged persons and their dependent family members, including members of the service staff and private servants, are not entitled to unless otherwise stipulated in the legislation of Denmark.

“Residence CPR-number”

Privileged persons, including dependant family members, must register with the Protocol Department in accordance with paragraph 47 in the Aliens Act, and are not allowed to register with SIRI, or to obtain a “residence CPR-number” at the Citizen Services of the municipality (in Danish: Borgerservice).

There are only three (3) exemptions from this rule:

- 1) 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 Danish Agency for International Recruitment and Integration (SIRI), see section 5.2 above.
- 2) EU/EEA nationals and Swiss citizens working in International Organisations, incl. EU agencies/offices, may register with SIRI as EU migrant workers, see section 9.2 above.
- 3) Danish nationals must register with the Citizen Services and activate their residence CPR-number, cf. paragraph 16 of the Civil Registration System Act

As of 1 January 2021, all newly arrived staff will have their children linked to them immediately in the CPR-register when being registered with the Protocol Department. Staff, who have arrived before 1 January 2021, will have to contact the Protocol Department to be linked to their children in the CPR-register by sending an e-mail to prosek@um.dk. Some municipalities do not update their information on a regular basis, so if the principle is linked to children in the CPR-register but does not have online access to, e.g. children’s health data, please contact the municipality of residence and request that the information is updated.

Daily life with an administrative CPR-number

Holders of an administrative CPR-number may experience challenges in the daily life in Denmark, as some companies and public entities are not familiar with the special nature of the administrative CPR-number.

Both the Protocol Department and the CPR Department of the Ministry of the Health and the Interior are in regular dialogue with relevant stakeholders on the use of the administrative CPR-number, to find solutions and workarounds. These are described in other sections of the Guide for Diplomats.

The challenges are often related to the administrative CPR-not appearing in private IT systems, or the fact that the address of the privileged person only appears in the CPR-system as a c/o-address or contact address, and not as a permanent address, as this is how a privileged person is registered.

It is important to make sure that that the contact address in the CPR-system is correct, as this address can be accessed by all public entities and many companies. The contact address can be updated online using the citizen’s webportal www.borger.dk. An updated contact address will mitigate many of the issues faced, but will not solve all the challenges. Kindly inform the Protocol Department of any address changes as well.

In some cases, showing the residence permit card or ID-card issued by Protocol Department may help to overcome the challenges, as the card serves as proof of identity and employment.

The Protocol Department can also issue a letter to the employee, which confirms that the staff has legal residence in Denmark and explains the nature of the administrative CPR-number. Such a letter may be helpful both when communicating with companies and with Danish authorities.

Address change:

If an employee changes his/her private address, please inform the Protocol Department of the change of private address via the form "Address Change Form", which can be found on the MFA's website under [standard-forms-for-diplomats](#). When the form is filled out and sent to the Protocol Department, the Protocol will then change the contact address registered in the Civil Registration System (CPR).

15. Digital ID

15.1. MitID

As of 31 October 2023 NemID has been phased out and fully substituted by MitID. There are different ways to get MitID. For all of them, you must confirm your identity – so no one can pretend to be you. You must also decide how to use MitID, e.g. with the MitID app or the MitID code display.

Obtaining MitID online

If your identity has already been verified, e.g. through using NemID, it may be possible to apply for MitID online following the instructions provided on the NemID website, see: [Get started with MitID - MitID](#).

Obtaining MitID at 'Borgerservice' (Citizen Service Centre)

If you experience difficulties applying for MitID online, you will need to make an 'in person visit' to a citizen service centre (Borgerservice) in the municipality where you live.

When ordering MitID at a Citizen Service Centre, please bring the following:

- A valid photo ID (e.g. passport) AND an identification document containing the assigned Danish administrative CPR-number (resident permit, Special Health Card or ID-card issued by MFA). Please contact a citizen service centre in case of questions in regards to legitimation.
- A witness, who can attest to the identity of the individual. To be a witness, the person needs to be at least 18 years of age and have had MitID for more than 30 days. The witness must bring valid documentation with picture and their MitID. The witness can only be a witness three (3) times within 120 days. The applicant must book a timeslot using <https://www.borger.dk/> prior to visiting at the relevant citizen service centre.

For further information, see: [When you need Citizen Service to assist you with MitID - MitID](#).

The Protocol Department is aware that some people might face technical difficulties in the process of applying for MitID. If you experience any technical difficulties in applying for MitID, the Protocol Department recommends to contact a citizen service centre for assistance.

15.2. MitID Erhverv

As of 31 October 2023 “NemID medarbejdersignatur” has been phased out and fully substituted by MitID Erhverv, which is a signature option for companies, associations, as well as Embassies and International Organisations in Denmark provided that they have a CVR-number. It can be used by owners, managers, employees etc., to identify themselves on behalf of the specific Embassy or International Organisation when signing documents online, sending and receiving emails that are encrypted or signed with a digital signature, or logging on to private web services etc.

MitID Erhverv is administered by the Agency for Digital Government and can be ordered through MitID Erhverv’s website at the following website: <https://www.mitid-erhverv.dk/en/connection/how-to-get-mitid-erhverv/>.

When connecting to MitID Erhverv, it can be done either through a management representative or a reporter (e.g. an administrator in the Embassy or International Organisation). A list of possible management representatives can be found here: <https://www.mitid-erhverv.dk/en/connection/requirements/>. The management representative will be the first to log in with their private MitID. Once the terms and conditions for MitID Erhverv has been accepted, the organisation must appoint an organisation administrator. This person will be in charge of the setup for the rest of the organisation in MitID Erhverv.

Please note that the Protocol Department is not responsible for the creation of MitID Erhverv. We, therefore, recommend that you contact your bank or the Danish Agency for Digital Government (Digitaliseringsstyrelsen) directly, see link above.

15.3. Digital Post and e-Boks

Digital Post is a part of the cross-governmental digital service infrastructure in Denmark. Digital Post enables public authorities to communicate securely and digitally with citizens and businesses – and vice versa.

Digital Post from public authorities may include letters from hospitals or health authorities, the municipality, the Central Customs, the Tax Administration (SKAT) etc. The system can also be used by businesses to send important documents in a secure and compliant way, such as bank statements, invoices and contracts or to sign agreements with an online signature.

Since 2014, it has been mandatory for all persons with a residence CPR-number above the age of 15, to be able to receive Digital Post from the authorities through a digital mailbox (e-Boks). While the same obligation does not apply to persons with a residence permit issued by the Ministry of Foreign Affairs, cf. section 4, paragraph 2 of Law of Digital Post from Public Authorities (LBK no. 686 of 15/04/2021), it is highly recommended to sign up for the digital mailbox, as it is an important tool for communication with Danish authorities.

It is important to note that in legal terms signing up for Digital Post means accepting that correspondence received through this digital service is just as legally binding as correspondence, contracts, and signed documents etc. sent in hard copy by mail.

Signing up for Digital Post requires a MitID, which is linked to the Danish administrative CPR-number cf. above.

Signing up for Digital Post by obtaining e-Boks

E-Boks, which is the name of the digital mailbox, is accessible through www.e-boks.dk, or through the application “e-Boks.dk” which can be downloaded via the App- and Google Play-store. The user setup only requires three steps:

- 1) Choose between private or company account – as a private person, choose private.
- 2) Enter email address to accept the terms of use of e-Boks.
- 3) Select who may send mails in the e-Boks. When a new mail is received in the e-Boks, an automatically generated mail will be sent to the email address.

When logging into e-Boks, one need to use MitID. After the login, the e-Boks homepage will appear with a display of most recently received digital post.

16. General Data Protection Regulation (GDPR)

The Protocol Department processes personal data regarding privileged persons and other staff working for Diplomatic Missions and International Organisations residing in Denmark, as well as personal data regarding candidates in the process of being appointed as Honorary Consuls in Denmark.

Please find further information in the MFA’s Privacy Notice: [Privacy Notice \(um.dk\)](#)

For more information: [The Danish Data Protection Act \(in Danish\)](#)

17. Taxes, Duties and Import/Export Licenses, Movable etc.

17.1. Duty Free Imports

17.1.1. Resident Missions and International Organisations

Who is eligible

According to the VCDR, Diplomatic Missions resident in Denmark (art. 23) and privileged persons working at the Diplomatic Mission (art. 34) may import goods for official or personal use free of customs duties.

The privilege to import goods for official or personal use free of customs duties for International Organisations and their members of personnel is regulated in the relevant Host Country Agreement.

General restrictions

All duty free import must be strictly for personal consumption for privileged persons, or – for alcoholic products – for the official use for the Mission only. It is strictly prohibited to order alcoholic or tobacco products with the intent to distribute these products to other persons.

“Official use” in relation to alcohol products preconditions that the purchased alcohol is served by the Mission either at the premises of the Mission or at another premise reserved for an event by the Mission, free of charge, to a specified group of guests invited by the Mission.

Please note that tobacco products (cigarettes etc.) may be imported free of duty only for personal use of privileged persons and may not be imported for the official use of Missions.

Please be advised that all purchases must be reasonable in quantity.

Practical information for Diplomatic Missions

When importing for official or personal use, use form 13.004 “Customs Declaration for Diplomats” (may be found on www.skat.dk). The form must be presented at the relevant Customs office, where the goods will be released.

Form 13.004 must be signed by the applicant and endorsed by the Head of Mission and stamped with the Mission’s official stamp.

Practical information for International Organisations

When importing for official or personal use, use form 13.005 “Customs Declaration for International Organisations” (may be found on www.skat.dk). The form must be presented at the relevant Customs office, where the goods will be released.

Form 13.005 must be signed by the applicant and endorsed by the Head of Office and stamped with the Organisation’s official stamp.

17.1.2. 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/Diplomatic Agent or International Organisation/privileged person. 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.

17.1.3. 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 “Customs Declaration for Heads of Mission and Persons of Equivalent Status Accredited to but Resident out of Denmark” (may be found on www.skat.dk).

The completed form signed by the Head of Mission must be sent to Skattecenter København (address: Sluseholmen 8B, 2450 KBH SV, telephone number: +45 72 38 68 85) for approval before the delivery of the goods. The period of the visit must be specified exactly on form 13.006.

For further information, please contact Skattecenter København.

17.2. Reimbursement of VAT (MOMS)

General information on VAT

According to the VCDR, 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. VAT (MOMS). However, VAT

('moms') is under the current VAT legislation ('momsloven') reimbursed to Missions, their Diplomatic staff and Administrative and Technical personnel, as well as to International Organisations and their privileged staff eligible for VAT-reimbursement.

VAT is at present 25 per cent in Denmark, the equivalent of 20 per cent of the retail price.

General rules for the reimbursement of VAT

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

Privileged persons will have the possibility of maximum purchases of DKK 539.400 per calendar year (as of 2024), including VAT. If the VAT-applications reaches the maximum purchase amount within a calendar year, the Protocol Department will be unable to reimburse VAT on further purchases until the following calendar year.

VAT 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 listed in the non-exemption list below.

In order to have MOMS reimbursed, each individual purchase made by the Mission, Organisation or privileged staff member must at present:

- Amount to a minimum of DKK 1,900 and the MOMS amount no less than DKK 380. (as of 2024)
- Appear on one single receipt/invoice.
- Be paid in one transaction and proof of payment must be provided.
- Be purchased within 36 months.

Please note the minimum amount does not apply to utilities such as of electricity, town gas, natural gas, water, heating oil, district heating, waste disposal and sewage services.

The minimum purchase amount of DKK 1,900 and the maximum annual amount for privileged persons are subject to an annual adjustment based on the Danish consumer price index.

Claims will only be processed by the Protocol Department once they have been approved in the PRO-Moms system by the Head of Mission, Consulate or International Organisation or by a staff member authorized by him/her to approve claims for MOMS reimbursement.

Exceptions on goods and services not eligible for VAT reimbursement

VAT 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, Tivoli etc.).
- Membership fees for clubs and associations.
- Medicine.
- Ammunition and fire arms.
- Renovation on a privately owned property is not considered as a purchase, but as an investment, and the expense will for this reason not be reimbursed.
- Construction materials as well as installation and construction expenses in connection with renovation of privately owned property is considered as a personal investment.
- Expenses in relation to buying and selling property, such as, but not limited to, lawyer's fee.
- Insurance cases, when the expense is covered by the insurance company.

Please note that no Danish VAT 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.
- Dentists' and doctors' bills etc. (except for health certificates).
- Insurance policies.
- Admission fees for museums.
- School fees, private and public day care and play groups.
- Tips.

17.3. Application for VAT Reimbursement to the Protocol Department

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

Reimbursements will only be transferred to a Danish bank account provided in 'PRO-Moms' by the Embassy, International Organisation or privileged staff member respectively. Please note that Missions, 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 17.2) are:

Each individual purchase must be paid in full, and the bill must clearly state 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 should be submitted as proof of payment. A bank receipt showing the purchase has been completed, or bank statement with the purchases highlighted can also be submitted as proof of payment. If payment is made by a store account card (e.g. Magasin and Illum), the individual invoices (minimum DKK 1,900) must be uploaded together with the store account statement (as proof of payment). In addition, the VAT amount must be clearly specified on the bill by the vendor or on the receipt in order to have the VAT reimbursed.

Claims for any purchases that are not sufficiently documented or not subject to VAT or VAT reimbursement (see 17.2 above) will be returned through 'PRO-Moms'. Returned claims may be re-submitted during the subsequent submission period, provided that the lacking information is attached upon resubmission.

The Protocol Department's VAT-Team is available for any questions you may have to the procedures and guidelines, after having consulted the instructions and guidelines above and in PRO-Moms. The contact information for the VAT-Team is available on the website of the Protocol Department: <https://um.dk/en/about-us/the-protocol-department/directory-of-the-protocol/diplomatic-section/>

17.4. VAT Exempt Purchases in other EU Countries

Diplomatic Missions, International Organisations 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 website of the Protocol Department: <http://um.dk/en/about-us/the-protocol-department/standard-forms-for-diplomats/>

When the form has been completed and signed by the buyer, it must be stamped by the Mission and signed by 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 from MOMS in Denmark.

17.5. VAT Reimbursement to Non-Resident Diplomats

VAT is not reimbursed to non-resident diplomats accredited to Denmark. If they are diplomats in another EU country, they may make use of the EU VAT exemption scheme from their country of residence described under section 17.4 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 section 17.1.3.

17.6. Excise Duties, Exemption/Reimbursement

17.6.1. Motor Vehicles and Fuel

In the case of purchases of motor vehicles and motor fuel, see the section on motor vehicles.

17.6.2. Reimbursement by Customs and Tax Administration (SKAT)

Duties on electricity, gas, oil, water and district heating will be reimbursed to both the Diplomatic Missions, and their privileged staff. The reimbursement of the duty on district heating covers the indirect duties on oil, coal and CO² exhaust. International Organisations are reimbursed according to the relevant HCA.

The reimbursement will be granted on application to Customs and Tax Administration, Department for "Punktafgifter København", form 23.006 (may be found on www.skat.dk). 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 36 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, Department for "Punktafgifter København" (telephone number: +45 72 22 28 10) to receive the manual.

The application for reimbursement of energy taxes should be sent to raadgiver@sktst.dk

The Danish Tax Agency (Skattestyrelsen)
Nykøbingvej 76
Bygning 45
4990 Sakskøbing
Tel.: +45 72 22 28 10

For further information, please consult the homepage of the Danish Ministry of Taxation: www.skat.dk

17.7. Honorary Consuls

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

Form 31.032 should be used (the form may be found on www.skat.dk). The form should be sent to

The Danish Tax Agency (Skattestyrelsen)
Nykøbingvej 76
Bygning 45
4990 Sakskøbing
Tel.: +45 72 22 28 10
Web: www.skat.dk

17.8. Taxation on Personal Income

Diplomatic Agents at Missions

According to the VCDR, Article 34, a Diplomatic Agent shall – with some exceptions – be exempt from all dues and taxes, personal or real, national, regional or municipal. Members of the family of Diplomatic Agents forming part of the household are equally exempt from paying taxes.

Administrative and Technical Staff of the Mission are, together with their families, exempt from taxes to the same extent as Diplomatic Agents.

Members of the Service Staff of the Mission and Private Servants of members of the Mission are exempt from taxes on the emoluments they receive from their employment. Members of their families do not enjoy tax exemption.

Personnel at International Organisations

With regards to International Organisations, tax exemptions are regulated in the particular Host Country Agreement. Personnel is normally fully liable to taxation in Denmark but exempt from paying tax on their salaries and emoluments from the International Organisation in question. In the event where personnel of an International Organisation are entitled to employ Private Servants, the tax status of the Private Servants depends on the Host Country Agreement.

Certain personnel groups may be granted the same privileges and immunities, exemptions and facilities, as the Danish Government accords to members of Diplomatic Missions accredited in Denmark. These personnel groups are specified in the relevant Host Country Agreements.

17.9. 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 is responsible for declaring the income and paying the tax.

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 tax. For further information, please consult the Danish Ministry of Taxation: <https://skat.dk/data.aspx?oid=2244300>

Missions are exempt from withholding labour market contribution (“arbejdsmarkedsbidrag”) 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 24.3.

18. Movables

18.1. Import and Export of Movables/Personal Belongings

When a person moves to Denmark, personal belongings may be imported free of customs duty from six (6) months before until twelve (12) months after the arrival in Denmark. There are no general restrictions on the export of movables except as indicated below.

18.2. 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 173,000 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 (in Danish: Kulturværdiudvalget):

Danish Commission on the Export of Cultural Assets (Kulturværdiudvalget)
Sekretariatet
Det Kgl. Bibliotek
Søren Kirkegaards Plads 1
1016 København K
Tel.: +45 91324486
Email: kulturvaerdier@kb.dk

If an export license is denied, the Danish Commission on the Export of Cultural Assets 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/>

19. Motor Vehicles

19.1. General rules

General rules

For Diplomatic Missions, there is no fixed limit to the number of motor vehicles Missions may possess for official use, but the number may not exceed what is considered reasonable considering the size of the Mission.

For members of the Diplomatic staff and the Administrative and Technical Staff, there is a maximum number of two (2) motor vehicles, free from customs duties, VAT and vehicle registration tax that a staff member may possess for official or private use, depending also on the size of the staff member's household.

For International Organisations and their personnel, the rules on acquisition and possession of motor vehicles are to be found in the specific Host Country Agreement.

Since the purpose of the exemptions from customs duties, VAT and vehicle registration tax granted to privileged persons is to ensure the efficient performance of their functions, the primary function of the vehicle must be passenger transportation. Thus e.g. the purchase of a motorhome/camper van (free from customs duties, VAT and vehicle registration tax) will not be accepted, since a motorhome/camper is not considered necessary to fulfil the functions of privileged persons whilst residing in Denmark.

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 Private Servants 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 rules and regulations for vehicles and they must be covered by a valid compulsory third party liability insurance.

A leased vehicle cannot be registered on diplomatic number plates nor can it be leased free from customs duties, VAT and vehicle registration tax.

Import or purchase of Motor Vehicles

Members of the Diplomatic staff and members of the Administrative and Technical Staff of the Mission are exempt from paying customs duties, VAT and vehicle registration tax when purchasing or importing a new motor vehicle as well as when importing a used motor vehicle, cf. VCDR art. 36 (1). As for International Organisations, the right depends on the relevant Host Country Agreement.

Embassies and International Organisations are to provide proof of employment/entitlement at the time of purchase and registration. The application for exemption from registration contains 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.

Used Motor Vehicles

Used motor vehicles may be imported free of customs duties, VAT and motor vehicles registration tax as part of the import of articles for the personal use of his household, including articles intended for his/her establishment, cf. VCDR art. 36 (1) or relevant Host Country Agreements. However, this exemption is withdrawn if, within one (1) year after registration of the motor vehicle in Denmark in the event of sale or disposal to an individual or legal person not entitled to the exemption.

If privileged persons want to import a used motor vehicle to Denmark without paying customs duties, VAT and vehicle registration tax, privileged persons must have owned and used the motor vehicle for at least one year prior to import.

Transferal of motor vehicles

If a car with diplomatic registration is transferred to a non-privileged person within two years from the date of registration, customs duties, VAT and vehicles registration tax will be imposed on the seller of the motor vehicles, unless the motor vehicle is exported. After two (2) years the motor vehicle can be sold to another privileged person without being imposed customs duties, VAT and vehicle registration tax. However, in the event of the sale or disposal of such motor vehicles to an individual or legal person not entitled to the exemption, customs duties, VAT and vehicle registration tax must be paid by the individual or legal person and the diplomatic license plates must be returned, cf. below.

Members of the Diplomatic staff and Administrative and Technical Staff of Diplomatic Missions may contact the customs office in Copenhagen for further information:

Customs Office in Copenhagen (in Danish: Skattecenter Høje-Taastrup)
Helgeshøj Allé 9
2630 Taastrup
Tel.: +45 7222 1818
Web: www.skat.dk

International Organisations may contact the Protocol Department for further information.

Application for registration and license plates

When a privileged person employed by an Embassy or an International Organisation in Denmark registers a vehicle in said privileged person's name, the address of the Organisation is to be stated in the registration (and not the home address of the privileged person).

Application for registration and license plates must be sent to:

Danish Motor Vehicle Agency, Vehicle Registration Office, Høje Taastrup
(in Danish: Motorekspedition Høje Taastrup)

Engelholm Allé 1

2630 Taastrup

Phone number: +45 7222 1515

Web: www.skat.dk/skat.aspx?oid=1713593

Office hours:

Monday 9.00-16.00

Tuesday – Friday 9.00 – 14.00

Return of license plates and deregistration

De-registration of the privileged person's vehicle(s) is to be carried out as soon as possible upon termination of the posting in Denmark, and without undue delay prior to leaving Denmark. It is expected that de-registration 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 de-register their vehicles within the stipulated time limit.

Upon end of duty in Denmark, license plates are to be returned to Customs Office in Copenhagen (in Danish: Skattecenter Høje-Taastrup):

Skattecenter Høje-Taastrup

Helgeshøj Allé 55

2630 Taastrup

Tel.: +45 7222 1818

Web: www.skat.dk

When staying in Denmark after a posting comes to an end

If a privileged person remains in Denmark after deregistration with the Protocol Department, based on another set of rules, the vehicle must be re-registered with a Danish registration office and the diplomatic license plates returned to the registration office. The customs duties, VAT and motor vehicle registration becomes payable at this time.

19.2. Obligatory Motor Vehicle Inspection and Insurance

Obligatory Car Inspection

All cars, including cars on diplomatic license plates, must regularly undergo obligatory motor vehicle inspections (in Danish: Bilsyn). The first obligatory motor vehicle inspection takes place when the vehicle is four (4) years old and subsequently every two (2) years. An inspection fee is charged.

For further information, please see: www.applusbilsyn.dk or www.quickbilsyn.dk

Third Party Liability Insurance

The owner of a motor vehicle to be registered on Danish license plates – including diplomatic license 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.

Removal of license plates

The Police is authorized to remove the license plates from a car which has not undergone obligatory car inspection. If the license plates are removed due to the lack of obligatory motor vehicle inspection or lack of third party liability insurance, the vehicle may not be parked on public roads and must be removed as soon as possible, no later than 48 hours after removal of the plates. Otherwise the vehicle will be removed at the owner's expense. In order to obtain new license plates, you must contact the Danish Tax Authorities, a vehicle inspection facility or another entity authorized to hand out license plates. The price for new license plates is approx. DKK 1,180 + possible handling fee.

All inquiries regarding license plates should be addressed to the Danish Tax Authorities.

19.3. 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.

20. Driving

20.1. Driving License

It follows from the Danish Executive Order on Driving Licenses (BEK nr. 1843 af 22/09/2021) that it is mandatory to have a valid driving license in order to lawfully operate a motor vehicle in Denmark. Privileged persons and their dependent family members, including members of the Service Staff and Private Servants, who have their residence permit from the Protocol Department, may operate a motor vehicle in Denmark provided they are in possession of one of the following valid driving licenses:

- A driving license issued in an EU/EEA country or Switzerland.
- Other non-Danish driving licenses than the above-mentioned, if the driving license use Latin letters or if it is supplemented with a translation into Danish, English or French, provided the translation is drawn up by a public authority or an organisation which is authorized to do so in the issuing country.
- An international driving license issued in accordance with the International Conventions of 24 April 1926 on Motor Traffic, 19 September 1949 on Road Traffic or 8 November 1968 on Road Traffic.

Embassy staff being posted to serve as drivers must present a valid national driving license respecting the above included in their application for a residence permit with the Protocol Department.

Driving licenses should be prolonged in the country of issue. If the national rules of the country of issue do not allow a prolongation, the Danish Authorities may prolong the driving license. Applications for such prolongations must be presented to the Danish Road Safety Agency no later than six (6) months before the expiration of the driving license in order to ensure that a new card can be available in time before the expiration.

As a general rule, it is not possible for persons with a residence permit/EU residence document issued by the Protocol Department to obtain a Danish driving license. However, there are two exceptions:

1) National rules prevent the person from obtaining a driving license in the sending State (for International Organisations: The state of citizenship) – documentation from the competent national authority to this effect is required.

2) Evidence can be produced that the applicant has been studying in Denmark for at least six (6) months (high school, youth education and/or university). Several driving schools offer driving lessons and tests in English.

Inquiries relating to driving licenses may be addressed to:

The Danish Road Safety Agency (in Danish: Færdselsstyrelsen)
Sorsigvej 35
6760 Ribe
Tel: +45 7221 8899
Email: info@fstyr.dk
www.fstyr.dk

20.2. Important rules when operating a vehicle in Denmark

The rules on driving in Denmark are found in the Danish Road Traffic Act (LBK nr 1710 af 13/08/2021). Operating a motor vehicle with a blood alcohol content of 0.5 ‰ or more in Denmark constitutes a serious offence in itself, and even more so if involved in an accident. Persons who enjoy immunities are not obliged to submit to a breathalyser, blood or urine test. However, the Protocol Department highly recommends that privileged persons 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 this person to continue driving. Due to the seriousness of such an offense in the Danish legislation, the Protocol Department will be contacted by the Police in such cases.

In cases where, on the basis of the alcohol test or the police report, the severity of the case is clear, the Ministry of Foreign Affairs 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 said person to the sending State.

Exceeding posted speed limits may also constitute a serious offence. The Danish Police is using a variety of measures (including permanent and temporary photo control posts) to reduce the number of violations of speed limits. Penalties are determined according to the location, exceedance of the speed limit and the degree of the violation.

The Danish Traffic Act has established 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 an exceedance of a maximum of 30% above the speed limit, 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.

In such cases the owner (or registered user) of a vehicle will automatically be notified and simultaneously presented with a fine notice indicating methods and deadline for payment.

20.3. Serious traffic violations – “Insane Driving”

According to the Danish Road Traffic Act, the motor vehicle will be confiscated if one commits ‘insane driving’ (in Danish: “vanvidskørsel”), which is defined as:

- Driving at a speed exceeding 100% when driving at more than 100 km/h
- Driving at least 200 km/h regardless of the speed limit
- Drunk driving with a blood alcohol level above 2.00 ‰

In addition, it also constitutes insane driving if a person:

- Demonstrates particularly reckless driving, e.g. if a person in heavy traffic repeatedly crosses fully drawn barrier lines and thus creates dangerous situations, or if a person drives against the traffic direction.
- Intentionally causes imminent danger to someone's life or mobility, e.g. if a person drives the car onto the cycle path to scare cyclists, or if a person deliberately hits pedestrians in a pedestrian area.
- It also constitutes insane driving if one negligently causes significant harm to someone or commits negligent manslaughter under particularly aggravating circumstances.

The vehicle used for reckless driving will be confiscated irrespective of whether the driver is the owner of the car, or the car belongs to a third party (family, friend, leasing or rental company).

The Protocol Department will receive information on speeding offences committed by privileged persons. If the fines are not paid or the offence is of serious nature, the Protocol Department will contact the relevant Head of Mission and take appropriate measures.

The Danish penalty system is explained in detail on <https://www.sikkertrafik.dk/raad-og-viden/i-bil/klip-i-koerekortet>.

21. Danish Flag Protocol

The Danish flag is named *Dannebrog* and dates back to 15 June 1219. The Faroe Islands’ national flag is named *Merkið*, and Greenland’s national flag is named *Erfalasorput*.

As a general rule, it is not permitted to fly foreign flags in Denmark. However, exempt from the general rule are the following:

- The flags of the Nordic countries (Sweden, Norway, Finland and Iceland).
- The flag of the United Nations.
- The flag of the European Union.

Further, foreign national flags can always be flown:

- At the chancellery of a Diplomatic Mission.
- At the residence of the Head of Mission.
- On the Mission’s or Head of Mission’s official car.

For more information on the website of the Ministry of Justice:

<http://www.justitsministeriet.dk/arbejdsomraader/flagning/flagning-i-danmark> (In Danish only).

22. Elections

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

If 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 usually not give rise to objections on the part of the Danish Authorities. Should Embassies require assistance or guidance from the Ministry of Health and the Interior in connection with general questions regarding elections, please contact the Election Unit: valg@im.dk.

Regarding information to voters through 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 (Executive Order on Election Campaigning).

The Protocol Department advises the Embassy to inform the Danish Security and Intelligence Service (PET) in advance about the time and place of all the planned polling stations:

Politiets Efterretningstjeneste
Klausdalsbrovej 1
2860 Søborg
Tlf. +45 3827 8888
Email: gamma@pet.dk

23. Radio Communications and Radio- and TV License

The Danish Agency for Data Supply and Infrastructure (in Danish: Styrelsen for Dataforsyning og Infrastruktur) 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 740 of 5 May 2022 on Frequency Use without License and on Amateur Radio Examinations and Call Signs etc.](#) may be used without a license (*only available in Danish*).

Other radio equipment may be subject to licensing according to [Executive Order No 2232 of 1 December 2021 on Frequency Use with License](#) (*only available in Danish*).

Application for a frequency license should be sent to:

Styrelsen for Dataforsyning og Infrastruktur
Rentemestervej 8
2400 København NV
Tel: +45 72 54 55 00
Mail: sdfi@sdfi.dk
Web: <http://sdfi.dk/>

For more information on obtaining a frequency license, see: [Sådan ansøger du om en frekvenstilladelse \(sdfi.dk\)](#)

24. Health

24.1. Emergencies

The emergency number in Denmark is 112.

You should dial 112 if you need emergency help from an ambulance, the police or the fire department.

Call 112 for the following emergencies:

- Are involved in or witness a traffic accident with injured.
- Detect a fire or smoke coming from a building.
- Witness a serious crime being committed.

When the alarm operators respond, you will typically be asked about:

- What has happened?
- What help is needed?
- How many have been injured?
- The location/address of the incident?

If there is an urgent need for police assistance, your call will be forwarded to the police call centre. If there is an urgent need for an ambulance, your call will be forwarded to the Capital Region call centre (if calling from Copenhagen).

It is important that you stay on site until help arrives in order for you to be able to provide the rescue crew/police with any additional information.

Please note:

- If there is no acute illness or injury, call the Medical Helpline on 1813.
- If there is no urgent need for police, call the police on 114.

See chapter 24.5 for more information.

24.2. Medical Care – Access to the Danish Health Care System

24.2.1. Access to Health Care for Staff from Countries outside EU/EEA and Switzerland

As a general rule, staff from countries outside EU/EEA and Switzerland posted to Diplomatic Missions or International Organisations and their dependent family members, who hold a residence permit issued by the Protocol Department, do not have access to the Danish public health care system.

Please note it is vital, that staff posted to Diplomatic Missions or International Organisations and their dependent family members, who hold a residence permit issued by the Protocol Department, are covered by a substantial health insurance scheme, either through their employer or via a private health insurance, that will cover their expenses in connection with treatment in Denmark.

Please choose the insurance carefully and be especially vigilant in choosing an insurance with a high degree of security guarantee (in Danish: Sikkerhedsstilling) in relation to payment for hospitalization and operations. Otherwise, the hospitalized person may be required to pay a large amount of DKK upfront at the hospital reception for operations and treatments.

In situations of need for acute treatment, an exception is made to the general rule of these persons not having access to receive treatment at Danish public hospitals, cf. the Danish Health Act, section 80 (LBK no. 210 of 27 January 2022) and Executive Order (BEK no. 410 of 28/03/2022) on access to benefits under the Health Act for foreign nationals employed by a Foreign State or an International Organisation. The staff will be charged payment for the acute treatment at the Danish public hospitals, except if the acute treatment relates to persons under the age of 18, or acute pre-term or post-term birth giving, cf. the Danish Health Act, section 81, paragraph 2.

Additional information regarding privileged persons' access to health care in Denmark may be obtained by contacting:

Danish Patient Safety Authority, International Health Insurance
(in Danish: Styrelsen for Patientsikkerhed)
Islands Brygge 67
DK-2300 Copenhagen S
Tel.: + 45 7228 6600
Email: stps@stps.dk
Webpage: <https://stps.dk/>

Private Health Insurance

Information regarding insurances offered by insurance companies in Denmark may be obtained by contacting Insurance & Pension Denmark (IPD), which is the association of Danish insurance companies and industry-wide pension funds:

Insurance & Pension Denmark (IPD) (in Danish: Forsikring og Pension)
Philip Heymans Allé 1
DK-2900 Hellerup
Tel.: +45 4191 9191
Email: fp@forsikringogpension.dk
Webpage: www.forsikringogpension.dk

Certain insurance companies may offer health insurances in the form of an “Embassy – Health Insurance”, e.g. Tryg (<https://tryg.dk/>) and Health Insurance Instantly (Cigna Global) (<https://www.healthinsuranceinstantly.com/en/>). A non-exhaustive list of relevant insurance companies providing full coverage may be found in section 1.7.

24.2.2. Access to Health Care for Staff from EU/EEA Countries, UK or Switzerland

General information

The above-mentioned general rule does not apply to persons from EU/EEA countries and Switzerland, and their dependent spouse/partner and children under the age of 18.

The UK and the EU have entered into an agreement in order for UK citizens to continue to be covered in the same way as citizens from EU/EEA countries and Switzerland (see BEK nr 410 af 28/03/2022: [Bekendtgørelse om adgang til ydelser efter sundhedsloven for udenlandske statsborgere, der er beskæftiget her i landet af en udenlandsk stat eller en international organisation](#)).

The Special Health Insurance Card

As Civil Servants Abroad, persons from EU/EEA countries, UK or Switzerland, who are posted to Diplomatic Missions or are seconded by their government to work in an International Organisation in Denmark, are covered by the social security system of their home country, cf. Article 11 of Regulation (EC) No 883/2004 of 29 April 2004 on the coordination of social security systems.

These persons, as well as their dependent spouse/partner and children under the age of 21, can apply for a "Special Health Insurance Card" (In Danish: Særligt Sundhedskort) that gives them access to the public Danish health care system on the same terms as Danish residents. Most services within the public health care system in Denmark are provided free of charge.

A S1/S072 form (replacing the former S1/E106 form) obtained from their domestic (sending) State must be submitted to 'Udbetaling Danmark' when applying for a Special Health Insurance Card. Nordic citizens are exempt from obtaining a S1/S072 form, and are only required to send in documentation for posting and employment.

If registered with the Protocol Department, EU/EEA nationals and Swiss nationals, who are employed by and receive their salaries from an International Organisation or an EU agency/office, may as EU migrant workers under the EU rules apply for a Special Health Insurance Card without a S1/S072 form, sending in only documentation for posting and employment.

The Special Health Insurance Card:



The Health Insurance Card (in Danish: Det Gule Sundhedskort)

As described in 9.2 above, EU/EEA and Swiss nationals, who are employed by and receive their salaries from an International Organisation or an EU agency/office, may choose to register with SIRI as EU migrant workers, and obtain a Danish residence CPR number from the Citizen Services of the municipality, instead of being registered with the Protocol Department. In this situation, they, as well as their accompanying spouse/partner and children under the age of 21, will receive the Health Insurance Card (Det Gule Sundhedskort). This gives access to the public Danish health care system on the same terms as Danish residents. Most services within the public health care system are provided free of charge.

Dependent family members, who are EU/EEA and Swiss nationals and who do not hold a diplomatic passport, may separately choose to register with SIRI under the EU rules, instead of being registered with the Protocol Department, see section 5.2 above. In this case, an accompanying spouse/partner and children under the age of 21 may apply for the Health Insurance Card. When choosing this option, they must inform 'Udbetaling Danmark' (telephone number: +45 7012 8081) that they are dependent family members to a privileged person from EU/EEA countries or Switzerland.

Example of the Health Insurance Card (Det Gule Sundhedskort):



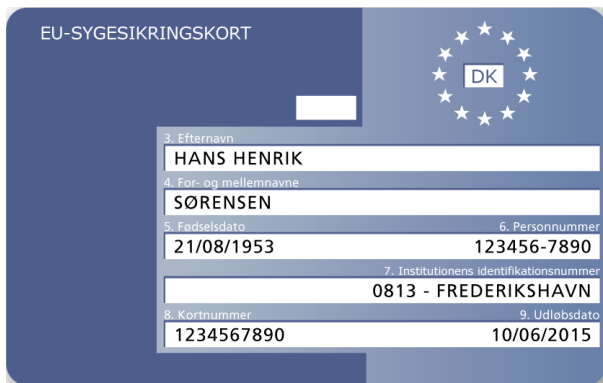
The European Health Insurance Card (EHIC)

The European Health Insurance Card/EHIC (a blue card) gives access to medically necessary state-provided healthcare during a temporary visit/stay in another EU/EEA country and Switzerland.

As Civil Servants Abroad registered with the Protocol Department: EHIC may be issued by the home country to persons from EU/EEA countries, UK or Switzerland, who are posted to Diplomatic Missions or are seconded by their government to work in an International Organisation in Denmark, and their dependent family members.

As EU Migrant Workers registered with SIRI: EHIC may be issued by 'Udbetaling Danmark' to persons from EU/EEA countries, UK or Switzerland being employed by and receiving their salaries from an International Organisation or an EU agency/office in Denmark, and their dependent spouse/partner and children under the age of 18, or to dependent family members without diplomatic passports, who as EU/EEA/Swiss citizens choose to register with SIRI in their own right under the EU rules.

The European Health Insurance Card/EHIC:



24.3. General Practitioners

It may be preferable to find a general practitioner (GP), who can act as the gateway to all healthcare services. In Denmark, the GP is the patient's primary contact point to the healthcare system, and 90 % of all medical cases are handled by the GP. Unless you have a residence permit from SIRI, it is not possible to register with a general practitioner as a so-called *registered* patient. However, it may still be preferable to identify a general practitioner near you who is familiar with international patients, and who can act as your de facto regular practitioner – irrespectively of the non-option to *register* as a patient.

We recommend that you check which general practitioner in your neighbourhood is available for new patients through these links: [Find behandler - sundhed.dk](#) and [SSR Borgerservice - Sygesikring \(scandihealth.net\)](#)

24.4. Prescription drugs

Prescription medicine is issued by a general practitioner. The prescription is digital and can be accessed by any pharmacy, using your Health Insurance Card. The prescription will be available at any pharmacy, as they all link up to the same database. Allow some time for the prescription to appear in the pharmacy's IT-system. Please contact the GP again in case of significant delays.

For pharmacies open 24/7, please consult [Døgn- og midnatsåbne apoteker \(regionh.dk\)](#)

24.5. Medical Helplines

In case of the need for urgent medical assistance caused by an acute, life threatening illness or injury, call 112.

In case of non-life threatening medical emergencies, dial 1813 in the following situations:

- *After 4pm Monday-Friday and on weekends*
In case of the need for help outside of the GP's normal hours, please dial 1813. Physicians and nurses will advise about proper treatment. For example, they can refer to a hospital emergency department or an urgent care centre, including psychiatric acute admissions/centres.

- *To receive treatment within shortest waiting time*
The Medical Helpline 1813 is able to inform about which hospital emergency department or urgent care centre has the shortest waiting time. As part of the service, the patients will be informed about when they can expect to be examined and treated. If a patient visit a hospital emergency centre or an urgent care centre without an appointment, the patient will receive help according to the needs, but will normally wait longer than persons who have called 1813 beforehand.
- *To receive proper help*
The Medical Helpline 1813 is staffed by specially trained nurses and physicians, who can help with advice and guidance if a person has suffered an injury, or has suddenly become ill. The Medical Helpline 1813 will determine which service required to best match the situation.

For more information, see: [Medical Helpline 1813 \(regionh.dk\)](https://www.regionh.dk/1813)

24.6. Tropical Diseases

The University Hospital of Copenhagen (in Danish: Rigshospitalet) deals with tropical diseases and can be contacted directly without first consulting a general practitioner:

Infektionsmedicinsk Klinik
Afsnit 8622
Opgang 86, 2. sal
Esther Møllersvej 6
2100 København Ø

Tel.: +45 3545 8622

Email: epiamb.rigshospitalet@regionh.dk

<https://www.rigshospitalet.dk/afdelinger-og-klinikker/hjerte/infektionsmedicinsk-klinik/kontakt/Sider/default.aspx>

25. Social security

25.1. Social Security in General

According to Article 33 of the VCDR, Diplomatic Agents are exempt from social security provisions, which may be in force in the receiving State. This means that they are exempt from the laws of Denmark on mandatory coverage and compulsory contribution to the social security schemes of Denmark during their employment. Whether the members of staff of International Organisations residing in Denmark are similarly exempt is regulated in the specific Host Country Agreements.

Diplomats and other privileged persons working for Diplomatic Missions or in International Organisations in Denmark are not entitled to coverage from the Danish social security schemes unless otherwise stipulated in the legislation of Denmark. Therefore, it is vital that staff posted to Diplomatic Missions or International Organisations and their dependent family members, who hold a residence permit issued by the Protocol Department, are sufficiently covered by other means, either through their employer or via private insurances.

Special rules apply to persons from EU/EEA countries and Switzerland, cf. Article 11 of Regulation (EC) No 883/2004 of 29 April 2004 on the coordination of social security systems.

25.2. Work Accident Insurance

Pursuant to the Work Accident Insurance Act (in Danish: Arbejdsskadesikringsloven), all employers in Denmark, including Diplomatic Missions and International Organisations, are liable to take out accident insurance for persons in their employment unless other exemption based on EU regulations or bilateral agreements.

25.3. Holiday with Pay

According to the Holidays Act (in Danish: Ferieloven), employees in the public or private sectors including Diplomatic Missions and International Organisations in Denmark are entitled to annual holiday leave with holiday allowance. The normal holiday amounts to 25 working days. Further, there are special holidays (in Danish: Særlige feriedage) amounting to 5 days a year. The annual holiday amounts to 30 days a year.

In general, employees accrue 12.5% of their salary in holiday allowance. This complies with 2.08 days of holiday for every month of employment.

If the employment is shorter than one month or if there are days during a month that the employees do not accrue entitlement to holiday, they accrue is 0.07 days of holiday for each day of employment.

For more information on the Danish Holiday Act (LBK nr 230 af 12/02/2021, Bekendtgørelse af lov om ferie), see [Ny ferielov i Danmark \(bm.dk\)](#), or visit [lifeinddenmark.dk](#).

25.4. Labour Market Supplementary Pensions Scheme (ATP)

25.4.1. General Information on the Labour Market Supplementary Pensions Scheme (ATP)

The ATP scheme is part of the Danish social security scheme and 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 contribution per employee (over the age of 16 years) 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 67 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
Tel: +45 35 29 10 00
e-mail: erst@erst.dk

Embassies included in the ATP Scheme should also pay to the Labour Market Occupational Diseases Fund (AES) and the Danish Labour Market Fund for Posted Workers (AFU). Payments are made through “Samlet Betaling”.

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

ATP
Kongens Vænge 8
3400 Hillerød
Tel.: +45 70 11 12 01
Web: www.virk.dk

You may contact ATP on www.virk.dk/atp.

25.4.2. 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 live in Denmark or in another Nordic Country.

If the locally recruited staff are nationals of a country – with which Denmark has entered into a bilateral agreement on social security, it will depend on the bilateral agreement whether they must be included in the ATP Pension Scheme.¹

Unless otherwise stipulated in the international obligations, contributions shall not be paid for foreign locally recruited staff members if the employment is short-term – which means a maximum duration of 6 months or, if the employment is for educational purposes, a maximum of 18 months.²

25.4.3. Locally Recruited Staff of International Organisations

Locally recruited staff of International Organisations, who are (a) nationals or permanent residents of Denmark and taxable to Denmark, (b) who are engaged as consultants, individual contractors or with similar arrangements, and (c) who are considered neither “staff members”, “Officials” nor “Other United Nations Personnel” 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 may be addressed to the Protocol Department.

25.4.4. Samlet Betaling

Employers in Denmark that pay ATP contributions must also pay permanent contributions to a number of statutory schemes. This applies to Embassies and International Organisations with employees included in

¹ The bilateral agreements on social security is to be found [here](#).

² See § 6 in [BEK nr. 1621 af 12/12/2023](#)

the Labour Market Supplementary Pensions Scheme (ATP). The contributions to be paid to Samlet Betaling cover the following schemes:

- LFM - Lønmodtagernes Feriemidler.
- AFU - Arbejdsmarkedets til Fond for Udstationerede.
- AES - Arbejdsskadesikring.
- FerieKonto Adm. - FerieKonto Administration.

The contributions are invoiced by the joint collection unit called Samlet Betaling. Contributions to Samlet Betaling are calculated based on your reporting of ATP contributions in eIndkomst.

The joint collection unit Samlet Betaling now also invoices ATP contributions. The Payment deadlines for ATP contributions follow the payment deadlines for Samlet Betaling.

Specific questions concerning Samlet Betaling may be addressed to:

Samlet Betaling
Kongens Vænge 8
3400 Hillerød
Tel.: +45 70 11 12 77
Web: www.virk.dk

You may also contact Samlet Betaling on www.virk.dk/vejledning/samlet-betaling

You can read more about Samlet Betaling:

[Introduction - Samlet Betaling | Business in Denmark \(virk.dk\)](#)

25.4.5. General Information on the Employers Education Contribution (AUB)

AUB (Arbejdsgivernes Uddannelsesbidrag) is an employer's reimbursement system. This system ensures a high professional level on the labor market when educating trainees. The purpose of AUB is to provide work placements within the vocational educations.

According to the Danish legislation, the AUB is to be considered a tax. Thus, in compliance with Article 23 of the VCDR, Diplomatic Missions accredited to Denmark are exempt from paying contributions to AUB. International Organisations and Other Mission's resident in Copenhagen may similarly be exempt from paying contributions to AUB.

The AUB is a system whereby employers are levied a fee, the purpose of which is to provide work placements for trainees within the Danish vocational educations. The AUB is regulated in the Danish AUB Act (Bekendtgørelse af lov om Arbejdsgivernes Uddannelsesbidrag, LBK nr 1401 af 11/10/2022).

For further information see: [Introduction - Arbejdsgivernes Uddannelsesbidrag \(AUB\) | Business in Denmark \(virk.dk\)](#).

26. Security and contingency

26.1. Security, vandalism

The Danish Security and Intelligence Service (in Danish: Politiets Efterretningstjeneste/PET) is in charge of coordinating all security assignments, including official visits by Heads of State and other dignitaries, protection of Diplomatic Missions and International Organisations in Copenhagen and their staff residing in Denmark, including personal protection. Each Diplomatic Mission and International Organisation is assigned a PET Contact Officer as first point of contact on matters of security.

All security requests and requests concerning security assignments by the police should be directed to PET using the following contact information: Phone: +45 38 27 88 88 (24-hour service), e-mail: gamma@pet.dk.

Should the premises of a Mission be damaged due to politically related vandalism, the Protocol Department will, based on proper documentation (see below), pay for the necessary repairs in accordance with the VCDR. All incidents of vandalism should be reported to the local police and to the Protocol Department.

Minor damage caused by vandalism 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 requested to obtain two quotes from two different contractors regarding any repairs, and send these along with photos of the damage and a request for reimbursement of the cost of the repair work to the Protocol Department. The Protocol Department will upon the receipt of documentation decide on the degree of coverage to be paid by MFA, and which one of the two quotes may be selected.

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

26.2. Emergency Management, contingency and air shelters

The [Danish Emergency Management Agency](#) (DEMA, in Danish: Beredskabsstyrelsen, BRS), the [Danish National Police](#) (in Danish: Rigspolitiet), the municipal fire and rescue services, and health authorities are the central Danish authorities in relation to major accidents, emergencies or disasters occurring in Denmark.

The Emergency Management Act (in Danish: Beredskabsloven) does not require Embassies to create or submit preparedness/contingency plans to the Danish authorities. DEMA does however strongly encourage Embassies to consider which types of incidents are most likely to affect the Embassy's consular services and/or everyday functions. Based on these considerations, Embassies may create plans on how to handle such incidents. To start this process, DEMA recommends referring to the current National Risk Profile, which can be found at www.brs.dk.

In the event of a major accident or a disaster, the police may decide to use the nationwide [sirens](#). As of 2023, a new mobile siren system ("S!RENEN") will be activated through mobile phones, please read more below. Simultaneously with the siren-systems, an emergency message will be broadcasted by the two national TV stations, DR and TV2. The sirens are able to alert the entire population in one operation. When hearing the sirens (low to high tone), go inside, shut all windows and doors and tune into DR or TV2 (television, radio, web or app). If possible make sure that all bystanders have understood the warning signal and respond accordingly.

DR and TV2 will inform the public of the situation, relaying instructions of what to do. These messages originate from the police or other Danish authorities. DEMA's and the police's social media platforms may also be used for communication to the public. Use caution and consideration when consulting other sources for information.

The sirens will signal an all-clear when the danger has passed (with a continuous tone for 45 sec). Please consult the link above on sirens for detailed tone explanations.

The siren warning system may also be used regionally or locally, whereby the police will activate the sirens individually to warn specific areas. Persons who are hearing impaired may subscribe to the warning system through DEMA to receive text message warnings. Since 1994, an annual sounding of the siren warning system takes place on the first Wednesday in May at noon. All sirens are tested every night (without sound). To supplement this system, the Danish authorities have recently created [S!RENEN](#): a new mobile-based public warning system that allows the authorities to transmit a distinct warning signal directly to mobile phones that are in the vicinity of danger. S!RENEN is not an app, but based on 'cell broadcast' technology where a signal is transmitted via phone network masts to specific areas without requiring an internet connection. The system is run by DEMA in cooperation with the National Danish Police. The signal is one-way only, so the authorities do not receive data about recipients' mobile phones and locations.

During crisis or war, the Ministry of Defense can issue instructions to municipalities to make public air raid shelters ready for use. The term "air raid shelter" covers all types of rooms with reinforced construction that serve to protect the population from air attacks. Public air raid shelters are located throughout the country and administered, maintained, and run by the municipalities. The construction of private air raid shelters in new buildings is decided by the relevant municipality. The Danish authorities do not at present regulate private construction of air raid shelters in existing private buildings/lands as long as the construction is compliant with the Law on Construction (LBK nr 1178 af 23/09/2016, in Danish).

DEMA estimates that there is room for almost 4 million individuals in the current air raid shelters dotted throughout the country. This does not take into account the metro stations, sub terrain garages and other sub terrain buildings with concrete walls and roofs. For questions regarding location of air raid shelters, please contact the relevant municipality directly.

In case of a nuclear accident far from Denmark, an air raid shelter offers no increased protection against radiation other than what closing doors, windows and ventilation systems in an ordinary building will provide.

27. Employment for Spouses/partners and Children obtaining Employment while in Denmark

Pursuant to § 24 of Executive Order on Aliens right to access to Denmark (1206 of 23/08/2022), spouses/partners and children of persons with a residence permit from the Protocol Department do not need

a work permit in order to work in Denmark, irrespective of their nationality. For easy reference, the words “Friholdt for Arbejdstilladelse”, indicating that the holder is exempt from a work permit, is printed on the residence permit cards, which can be shown to possible employers.

Working spouses/partners and children will be liable to pay income tax on their salary, cf. VCDR Art. 34(d).

It is the duty of all persons enjoying privileges and immunities to respect the laws and regulations of Denmark. In case of serious criminal acts, the MFA will ask the sending State or the International Organisation to waive the immunity of privileged persons involved in such activities. 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 should inform the Protocol Department of spouses/partners or children working in Denmark.

28. Education

28.1. Schools and Kindergartens

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

Pre-school, primary and lower secondary education is also offered by private schools of which there are some 400 throughout the country. The Danish state covers a significant part (up to 80-85 per cent) of the expenditures, while the parents pay the remaining part (fees vary between the different schools and grades). Administrative CPR-holders also benefit from the state contribution to private schools.

For more information on the Danish educational system, see: [Frontpage | Ministry of Children and Education \(uvm.dk\)](#)

In the public school system, children of staff posted to Diplomatic Missions or International Organisations are normally accorded the same conditions (free tuition) as Danish children. However, the municipalities are not obliged to offer free tuition to children of posted/internationally recruited staff of Diplomatic Missions or International Organisations who are from countries other than the EU, EEA and Switzerland. It is up to the individual school to assess whether they have the capacity to accept children of non-EU/EEA/Swiss nationals. Some municipalities might also charge a certain amount for some services, such as remedial and special needs education.

28.1.1. Schools and kindergartens teaching in foreign languages

There are several schools and kindergartens with international curricula, teaching in foreign languages, and/or offering the International Baccalaureate (IB) in the Copenhagen area.

Copenhagen Municipality

To apply for a day-care centre or public school for a child in Copenhagen municipality, send an e-mail to the municipality to join the waiting list. The e-mail should contain the name of the parent(s), address and contact information, as well as the child’s name, CPR-number, birthday and start date. It is possible to request a

specific day-care centre or school. The Municipality will afterwards contact the parent(s) once there is a vacancy.

The e-mail to be used for day-care centres in Copenhagen is: Pladsanvisningen@kk.dk – please find further information about day-care centres in Copenhagen [here](#).

The e-mail to be used for schools in Copenhagen is: Skoleindskrivning@gentofte.dk – please find further information about schools in Copenhagen [here](#).

Gentofte Municipality

To apply for day-care centre or public school for a child in Gentofte municipality, send an e-mail to the municipality to join the waiting list. The e-mail should contain the name of the parent(s), address and contact information, as well as the child's name, CPR-number, birthday and start date. It is possible to request a specific day-care centre or school. The Municipality will afterwards contact the parent(s) once there is a vacancy.

The e-mail to be used for day-care centres in Gentofte is: Pladsanvisningen@gentofte.dk – please find further information about day-care centres in Gentofte [here](#).

The e-mail to be used for schools in Gentofte is: Skoleindskrivning@gentofte.dk – please find further information about schools in Gentofte [here](#).

List of private schools and kindergartens teaching in foreign languages

The Protocol Department has knowledge of the following private schools and kindergartens (in alphabetic order). For more information, please visit the individual school's homepage:

In Copenhagen Municipality:

- Amager's International School, Engvej 141, 2300 København S, Tel.: +45 32587242, Fax: +45 32847242, Web: www.a-i-s.dk
- Bjørn's International School, Gartnerivej 5, 2100 København Ø, Tel.: +45 39292937, Fax: +45 3918 3842, Web: www.b-i-s.dk, e-mail: kontoret@b-i-s.dk
- Copenhagen City School (English/Danish), Gl. Kongevej 15C, 1610 Copenhagen V., Tel.: +45 3325 2248, Fax: +45 33252249, Web: <http://cityschool.skoleporten.dk/sp>, e-mail: info@cityschool.dk
- Copenhagen International School, Levantkaj 4-14, 2150 København Ø, Tel.: + 45 39463300, Fax: +45 39612230, Web: www.copenhageninternational.school, e-mail: info@cis.dk
- European School Copenhagen, Blommehaven 10, 2500 Valby, Tel: 6136 5619, Web: www.europaskolen.sag.dk, e-mail: admin@escph.kk.dk
- Institut Sankt Joseph (Danish/English), Dag Hammerskjolds Alle 17, 2100 København Ø, Tel: 3538 4735, Web: www.sanktjoseph.dk, e-mail: isj@sanktjoseph.dk
- Montessori International Preschool Frederiksberg, Maglekildevej 8, 1853 Frederiksberg C, Tel.: +45 35114911, Web: www.montessoripreschool.dk, e-mail: frederiksberg@montessoripreschool.dk

- Montessori International Preschool Valby, Søndermarksvej 13, 2500 Valby, Tel: +45 3511 4911, Web: <http://montessoripreschool.dk>, e-mail: info@montessoripreschool.dk,
- Prins Henriks Skole (French), Frederiksberg Allé 22A, 1820 Frederiksberg C, Tel.: 33550064, Fax: 33212380, Web: www.lfph.dk, e-mail: info@lfph.dk
- Puljebørnehaven på Nørrebro (Kindergarten) (Arabic/Somali), Rådmandsgade 58, 2200 København N., Tel.: +45 35852735, Web: www.boernehaven-sanna.dk
- Sankt Petri Skole (German), Larslejstræde 5, 1451 København K, Tel.: 3313 0462, Fax: 3314 2462, Web: www.sanktpetriskole.dk, e-mail: kontor@adm.sanktpetriskole.dk

In Gentofte Municipality:

- Bernadotteskolen, Hellerupvej 11, 2900 Hellerup, Tel.: +45 39621215, Web: <https://bernadotteskolen.dk>, e-mail (English section): tlh@bernadotteskolen.dk
- Hellerup Montessori Kindergarten, Rygaards Allé 57, 2900 Hellerup, Tel.: 39 62 40 43, Web: <http://www.hellerupmontessori.dk>, (Only for children residing in the municipality of Gentofte)
- International School of Hellerup, Rygaards Allé 131, 2900 Hellerup, Tel: 70206368, Web: <http://ish.dk/>, e-mail: admissions@ish.dk, info@ish.dk
- Rygaards Skole (Catholic), International Department, Bernstorffsvej 54, 2900 Hellerup, Tel.: +45 39621053, Fax: +45 39621081, Web: www.rygaards.com, e-mail: admin@rygaards.com

In Roskilde Municipality:

- Skt. Josef's International School, Frederiksborgvej 10, 4000 Roskilde, Tel.: +45 4635 2526, Web: <https://sktjosef.com/> Ms Rikke Holm, Admissions, Tel.: +45 4630 4605

28.1.2. Access to the Aula communications platform

Aula is a website and application, which is meant to facilitate the communication between parents and their children's day-care centres and schools. The aim of using Aula is to strengthen and reinforce cooperation between the home, staff and the children. Aula will show all the essential information about the child in the day-care centre or school. The platform also enables establishing contact with other children's parents, as well as signing up for events or meetings at the day-care centre or school.

Access to Aula requires 1) NemID or MitID, and 2) that the parent is linked to the children in the CPR-register, see section 14. and 15. respectively.

Aula can be accessed via browser or through the Aula application in the AppStore or Google Play. For more information on Aula and how to use it, see: [Aula – Hjælp til brug af Aula \(aulainfo.dk\)](#) and [Aula-forældrefolder-Gladsaxe-engelsk.pdf \(aulainfo.dk\)](#) (in English)

28.2. Upper Secondary Education

After having completed ten years of basic education children may be admitted to a general or a vocational (commercial and technical) upper secondary education. To be admitted to general upper secondary (in Danish: 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. For more information, see [Ansøgning til ungdomsuddannelse fra 9. klasse | UddannelsesGuiden \(ug.dk\)](#)

28.3. International Baccalaureate (IB)

The Protocol Department has knowledge of the following schools offering an International Baccalaureate:

- Birkerød Gymnasium og HF (partly boarding school) Søndervangen 56, 3460 Birkerød, Tel.: 45 16 82 20, Fax: 45 82 02 57, Web: www.birke-gym.dk , e-mail: mail@birke-gym.dk
- Copenhagen International School, Levantkaj 4-14, 2150 Nordhavn (Copenhagen), Tel.: 39 46 33 00, Fax: 39 61 22 30, Web: www.cis.dk, e-mail: cis@cis.dk
- Herlufsholm Skole og Gods (partly boarding school), Herlufsholm Allé 170, 4700 Næstved, Tel.: +45 5575 3500, Fax: +45 5575 3514, Web: www.herlufsholm.dk, e-mail: rektorkontor@herlufsholm.dk
- Nørre Gymnasium, Mørkhøjvej 78, 2700 Brønshøj (Copenhagen), Tel.: +45 4494 2722 Fax: +45 4494 2669, Web: www.norreg.dk, e-mail: nq@norreg.dk

For more information about school and education, see: <https://lifeindenmark.borger.dk/school-and-education>

28.4. Higher Education (Master's, Bachelor's or Academy Profession Degrees)

Danish higher education institutions offer more than 600 English taught study programmes. For information on higher education in Denmark, see the website of the Danish Agency for Higher Education and Science: [Study in Denmark](#)

28.5. Danish Language Courses

Please note that if a person has a residence permit through SIRI and have recently moved to Denmark, this person may be eligible for a Danish language education programme offered free of charge by the local municipality, cf. the Act on Danish Education for Adult Foreigners (LBK nr 2018 af 11/12/2020).

If the person is eligible, this person will receive a referral letter once registered as resident in the municipality, which allows the person to begin a Danish course at a local language centre.

29. Summer Pass

A residence permit card valid for a maximum of four months within the period from either May to September (Northern Hemisphere) or from November to February (Southern Hemisphere) may be issued to unmarried children of staff members of Diplomatic Missions or personnel of International Organisations based in Denmark when the children wish to reside in Denmark during their summer holiday from a school or university outside of Denmark ('Summer Pass').

The possibility of obtaining a Summer Pass is an additional privilege. The application for a Summer Pass must meet certain conditions and the MFA will review the application before granting a Summer Pass.

If granted a Summer Pass, the child will hold a residence permit without diplomatic immunity or privileges, issued by the MFA, Protocol Department and will receive a Danish administrative CPR number.

Application and conditions:

The unmarried child must be under the age of 27 and must be a child of staff members of a Diplomatic Mission or personnel of International Organisation who holds a residence permit issued by the MFA, Protocol Department. A Summer Pass can only be issued once per year per child.

For the application, the MFA requires the following:

- Registration form no. 7 ([available on the website of MFA, Protocol Department](#))
- Diplomatic note, indicating the date of arrival in and departure from Denmark (max. 4 months)
- Copy of (diplomatic or national) passport
- Documentation of enrolment in a school or university outside of Denmark
- Documentation of the duration of the summer holiday at the school or university outside of Denmark

The documents must be in English or French.

Other documents, i.e. birth certificate of children, statement of consent from the other parent if the child is under the age of 18, and both parents are not living in Denmark, documentation of adoption, etc. should be included where relevant.

We advise that the application is submitted well in advance of the planned departure for Denmark, as the processing time for applications for residence permits is up to two (2) months. The application must be sent electronically (PDF-format) via e-mail to: provis@um.dk. All documents must be of good quality and in colour. The copy of the passports must be sent in a separate PDF-file.

Non-EU/EEA/Swiss citizens will also need to obtain a national D-visa prior to entry into Denmark following the normal procedure as described in chapter 5.1 (Diplomatic Missions) or 9.1 (International Organisations). This also applies to non-EU/EEA/Swiss citizens, who for shorter stays would be visa-free.

Departure:

Besides the required personal information, the card will indicate the date of the student's arrival in and departure from Denmark. After the departure date, the residence permit card is no longer valid and the Diplomatic Mission or International Organisation must, before the child's departure, return the card to the MFA, Protocol Department.

To facilitate the departure from Denmark of non-EU/EEA/Swiss citizens who require a visa, these must have an **exit stamp** inserted in their passport. The passport must be handed in to the Protocol Department during opening hours (please see [The Protocol Department \(um.dk\)](#) for current opening hours) together with the residence card. While the child or his/her representative is waiting at the Protocol Department, an exit stamp will be inserted into the passport, allowing the child to leave the country in due time. It is important that the child flies directly out of the Schengen area without a stopover in another Schengen country.

The student's stay in Denmark while holding a valid Summer Pass is not included in the maximum of 90 days in any 180-day period that you are allowed to stay in Denmark or the other Schengen countries on a visa or as a visa-free. A visa-free student, whose Summer Pass has expired, can immediately thereafter stay in Denmark for up to 90 days within a period of 180 days as visa-free. Students who require a visa must exit Denmark before the Summer Pass expires, but are allowed to submit an application for a visa in another country (please see [New to Denmark.dk](#) for more information).

30. Copenhagen Airport, Kastrup

30.1. Access to the Airport

Staff holding a resident permit card or ID-card issued by the Protocol Department with the personnel category specified as "Diplomat" or "Administrative and Technical Staff" at Diplomatic Missions or "Official (diplomat)" or "Other United Nations Personnel (diplomat)" in an International Organisation, may enter the transit and luggage area of Copenhagen Airport, Kastrup, for **work-related purposes** to meet or to see off passengers. Only employees of the Embassy have access with their residence permit card, not dependent family members. If a dependent family member has a need for access to the airport without travelling her-/himself, it is possible to pay for escort services at the airport, e.g. by hiring an escort from a resident temping agency, see [Artikel - CPH Now \(service-now.com\)](#).

Please make sure to always to use the CPH Express Fast Track, located at Terminal 3.

The Mission can apply for airport passes directly from the airport for other employees than the ones listed above. This process requires registration of the Mission as a company in the airport database and the employee must be security cleared and pass an online test. There is no maximum number and the passes are issued free of charge. The passes are intended for employees who regularly need access to the airport (around 20 times per year) to meet or see off passengers for work related purposes. If the card is not used for a period of 3 months, the Mission will receive a 'warning email' following which DKK 660 (ex VAT) will be charged. The Mission should appoint a person responsible for airport passes, and this person should handle the applications for airport passes.

For more information, please contact the ID card office of the airport:

ID card office

Location:

Vestvej 2 (at the western exit of Terminal 2)
2770 Kastrup

Phone: + 45 32 31 23 17
E-mail: ldkortkontoret@cph.dk
Website: <https://www.cph.dk/en/id-card-office>

Phone hours:
Monday-Thursday: 8:30-11:00
Friday: 9:30-11:00

Security checks:

Please be advised that submitting to security screening at the airport applies to everyone, including diplomats and other posted staff members. According to common international standard, security screening is not considered as being contrary to the regulations on diplomatic inviolability under the Vienna Convention on Diplomatic Relations (Article 36 in particular).

30.2. Royal Lounge

The Danish Royal Family is given priority with regards to using the Royal Lounge in the airport. Diplomatic Missions may request use of the Royal Lounge, provided that the Royal Lounge is available, in connection with the arrival, departure or transit of:

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

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

Any catering services in the Royal Lounge must be arranged by e-mail: VIP@CPH.dk.

Copenhagen Airports CPH requires a VIP charge covering certain expenses (VIP administration, marshalling of cars, cleaning, etc.).

30.3. Parking at the Airport

CD cars as well as CC, ministerial and police cars may be parked for up to 75 minutes at the CD parking (free of charge) at the five westernmost parking space in Lane 2 at Terminal 3, referred to as P-8. Please be aware that the five easternmost parking spaces are reserved for Danish registered limousines only, and cannot be used by CD, CC etc. vehicles. Parking in these spaces will result in a parking control fee. English information signs regarding the specific parking rules are mounted at the designated parking spaces. For parking up to max. 4 hours in the car park buildings/areas, each Mission may obtain one personnel card (in Danish: Personalekort) free of charge from:

VIP coordinator
Tel.: +45 2228 7065
Email: VIP@cph.dk

Additional cards may be purchased at:

Lufthavnspareringen
Københavns Lufthavne A/S
2770 Kastrup
Tel.: +45 3252 8300
Web: www.cph.dk

CPH Parking
Københavns Lufthavne A/S
2770 Kastrup
Tel: +45 32 31 32 31
E-mail: casper.rasmussen@CPH.dk

When parking for more than 4 hours at the airport, the parking must be paid according to the general rules of parking at the airport.

30.4. Restrictions on cash when travelling to or from Denmark

Please observe that Diplomatic Agents and other privileged persons are subject to the same restrictions as Danish citizens concerning the amount of cash to be carried when travelling to or from Denmark. According to Danish legislation, cash amounts of more than EUR 10,000 or DKK 75,000 must be declared to the Danish Tax Authorities (SKAT) before traveling. More information may be found: [Are you travelling with large amounts of valuables? - Skat.dk](#)

30.5. Travel to the Faroe Islands and Greenland

When travelling to the Faroe Islands and/or Greenland on duty, all members of Diplomatic Missions and other Missions as well as all staff members and persons assigned to the Offices of International Organisations, are obliged to observe the procedures below:

Notification of the Protocol Department

According to the Constitution of the Realm of Denmark, the Danish Government and the Folketing have the responsibility for the foreign policy of the Kingdom of Denmark. Adhering to this, all Diplomatic Missions and International Organisations must notify the Protocol Department of any planned visits by their staff to the Faroe Islands and Greenland by verbal note minimum three (3) weeks in advance of the planned visits (except purely private visits). The verbal note must state the destination, duration and purpose of the visit and is subsequently shared with the Faroese and Greenlandic governments.

Please note that the rule of notification by verbal note applies not only for members of the Missions and staff of International Organisations residing in Copenhagen, but also for members of staff from the Mission's sending State or members of staff from the International Organisation's headquarters. This rule applies to all persons, visa-free and visa-required alike.

Visa

Members of Diplomatic Missions and other Missions from states whose citizens may enter Denmark without

a visa, may also travel to the Faroe Islands and Greenland without a special visa. Likewise, personnel from International Organisations must adhere to Danish visa regulations depending on their citizenship.

Members of Diplomatic Missions and other Missions as well as personnel from International Organisations from States whose citizens need a visa to enter Denmark, must obtain a special visa for travel to the Faroe Islands and Greenland. This special visa will be issued by the Ministry of Foreign Affairs, the Protocol Department, based on a verbal note by the Mission or International Organisation in question. You can find an updated list of countries with visa-requiring and visa-free countries here: [New to Denmark \(nyidanmark.dk\)](http://nyidanmark.dk)

31. Miscellaneous – Life in Denmark

This chapter treats various themes regarding life in Denmark from banking, libraries and parking regulations, as well as other relevant knowledge. Please consult the relevant Danish authority for more information or updates to relevant regulations or procedures.

31.1. Parking

31.1.1. Parking in Central Copenhagen and the “Bridge Districts”

Public parking is available across Copenhagen, either by payment, or complying with time restrictions in some areas of the city. Please consult all relevant parking signs.

Central Copenhagen is divided into tariff zones and time restricted zones. The further one parks away from the city centre, the cheaper it is to park one’s car. Parking is free during weekends from Saturday at 5 pm until Monday at 8 am as well as on public holidays. Outside the pay zone, parking is free, but there may be time restrictions. Always check the signs in the street, as they will state the precise rules in force at the given location.

The parking rules in Copenhagen are described in detail on the website on parking of the City of Copenhagen, see: [Public parking in Copenhagen | International.kk.dk](http://International.kk.dk). Here a Mini Parking Guide may also be downloaded, available in both English and German.

The payment system is digitalized and operates without the use of physical parking tickets.

There are different ways to pay for parking:

- Card: Use the pay stations placed on the streets. Important: Enter the license plate of the car.
- Mobile payment: Download an app from one of the following providers with parking applications that can be used in the City of Copenhagen:
 - www.easypark.dk
 - www.parkpark.dk
 - www.parkman.dk
 - www.joinplot.dk
 - www.apcoaflow.dk
- Time interval cards: Buy a time interval card that is valid for a minimum of 5 weekdays (minimum 1 day for business use) at [Parkering i København | Hjemmeside \(kk.dk\)](http://Parkering i København | Hjemmeside (kk.dk))

- Residential or commercial parking licence: Missions located in the City of Copenhagen can apply for commercial parking permits, allowing parking of Missions' vehicles in public parking spaces in proximity to the Missions' addresses. The fees for the commercial parking permit can be found on [Parkering i København | Erhvervslicens \(kk.dk\)](#)

If a person lives in the Park and Pay area, this person can apply for a residential parking permit, which allows for parking in public parking spaces in the neighbourhood at a reduced price. The fees for the residential parking permit can be found on: [Parkering i København | Residential permit \(kk.dk\)](#)

It will be possible for posted staff with an administrative CPR number – provided that the car is registered with a c/o address at the Mission – to choose to apply for a parking permit for their private car to be valid for parking in proximity to the Mission, rather than their residential address. In special circumstances, it may be possible to obtain a parking permit for both the Mission's and the residential address.

To apply for a commercial or a residential parking permit as a Mission or a privileged person, use the link: [Parkering i København | Hjemmeside \(kk.dk\)](#) or contact:

Borgerservice
 Nyropsgade 7
 1602 Copenhagen V
 Tel.: +45 70 80 80 90

Please note penalty parking fines levied for illegal parking must be paid, also for diplomatic vehicles, whether issued by the municipality of Copenhagen ("Center for Parkering"), the police, or private companies, such as Europark and Cityparkering. Having a parking permit does not exempt Missions and staff from complying with any local parking restrictions in places where there are special signs indicating limits or other parking restrictions. The Protocol Department is informed on a regular basis about details on privileged persons' unpaid penalty parking fees. If not paid, the Protocol Department will take appropriate measures against relevant persons and/or Missions.

Remember always to use the parking disc for time-restricted parking. When parked, 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.

Please note that the municipality of Frederiksberg is not a part of the City of Copenhagen and different parking rules and prices apply, please see [here](#).

31.1.2. Reserved Parking at Diplomatic Missions

A Diplomatic Mission can be granted with one or two reserved parking spaces in front of either their Chancery or Residence, if conditions allow. Please contact the relevant municipality (Copenhagen Municipality: parkering@kk.dk - Gentofte Municipality: parkering@gentofte.dk) for more information. Some Diplomatic Missions may for historical or security reasons have been allocated more than two reserved parking spaces.

The reserved parking spaces 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. In case of unauthorised parking in reserved parking spaces, the Diplomatic Mission should contact the Copenhagen Parking Centre by phone:

+45 70 80 80 95, or for Gentofte: North Zealand Police Department by phone on 114, and a parking attendant of the district will seek to issue a parking fine.

All motor vehicles – both vehicles belonging to the mission and vehicles with business at the mission – must comply with the relevant parking regulations, and pay the penalty parking fees if the reserved parking space is located within a pay zone, and no valid parking permit is presented for the specific area.

31.1.3. Parking at the Ministry of Foreign Affairs

In the vicinity of MFA, there is a limited number of parking spaces available. These fall under the City of Copenhagen's Parking regulations and have a time limit of 60 minutes.

The Protocol Department has received two parking permits that diplomats can borrow on request when attending meetings in the Protocol Department. The card should be placed visibly in the vehicle wind screen and returned to the Protocol Department on departure.

Parking in front of the government conference centre Eigtveds Pakhus is generally prohibited. However, the conference centre has received a number of parking permits for the use of guests invited by the MFA. The permits can be obtained from the reception at the conference centre. Please note that the permits are only valid for one (1) day. If a meeting or conference lasts for more than one (1) day, a new permit must be obtained from the reception daily. In case of special events, the prohibition may be waived.

The area is public property, and vehicles illegally parked are subject to parking control fees.

31.2. Driving in low emission zones (LEZs) in the larger cities

In an effort to improve air quality and reduce particulate pollution, Denmark has established low emission zones (LEZs) in the larger cities: Copenhagen, Frederiksberg, Odense, Aarhus and Aalborg. These zones are governed by the Danish Environmental Protection Act (LBK nr 48 af 12/01/2024).

The low emission zone requirements apply to both Danish and foreign vehicles, and means that diesel-powered passenger cars, vans, lorries and buses need to meet the date requirement, have a particulate filter or meet the Euro standard requirement to be allowed to be used within the LEZs. Passenger cars and vans must be at least Euro 5 or have a particulate filter fitted and lorries and buses must be at least Euro VI or have a particulate filter fitted.

The LEZs are controlled using stationary and mobile cameras with automatic license plate recognition technology at various control points in the LEZs.

The Danish Environmental Protection Act has established conditional strict liability for the owner (or registered user) of a vehicle and can be charged a fixed-penalty notice, if the vehicle is used illegally in a LEZ. If another person admits to being the driver of the vehicle at the time of the violation, or the vehicle was in the unauthorized possession of another person, e.g. in case of theft, the owner (user) is not liable for the offense.

More information about the Danish low emission zones, see: [Miljøzoner EN \(miljoezoner.dk\)](https://miljoezoner.dk)

31.3. Banking

When establishing a customer relationship with a Danish bank, all Diplomatic Missions, International Organisations, and their employees (diplomatic and non-diplomatic) must be prepared to answer “Know Your Customer” (KYC) related questions to ensure transparency in accordance with existing rules and regulations.

Questions may include personal and sensitive information, and are expected to include review of previous transactions and expected transactions. The questions follow standard practice and are asked, as most employees in Diplomatic Missions or International Organisations are politically exposed.

Similar procedures are applied to politically exposed Danish citizens, such as Danish ambassadors, or Danish citizens who are politically exposed persons. These procedures derive from the Danish legislation regarding the prevention of money laundering and terrorism financing (the Money Laundering Act, LBK no. 316 from 11/03/2022). They are in place to ensure that politically exposed persons are not subject to, or risk being subject to, receiving bribe or having other illegal financial dependency relations. The Money Laundering Act requires Danish financial institutions to know their customers and fully understand their usage of the banking service.

All Danish banks are subject to the Danish the Money Laundering Act, as well as to the regulation in the Financial Institutions Act (the Money Laundering Act implements EU Directive 2015/849 of the European Parliament and of the Council of 20 May 2015) on the prevention of the use of the financial system for the purposes of money laundering or terrorist financing, and the Danish banks therefore apply similar standards and procedures as financial institutions in other EU States.

Given the sensitive and sometimes personal nature of the information required, all businesses in the EU, including banks, are obligated by the General Data Protection Regulation to protect all personal data (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 – General Data Protection Regulation).

Whilst the questions to some may seem unnecessary or even invading one’s privacy, they are required by the Danish legislative framework, which largely relies on EU regulations, and is similar to that found in other EU countries.

Important: Upon final departure from Denmark, please note that bank accounts are automatically closed three (3) months after the date of final departure, so make sure that all financial transactions (rent, telephone bills etc.) are settled by that time, or that the relevant entities are given substantial information about a new bank account and contact details.

31.3.1. MobilePay

The private company behind MobilePay is unfortunately not providing services to holders of the administrative CPR-number. It is unlikely that the company will change its policy in this regard any time soon, however, the Protocol Department is regularly in contact with the Company to see if they may change their policy in the future.

31.4. Real Property

31.4.1. Permissions to acquire Real Property

If foreign Missions or privileged persons wish to acquire real property in Denmark, permission must be obtained from the Department of Civil Affairs under the Ministry of Justice:

Department of Civil Affairs
Toldboden 2, 2nd floor
8800 Viborg
Tel.: +45 3392 3334
Email: civilstyrelsen@civilstyrelsen.dk

This also applies to condominiums and co-housing flats. When applying for permission, please include an official note (acquired from the Protocol Department upon request) stating the date of arrival in Denmark. The Department of Civil Affairs is legally obliged to regularly check if the real property is occupied year-round. For Danish citizens and other residents with an ordinary CPR, the department can check their address in the CPR-register. This is however not possible for persons with administrative CPR-numbers, so expect – and kindly answer – an approximate yearly inquiry (phone or mail) from the department.

Privileged persons, who are EU or Nordic citizens, are not required to obtain permission if the real estate/property is meant for year-round occupancy (derived from the legislation on acquisition of real property by EU citizens or companies, [BEK no 764 from 18/09/1995](#)). However, EU or Nordic citizens must submit a declaration attesting their citizenship upon registration of the property with the Register of Mortgages. In case of doubt, please contact the Department of Civil Affairs.

Upon Acquisition, the property should be registered with the Register of Mortgages (in Danish: [Tinglysningsretten](#)) as soon as possible, and no later than six (6) months from the date of conveyance. For non-EU/Nordic persons, the permission from the Ministry of Justice must be submitted to the Register of Mortgages when registering the deed. No permission is needed when selling real property.

In addition to the permission from the Department of Civil Affairs, permission to use an existing building whether owned or rented/leased for office purposes needs to be obtained from local authorities (municipalities).

31.4.2. Local and National Regulations regarding Building Projects

Before initiating a building project or repurposing an already existing building, it must first be examined whether the local area of the Mission is regulated by local municipal planning/zoning regulations or a district plan. The district plans encompass provisions of what a given building may be used for, the extent to which it is allowed to build on the plot or estate, architectural requirements for the appearance of a given building, and which types of buildings and enterprises are allowed to be located on the plot/estate.

In case of questions regarding municipal planning regulations or a district plan, please contact the relevant municipality.

If no such district plan or municipal planning regulation pertain to the local area, follow the provisions issued respectively by the Planning Division of the local municipality as stipulated in the Act on Planning (in Danish:

“Planloven” - LBK nr 287 af 16/04/2018), and in the Act on Building (in Danish: “Byggeloven” - LBK nr. 1178 af 23/09/2016).

Municipalities can provide guidance on general and local regulations and ordinances regarding zoning, usages, etc.

31.4.3. 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.: +45 7222 1818
Web: www.skat.dk

31.4.4. Taxation of Real Property

According to the VCDR, Art. 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.

In Denmark, the obligation to pay property tax lays with the owner (the registered owner) of the property, cf. section 29 of the Property Taxation Act. The exemption to pay property tax therefore presupposes that the sending State or the Head of Mission is the owner of the property. If a property is owned by e.g. a real estate company that leases properties for Embassy use, the company may set the price of the rent in such a way, that they will be reimbursed for their expenses, including expenses the company, as the owner of the building, may encounter in relation to property taxes.

31.5. Access to Libraries

There are a large number of public libraries in Denmark that can be used free of charge. Besides books, most libraries offer a vast amount of activities – book groups (also in English), lectures, knitting groups, etc.

To get access to the online services of Danish libraries, register by personally visiting the preferred local library. As there is no residence address connected to an administrative CPR-number, registration will be with a special code. Once registered, the person will have access to the libraries’ digital websites, which among other things include access to ordering books online, reading e-books and logging into ‘Filmstriben’, where you can watch a wide range of movies (English, Danish and a few other languages) free of charge.

31.6. Protection Against Unsolicited Telemarketing

31.6.1. Unsolicited Telemarketing

If a person does not wish to receive any unsolicited telemarketing, contact the service provider and request them to make personal contact information unavailable.

Prohibition against unsolicited inquiries, etc. is legally established in sections 4-6 of the Danish Consumer Contracts Act (only available in Danish).

31.6.2. Free Newspapers and Commercial Magazines

How to avoid receiving free newspapers and commercial magazines in the mailbox:

During the time in Denmark, persons may experience receiving free newspapers, commercial magazines and advertisements in the mailbox. If a person does not wish to receive these, register with FK Distribution A/S, and order a "Nej tak til reklamer" sticker ("No thank you to advertisements") that can be put on the mailbox.

Register and order the sticker via this link: [Tilmeld Nej Tak til Reklamer og ugeaviser](https://fk.dk) (fk.dk) (only in Danish). It is further possible to keep the free newspapers, and only apply for a sticker to avoid the commercial magazines. This is done through the same website.

Once a request is created on the website, an email will be sent to the person's stated email address, which need to be confirmed. It may take up to three (3) weeks until the stickers are received and the registration is final. The stickers will have to be put on the mailbox. It is recommended to contact the FK Distribution A/S if not received within three weeks.

In case of questions, contact FK Distribution A/S via phone: +45 70 10 40 00

For further information, please consult the Danish Marketing Act, section 3 (only available in Danish).

31.6.3. Advertisement Specific for you (Robinson-List)

Companies may in principle send advertising letters with a person's name and address, unless this person has explicitly refused to receive these. To do so, please sign up for the so-called "Robinson list". The Robinson list is a register companies must check before sending out advertisements with name and address, or before calling consumers.

Sign up for the Robinson list on borger.dk or by contacting the CPR register in the local municipality.

If a person and/or a family do not want calls from telemarketers at all, all adults in the household must sign up for the list.

It is free of charge to be on the Robinson list.

The list is updated once a quarter. This means that in practice it can take a while from the time of sign up until the inquiries cease.

For further information on the Robinson list, see section 10(1) of the Danish Marketing Act (only available in Danish).

31.7. Information on Rules and Regulations applicable in Denmark

Danish rules and regulations currently in force in Denmark, can be found on the official webpage entitled [legal information](#) ("[Retsinformation](#)" in Danish). Retsinformation is the official online legal information system of the Danish State. The system contains all acts passed by the Danish parliament (Folketinget), as well as executive orders, circulars etc. issued by the administration (only available in Danish).

Information on rules and regulations discussed in Parliament, as well as live debates in Parliament, may be found on the [Danish parliament's official webpage](#) (only available in Danish).

For information on EU rules and regulations, turn to [EUR-Lex](#). EUR-Lex provides the official and most comprehensive access to EU legal documents. It is available in all of the EU's 24 official languages and is updated daily.

For information on the general rules and visa requirements for foreign nationals, please see the official portal for foreign nationals who wish to visit, live or work in Denmark: [New to Denmark \(nyidanmark.dk\)](#).

31.8. Pets

31.8.1. Dogs

According to the Danish Act on Dogs, the owner of a dog is obliged to compensate any damage the dog causes. It is irrelevant whether one can blame the owner for the damage the dog has caused to other people or things, cf. section 8 ([LBK no. 329 of 02/03/2021](#)).

As a consequence, it is mandatory and statutory for the owner to insure the dog with a liability insurance (dog liability). This must be done before the dog turns 4 months, but preferably as soon as possible, cf. BEK no. 485 of 25/09/1984. The insurance must cover injury on persons of up to DKK 5,000,000, and damage on property of up to DKK 2,000,000 for the damages caused by one single event.

Certain dog breeds are banned in Denmark, as well as in several other countries. If a person owns a dog on the prohibition list, it should not be brought to Denmark, unless it can be documented that the dog was acquired before the Danish Act on Dogs took effect in 2010, see sections 1 a-b of the Danish Act on Dogs prohibiting the keeping and breeding of 13 specified dog breeds, including mixed-breeds involving the 13 specified dog breeds. See the list [here](#) (sections 1 a-b).

In case of questions, please contact the Ministry of Food, Agriculture and Fisheries of Denmark:

The Ministry of Food, Agriculture and Fisheries of Denmark
Holbergsgade 6
1057 København K
+45 38 10 60 00
E-mail: fvm@fvm.dk

31.8.2. Travelling with Pet Animals

Rules regarding the importation of pet animals are laid down in EU Regulation 576/2013 of 12 June 2013 on the animal health requirements applicable to the non-commercial movement of pet animals.

The Danish Veterinary and Food Administration is the relevant national authority on this matter, and may be consulted on their [homepage](#) in English.

The Danish Veterinary and Food Administration
Head Office
Stationsparken 31-33
DK 2600 Glostrup
Tel. +45 72 27 69 00
Fax +45 72 27 65 01
Email: email@fvst.dk

31.8.3. Trade in Endangered Species

Rules regarding the trade in endangered species of Wild Fauna and Flora are laid down in the Convention on International Trade in Endangered Species of Wild Fauna and Flora, which entered into force on 1 July 1975.

The Danish Environmental Protection Agency is the relevant national authority on this matter. More information is to be found at the Agency's [homepage](#) in English.

Miljøstyrelsen
Tolderlundsvej 5
5000 Odense C
Tel.: +45 72 54 40 00
Email: mst@mst.dk

31.9. Visits to Museums

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

A guide to some of the museums in Copenhagen and its vicinity may be found here: [See the list of the top museums | VisitCopenhagen.](#)

31.10. Public Transport

31.10.1. Trains and Busses

Passengers are obliged to have a valid ticket before entering public transportation. Inspectors carry out random checks on all public transport to ensure that passengers are in possession of a valid ticket. Passengers without a valid ticket must pay a surcharge for the ticket of DKK 750, cf. "[Spørgsmål om Kontrolafgift](#)". The surcharge is considered a fee and must be paid by privileged persons.

Rejsekort (travel card)

The cheapest way to travel is with a 'Rejsekort', which is an electronic ticketing system for travelling by bus, train, and metro. 'Rejsekort' unites the different transport operators, travel zones, ticketing systems and discount schemes into one common system, which makes it easier for passengers to use public transport services in Denmark. For more information, see: [Rejsekort | rejsekort.dk](#)

Non-personalized Rejsekort

One can buy a non-personalized/anonymous 'Rejsekort' at Copenhagen Central Station, at Copenhagen Airport and several other larger stations.

Personalised Rejsekort

To obtain a personalized 'Rejsekort', one must visit the Copenhagen Central Station (Københavns Hovedbanegård) and fill out the form [Microsoft Word - ER200 Kundeidentifikation 20170227.docx \(rejsekort.dk\)](#).

In order to apply for a personalized 'Rejsekort', one must be able to present an ID-card with a photo and one's address. This can be by combining two ID-cards, such as one's passport and MFA ID or residence permit.

The Protocol Department has been in contact with 'Rejsekort', and it is possible for staff of Diplomatic Missions to apply without showing ID with address.

31.10.2. Youth Public Transportation Pass (in Danish: "Ungdomskort")

General information on Youth Public Transportation Pass

The Youth Public Transportation Pass provides a daily public transport discount from the residence to the educational institution. One can use the Youth Public Transportation Pass to go by bus, train and metro. The Youth Public Transportation Pass is subject to varying conditions depending on whether a person is between 16-19 years old, or enrolled as a student in a youth education programme or in a higher education programme.

Please see [Priser og satser - ungdomskort.dk](#) for further information on prices.

Youth Public Transportation pass for persons aged 16-19

All 16-19-year-olds may order a Youth Public Transportation Pass without having to obtain prior approval using their NemID/MitID. If one has an administrative CPR-number however, one is unable to fulfil the criteria for receiving a public transportation pass. Even though one cannot be approved for/receive a public transportation pass, one may still be eligible for it, and can apply for a cash reimbursement ("kontantrabat").

In case of questions on the "kontantrabat", or the Youth Public Transportation Pass in general, please contact the Danish Civil Aviation and Railway Authority (in Danish: Trafikstyrelsen) by phone:

Danish Civil Aviation and Railway Authority
Carsten Niebuhrs Gade 43
1577 København V
Tlf.: 72218800

Please find further guidance on the "kontantrabat" via this [link](#). The information is currently only available in Danish. There is further guidance on the public transportation pass in general and in English via this [link](#).

Public Transportation Pass for students in a youth education programme or a higher education programme approved for SU (Statens Uddannelsesstøtte)

If one is a student on a youth education or higher education programme, one need first to be approved for an Public Transportation Pass. Please see [here](#) or contact the the Danish Civil Aviation and Railway Authority, cf. above.

31.11. Archaeological artefacts and Natural History Objects

If archaeological artefacts of gold, silver or other precious metals or cultural value are found in Denmark, and no one is proved the owner of the items, the objects are considered state property. Finders of such objects must deliver the objects to the National Museum of Denmark, cf. [“Indlevering af danefæ” \(Only available in Danish\)](#).

Remuneration will normally be given depending on the objects material value and rarity, as well as on the care with which the finder has secured the object.

Natural history objects found, such as rare fossils, rare animal skeletons dating from the Ice ages, rare minerals (unusual large or special formation) and all meteorites, must likewise be handed over to the State, cf. [“Indlevering af danefæ” \(only available in Danish\)](#). The site where they were found should be noted, and the nearest relevant museum should be contacted. Please consult this [site](#) for a full list of relevant museums at the bottom of the page. If the State decides to buy the objects, the finder will receive remuneration.

31.12. Various Licenses

31.12.1. Firearms license

31.12.1.1. Firearms license for the protection of dignitaries

Based on a security assessment, the Danish Security and Intelligence Service (PET) can issue firearms licenses to foreign Dignitary Protection Officers on Danish soil for the protection of dignitaries (for the legal framework, please see the Danish Firearm Legislation, [BEK 2531 20/12/2021](#), § 5, stk. 2, nr. 4, in Danish only).

PET issues firearms licenses for small arms – with the exception of machine pistols, automatic rifles and machine guns – and ammunition for such arms. The license is personal and is only issued to a specific person.

Applications for firearms licenses for Foreign Dignitary Protection Officers must be directed to PET and sent through the officer's national Embassy in Denmark. The submission of an application for a firearms license to PET is not subject to a fee. The Embassy may address the Embassy's contact person in PET, who will provide the application form and guidance, if relevant.

Firearm licenses remain valid for a specific time period determined by PET.

The license solely gives the Dignitary Protection Officer the right to carry a weapon when accompanied by PET Close Protection Officer. The license certificate must be carried with the weapon at all times and must be presented upon request. Once the license certificate is no longer valid, it must be returned to the Danish Police.

31.12.1.2. Firearms licence for staff members at embassies

PET issues firearms licenses to staff at Foreign Embassies in Denmark based on a security need (please see the Danish Firearm Legislation, [BEK 2531 20/12/2021](#), § 5, stk. 2, nr. 4).

PET may issue firearms licenses 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 license is personal and is only issued to a specific person.

The license must always be carried with the weapon. Upon termination of the holder's functions with the Mission, the license must be returned to PET.

Embassies that wish to apply for firearms licenses for staff members may address the Embassy's contact person in PET, who will provide the application form and guidance if relevant.

Firearms licenses for staff members at Embassies remain valid for a period of two (2) years (see the Danish Firearm Legislation, [BEK 2531 20/12/2021](#), § 6 d, stk. 1). The submission of applications for firearms licenses for Embassy staff members are subject to a fee. The certificate can be renewed upon application.

The license is limited to the specific Embassy's premises, which means that the weapon may not be stored or carried outside these premises. Carrying the weapon outside the premises of the Embassy in connection with entering or departing Denmark will require a specific license from PET (please see the Danish Firearm Legislation, [BEK 2531 20/12/2021](#), § 5, stk. 2, nr. 4, § 30, stk. 2, and § 31, stk. 3).

It is possible to apply for a special permission to carry and use the weapon outside the premises of the Embassy for the purpose of training at a shooting range.

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

31.12.1.3. Firearms license for hunting

Applications for firearms licenses for hunting purposes are processed by the Police Administrative Center (PAC) at the Central and West Jutland Police. You can apply for firearms licenses via the online application form: <https://politi.dk/da/vaaben/borger/ansoeg-om-vaabentilladelse>

The online application form requires NemID/MitID. If one does not have NemID/MitID, it is possible to send the application including the receipt for payment of the application by regular mail to:

Midt- og Vestjyllands Politi
Politiets Administrative Center
Att.: Tilladelser
PO Box 1062
7500 Holstebro

If a person wishes to apply for a license to use a rifled bore weapon for hunting, this person must obtain a hunting license first. This is issued by the Danish Environmental Protection Agency. To apply for a hunting license, please go to: <https://eng.mst.dk/nature-water/hunting/>

One can acquire a smoothbore weapon if one is in possession of a hunting license issued by the Danish Environmental Protection Agency. However, one needs to notify Central and West Jutland Police upon acquisition of such a weapon by using the online application form: <https://politi.dk/da/vaaben/borger/ansoeg-om-vaabentilladelse>

31.12.2. Danish Temporary Game License

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 all adults registered with the Protocol Department, provided they are not citizens or permanent residents of Denmark.

A temporary game licence may be obtained on the web on:

<https://eng.mst.dk/nature-water/hunting/>

Inquiries should be addressed to:

Miljøstyrelsen (The Danish Environmental Protection Agency)
Tolderlundsvej 5
5000 Odense C
Tel.: +45 7254 4000 (hours 9:00 - 12:00)
Email: jagttegn@mst.dk
Web: <http://eng.mst.dk/>

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

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

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 Environmental Protection Agency three (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.

31.12.3. Angling License

Everyone over the age of 18 and until they are eligible for state pension (currently at the age of 67) must hold a valid angling license when angling in Denmark. Angling is fishing using light hand tackle. Fishing in trout lakes, called "put and take", will usually not require an angling license, but a pass, which can be purchased on the site.

The system is described here: <https://www.fisketegn.dk/fisketegn/common/setLocale.do?language=en>

The angling licence may be obtained here:

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

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

The angling licence is personal, and one must carry fishing number or receipt for payment whilst fishing, together with personal identification. The income from angling licences is used to care for fish stocks.

31.13. Sustainability & Danish bike culture

31.13.1 Sustainability

Denmark aims to be a frontrunner on the sustainability agenda, and Missions and International Organisations residing in Denmark are encouraged to consider sustainability initiatives when performing their duties in Denmark.

By 2025, Denmark aims reduce its greenhouse gas emissions by 50-54 per cent. This is an important milestone in reaching the overarching goal of reducing greenhouse gas emissions by 70 per cent in 2030 and reaching net-zero emissions by 2050. Copenhagen is a vanguard in adopting sustainable solutions, and the city has one of the world's most ambitious climate policies with the goal of being the world's first CO2 neutral capital within the next few years.

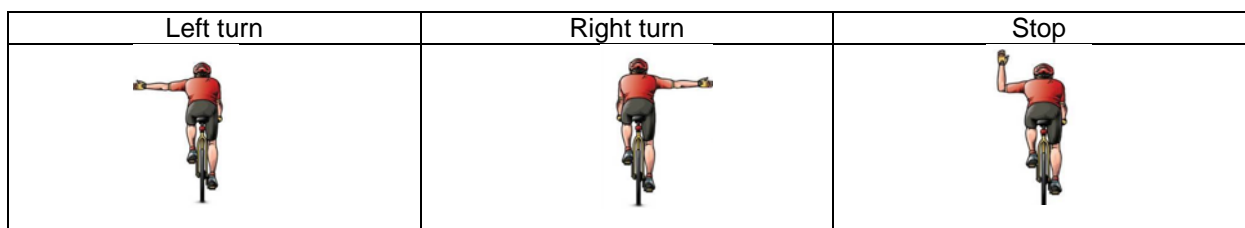
The Danish MFA (and its missions) aims to become one of the five most sustainable foreign services in the world within the next five years. Apart from switching to LED-lights, adopting a sustainable procurement policy, waste sorting and recycling and installing new heat-pumps, the initiatives include climate friendly transportation (encouraging MFA employees to ride their bikes to work and acquire MFA bikes for transport to meetings). The MFA also warmly welcome our guests to arrive on bike to meetings.

31.13.2 Danish bike culture

Copenhagen is one of the world's most bicycle-friendly cities, with almost half of th local population commuting by bicycle to work and school every day. There are more bikes in Copenhagen municipality than inhabitants. Combined with the 380 km of designated bike lanes and 24 designated bike/pedestrian bridges, the city is safe for bicyclists of all ages and regardless of level of experience.

There are a few basic rules designed to keep all bicyclists safe:

- Wear a bike helmet
- Keep to the right on the bike paths
- Look over your shoulder before overtaking other cyclists
- Use the following hand signals:



32 Updates

For easy reference, please find below a list of updates that have been made since this version of the Guide for Diplomats was issued in June 2023:

- Chapter 2.3.3. Table – Immunity (updated July 2024)
- Chapter 4. Consular Posts – Immunity (updated July 2024)
- Chapter 4.1.1. Appointment of Honorary Consuls (updated July 2024)
- Chapter 6.2. Agrément and Arrival (updated July 2024)
- Chapter 8.4. Personnel residing in Sweden (non-resident personnel) (updated July 2024)
- Chapter 14. The Civil Registration Number – CPR (updated July 2024)
- Chapter 15. Digital ID (updated July 2024)
- Chapter 17.2. Reimbursement of VAT (MOMS) (updated July 2024)
- Chapter 17.3. Application for VAT Reimbursement to the Protocol Department (updated July 2024)
- Chapter 19.1. Motor Vehicles, General rules (updated July 2024)
- Chapter 24.2.2. Access to Health Care for Staff from EU/EEA Countries, UK or Switzerland (updated July 2024)
- Chapter 25.4. Labour Market Supplementary Pensions Scheme (ATP) (updated September 2024)
- Chapter 29. Summer Pass (updated July 2024)
- Chapter 30.1.1. Access to the Airport (updated July 2024)
- Chapter 31.1.1. Parking in Central Copenhagen and the “Bridge Districts” (updated July 2024)
- Chapter 31.2. Driving in low emission zones (LEZs) in the larger cities (updated July 2024)



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