

# Guide for Diplomats in Denmark

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

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# **1. Foreign Government Missions, International Organisations and their staff in Denmark**

## **1.1 Status of Foreign Government Missions, International Organisations and their staff**

The status of Foreign Government Missions, International Organisations and their staff in Denmark is governed by the provisions of the Vienna Convention on Diplomatic Relations (1961), the Vienna Convention on Consular Relations (1963) and host country agreements. In addition, some privileges may be provided on the basis of international practice, based on reciprocity.

The Vienna Convention is based on the premise that posted staff is posted at an Embassy for a specific purpose and thus the staff fall into one of the designated categories with varying responsibilities and privileges and immunities.

Should a member of the posted staff change from one category of staff to another during his/her posting, this change must therefore be confirmed by the MFA of the sending State.

### **1.2 Diplomatic agents** (Vienna Convention art. 1(e))

A diplomatic agent is the Head of a Mission or a member of the diplomatic staff of the Mission. Diplomatic agents should in principle be of the nationality of the sending State, cf. Article 8 of the Vienna Convention on Diplomatic Relations.

In general, the Ministry of Foreign Affairs expects a diplomatic agent to be in possession of a valid diplomatic passport, to hold a recognized diplomatic rank, to perform diplomatic functions on a full-time basis and to be on normal rotation.

Article 1 in the Vienna Convention mentions the various categories of members of the staff of the 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 Vienna Convention on Diplomatic Relations: Ambassador (Extraordinary and Plenipotentiary), Apostolic Nuncio, Minister Plenipotentiary, Chargé d'Affaires en pied, Minister, Minister Counsellor, Counsellor, First Counsellor, Second Counsellor, Commercial Counsellor, First Secretary, Second Secretary, Third Secretary and Attaché. In addition, Defence Attaché (or Military, Naval or Air Attaché).

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 a member of the administrative and technical staff of the Mission or the service staff.

### **1.3 Members of the administrative and technical staff of the Mission** (Vienna Convention art.1(f))

The Ministry of Foreign Affairs expects members of the administrative and technical staff of the Mission to perform their duties at the Mission on a full-time basis and to be in possession of an official (service) passport issued by the sending State. If the passport does not indicate the title/function of the staff member, a 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, and being a permanent function. 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.

#### **1.4 Members of the service staff of the Mission** (Vienna Convention art. 1(g))

The Vienna Convention on Diplomatic Relations defines members of the service staff as those who are in the domestic service of the Mission. These persons are part of the staff categories (members of the Mission) who are posted abroad by their country's Foreign Service, and therefore obtain their permit to stay from the Protocol Department.

Members of the service staff recruited abroad may be approved by the Ministry of Foreign Affairs if they satisfy the following conditions:

- that the member of the service staff is posted for a limited period of time, and **normally no longer than five years**;
- that the sending State will ensure that the member of the service staff leaves Denmark at the end of the person's tour of duty;
- that the sending State confirms that the position concerned is a full-time position;
- that the sending State confirms that it will be responsible for health insurance for the member of the service staff;
- that the member of the service staff holds a diplomatic or service passport issued by the sending State.

The Ministry of Foreign Affairs does not grant residence as service staff to persons who have previously been employed by another Mission or as private domestic staff for any other individual employer, 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.

Immunity in respect of acts performed in the course of their duties extends to members of the service staff of the Mission. Family members of the service staff of the Mission do not enjoy immunities under the Vienna Convention.

Personnel from a sending state needed for **maintenance work**, repair work, construction work and the like at embassies and residences in Copenhagen must be holders of a Diplomatic or Service Passport in order to obtain a temporary residence permit as well as work permit from the Ministry of Foreign Affairs' Protocol Department. Residence and work permits will be granted for a limited period of time and a maximum of six months. Requests for temporary residence permits and work 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. Please note that for non-EU/EEA or Nordic citizens it is - with very few exceptions - illegal to work in Denmark without a work permit. A Schengen visa does not constitute a work permit. For more information on the rules, see: New to Denmark (nyidanmark.dk) (<https://www.nyidanmark.dk/en-GB> - search for "Visa (short term) or work permit")

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 months, they must apply for an EU/EEA registration certificate before the end of the three months.

### **1.5 Private domestic staff** (Vienna Convention art. 1(h))

The Ministry of Foreign Affairs has been authorized to issue residence and work permits to expatriate private domestic staff (in the Vienna Convention art 1(h): private servant) working in the domestic household of a diplomat. A contract must be signed by both parties and certified by the Diplomatic Mission/International Organisation as guarantor for expenses and approved by the Protocol before the private domestic staff can obtain a visa to enter Denmark.

The contract (mandatory standard form to be used can be obtained from the Protocol Department) must respect a number of minimum requirements concerning working hours, salary, board and lodging at the employer's residence, existence of a bank account, insurances, holidays, sickness, return ticket etc. The maximum period for the contract may not be longer than the diplomat's residence permit. In any event, the contract must come to an end when the diplomat leaves the country.

The permit to stay will be given for one year at a time only and the domestic worker must pick up the ID-card personally at the Protocol Department every year on which occasions the domestic worker will have an interview with a staff member of the Protocol. This new procedure is in line with the best practices presented under OSCE auspices.

Private domestic staff do not enjoy privileges and immunities.

The above rules apply to expatriate private domestic staff who seek permit to stay and work in diplomatic domestic households in Denmark as of 1 January 2015. Private domestic staff who prior to this date already worked in Denmark under a permit from the Danish Agency for Labour Market and Recruitment must still address the Danish Agency for Labour Market and Recruitment in case of application for renewal of their permit to stay in order to work with the same employer.

Any diplomat planning to employ an expatriate private domestic staff in his/her private household is kindly requested to contact the Protocol Department for more detailed information and guidance.

### **1.6 Locally recruited staff**

The Missions and International Organisations may employ as locally recruited staff Danish nationals or foreign nationals, who are already legal residents in Denmark, based on a residence permit issued by the Danish Immigration Service with the right to work.

Such locally recruited staff may work in Diplomatic Missions and International Organisations as administrators or as service staff and as domestic service staff with the diplomatic staff.

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

The Danish Agency for International Recruitment and Integration (SIRI)

Njalsgade 72c

2300 København S

Tel.: +45 7214 2001

[work@siri.dk](mailto:work@siri.dk)

The mandatory and absolute provisions of the Danish labour and social laws must be observed whenever a Mission or diplomat recruits local staff. It is highly recommended to hire assistance from a Danish lawyer when drawing up staff contracts and related issues. Such staff members who are not privileged staff members and who are nationals of or already legal residents in Denmark do not enjoy privileges and immunities.

The Danish authorities must exercise its jurisdiction over such persons in such a manner as not to interfere unduly with the performance of the functions of the Mission, cf. Article 38 (2) of the Vienna Convention on Diplomatic Relations. In order to ensure this protection the Ministry of Foreign Affairs must be informed about recruitment and other changes in local staff employed as administrators with Diplomatic Missions or International Organisations

### **1.7 Diplomatic Immunity**

The term "diplomatic immunity" covers both inviolability and immunity from jurisdiction.

Inviolability means that the Danish government may not take coercive measures such as the arrest or remand in custody of individuals (Article 29 of the Vienna Convention on Diplomatic Relations), forced access to or seizure of buildings (Article 30) or seizure of goods and property. Danish courts are not competent to try cases where the defendant enjoys immunity under Article 31 of the Vienna Convention on Diplomatic Relations. Only the sending State can waive a person's diplomatic immunity.

### **1.8 Inviolability**

Under the Vienna Convention on Diplomatic Relations, the following premises and persons are inviolable:

- A Mission's premises and its means of transport (Article 22).
- A Mission's archives and documents (Article 24).
- A Mission's official correspondence, the diplomatic bag and the diplomatic courier (Article 27).
- Diplomatic agents (Article 29), members of the administrative and technical staff of the Mission and members of their families forming part of their households (Article 37, paragraph 1, and Article 37, paragraph 2).
- The private residences of diplomatic agents (Article 30) and members of the administrative and technical staff of the Mission (Article 37, paragraph 2) as well as their papers, correspondence and property (Article 30, paragraph 2). Property is only inviolable when used by persons enjoying privileges and immunities.
- Diplomatic agents and members of their families who pass through Denmark, provided they are travelling to or returning from a post (Article 40).

(With regards to International Organisations and their employees, the issue of inviolability is regulated by the individual host agreements).

### **1.9 Persons enjoying diplomatic immunity**

According to the Vienna Convention on Diplomatic Relations, the following persons enjoy diplomatic immunity:

- Diplomatic agents (Article 31) and dependent family members forming part of their households (Article 37, paragraph 1).
- Members of the administrative and technical staff of the Mission and members of their families forming part of their households (Article 37, paragraph 2).
- Members of the service staff of the Mission who are not national of or permanently resident in the receiving State *when performing acts in the course of their duties* (Article 37, paragraph 3).

(In addition, certain employees of International Organisations where the individual host agreement provides diplomatic immunity)

The privileges and immunities of family members forming part of the household are in general considered to be derivative. The Vienna Convention 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 Ministry of Foreign Affairs defines the term "family", for the purposes of the Vienna Conventions, as including:

- a spouse, or a cohabitant/partner (also partner of the same sex). Proof must be provided of cohabitation prior to arrival in Denmark, and
- unmarried children under 21 years of age who reside exclusively in the household of the parent in question.

With special permission, unmarried children between the ages of 21 and 23 may continue to enjoy privileges and immunities on the condition that they are already attending an accredited institution of higher learning (i.e. university or similar) on a full-time basis in Denmark and remain part of the household of the diplomat. In such cases, proof of enrolment must be presented to the Ministry of Foreign Affairs together with the request for renewal of the child's ID card/residence permit card.

### **1.10 Inviolability and immunity under the Vienna Convention on Consular Relations**

Consular officers, i.e. Consul General, Consul, and Vice-Consul, are of two categories: Career consular officers and honorary consular officers. The particular status of members of a consular post who are nationals or permanent residents of the receiving State, is governed by Article 71 of the Vienna Convention on Consular Relations.

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

- The consular premises (Article 27, Article 31).
- The consular post's archives and documents (Article 33).
- The consular post's official correspondence (Article 35, paragraph 2).
- The consular courier (Article 35, paragraph 5).

- Career consular officers, with certain exceptions (Article 41); honorary consuls only in respect of official act (Article 71).

### **1.11 Duty to respect laws and regulations of the receiving State**

The Ministry of Foreign Affairs expects all members of Missions and consular officers to fully respect Danish laws and regulations during their stay in Denmark, cf. Article 41, sub-section 1, of the Vienna Convention on Diplomatic Relations, which reads:

*"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.

Embassies and organisations as well as 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 bigger commitments and if encountering problems relating to the contract. Likewise embassies and International Organisations are strongly recommended to seek solutions outside the courts to possible conflicts, if they are not ready to engage in a civil case before a court.

A diplomatic agent and his/her dependant family members, who are part of his/her household, enjoy the immunities from Danish jurisdiction specified in the Vienna Convention. So does the administrative and technical staff and their family members.

In accordance with article 31 of the Vienna Convention, immunity from Danish civil and administrative jurisdiction will not apply in relation to any professional or commercial activity exercised by dependant family members.

In accordance with article 41 of the Vienna Convention, it is the duty of all persons enjoying privileges and immunities to respect the laws and regulations of the receiving State. In case of serious criminal acts, the Ministry of Foreign Affairs will therefore ask the sending State to waive the immunity of a diplomat involved in such activities, cf. article 32 of the Vienna Convention. This general rule also applies in relation to criminal activities performed by dependant family members in relation to any professional or commercial activity.

Parking fees must be paid by privileged persons, also when the fee has not been paid, and a parking control fee is demanded instead by parking attendants. Please note that a parking fee is not a fine as defined in the Vienna Convention.

## **2. International Organisations**

Copenhagen hosts a number of International Organisations. The presence of these International Organisations is based on formal host agreements concluded with the Danish Government. These host agreements include provisions on privileges and immunities granted to the specific, individual organisation and members of its staff in order to strengthen the

efficiency of the organisation. The host agreement also gives guidance on the rules and procedures applied in areas like taxation, duties and import/export licenses.

The headquarters and offices of 11 International Organisations, most of them organisations under the auspices of the United Nations, have in 2013 been co-located in the so-called UN City at Marmormøllen in Copenhagen. The new state-of-the-art and environmentally friendly building is intended to provide the United Nations and other organisations in Denmark with the best possible conditions for fulfilling their mandates and inspire cooperation, innovation and knowledge-sharing among the organisations. More information about the UN City may be found (in Danish) on <http://www.byoghavn.dk/byudvikling/bydele/nordhavnen/marmor-front/fn+byen.aspx>

International organisations with concluded headquarter/host agreements with the Danish Government are listed in the Copenhagen Diplomatic List.

### **3. Identity Cards and Residence Permit Cards**

The Protocol Department issues two types of cards: *Residence permit cards and identity cards*.

*Residence permit cards* are issued to all nationals of countries outside the EU/EEA area and Switzerland. The residence permit card is proof that the holder has been granted residence in Denmark. It also serves as an ID card proving identity of the holder and includes an administrative CPR number (personal identification number).

*Identity cards* are issued to all nationals of countries belonging to the EU/EEA area and Switzerland and serves only as an ID card proving the identity of the holder and includes an administrative CPR number. (Nationals of EU/EEA countries and Switzerland do not need a residence permit. These persons are provided with a letter confirming that they are registered with the Protocol Department, carry a Danish administrative CPR number, and that they have the right to stay in Denmark without a residence permit for as long as they are registered with the Protocol Department). Nationals of the Nordic countries are provided with an ID card only.

ID cards are classified in three categories reflected by the colour of the card: RED for diplomatic agents; GREEN for members of the administrative and technical staff; WHITE for members of the locally employed staff, service staff or private domestic staff. This colour system is not used for residence permit cards.

Residence permit cards as well as ID cards state the title of the holder.

Locally recruited staff, who at the time of their recruitment were already enjoying legal residence in Denmark, may apply for white ID cards as proof of identification. When applying for identity cards for such personnel the Mission must send a note verbale to the Protocol Department enclosing the registration form (see Protocol Department's homepage), two recent photographs (passport size) and the applicant's passport.

ID cards are not issued to family members of locally recruited staff, service staff and private domestic staff.

Expatriate staff members of Diplomatic Missions and International Organisations and their dependant family members are registered in the Protocol Department with a so-called *administrative CPR number*, which will serve as proof of identity when dealing with Danish authorities, hospitals, doctors, shops, etc., in the same way as the CPR number given to Danish citizens.

Non-resident diplomats, accredited to Denmark, will be registered with a so-called CDR number (since they do not live in Denmark), which is only a diplomatic registration and does not have the same application in relation to Danish authorities, etc., as a CPR number.

Children should be more than 12 years old in order to obtain an ID card.

See section 4.7.2 below for special rules concerning registration of dependant family members who are EU/EEA/Swiss citizens and who do not hold a diplomatic passport. See also section 4.7.4 concerning registration of EU/EEA nationals and Swiss citizens working in International Organisations, including EU agencies/offices.

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

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

The following scheme provides a summary of various aspects of the rules and procedures applied by the Protocol Department (and the Danish Agency for International Recruitment and Integration) when issuing residence permit cards or ID cards.

	<b>Vienna Convention Article:</b>	<b>Residence permit given by:</b>	<b>Type of card issued by the Protocol Department:</b>	<b>Status of Holder:</b>	<b>ID card colour:</b>
Head of Mission	1(a)	MFA	<u>ID card</u> if national of an EU/EEA country or Switzerland.	Diplomatic agent	Red
Family Members <sup>1</sup>	37.1	MFA	<u>Residence permit</u> if national of all other countries.		Red
Non-resident Head of Mission		MFA	<u>ID card</u> if national of an EU/EEA country or Switzerland.		

<sup>1</sup> See below 4.7.2 for special rules concerning registration of dependant family members who are EU/EEA/Swiss citizens and who do not hold a diplomatic passport.

			(Voluntary but recommended).  <u>ID card</u> if national of all other countries. (Voluntary but recommended).		
Diplomatic Staff  Family Members <sup>1</sup>	1(d) and 37.1	MFA  MFA	<u>ID card</u> if national of an EU/EEA country or Switzerland  <u>Residence permit</u> if national of all other countries.	Diplomatic agent	Red
Adm./Technical Staff  Family Members <sup>1</sup>	1(f) and 37.2	MFA  MFA	<u>ID card</u> if national of an EU/EEA country or Switzerland.  <u>Residence permit</u> if national of all other countries.	Diplomatic agent	Green
Service staff of the Mission  (Service passport or proof from Foreign Ministry of status as posted service staff)	1(g) and 37.3	MFA	<u>ID card</u>		
Expatriate Private Service Staff in domestic service of diplomat  (National passport)	1(h) and 37.4	MFA	Contract must be approved as condition for visa.  <u>ID card</u> if national of an EU/EEA country or Switzerland.  <u>Residence permit if all other nationalities</u>	Private service staff	

Locally recruited, Danish/Nordic citizens	Not applicable	Not applicable	ID card	Locally recruited staff	White
Locally recruited already legal residents in Denmark all other nationalities	Not applicable	Danish Agency for International Recruitment and Integration or Danish Immigration Service, depending on who issued the present permit.	ID card	Locally recruited staff	White

## 4. Arrival in Denmark

### 4.1 Notifications of Arrival

In accordance with Article 10 of the Vienna Convention on Diplomatic Relations, Diplomatic Missions must notify the Protocol Department as soon as possible of the appointment, arrival (and final departure) of members of Diplomatic Missions and career consular posts as well as members of their families and private domestic staff (other than persons having legal residence in Denmark and not entitled to privileges and immunities).

International Organisations must notify the Protocol Department as soon as possible of the appointment, arrival (and final departure) of all officials of the organisations as well as members of their families and private domestic staff.

The Protocol Department requests Diplomatic Missions to notify the Protocol Department about locally recruited staff starting up work or leaving the Mission, cf. paragraph 1.6.

### 4.2 Agrément

The request for agrément for Ambassadors and defence attachés must be submitted to the Protocol Department with a note verbale from the sending State through the Embassy of the sending State. A Photo (passport type) and CV incl. date of birth should be enclosed.

A non-resident Ambassador must obtain agrément in the country where he/she has official residence before a request for agrément in Denmark will be handled. The date of agrément in the residing state should be stated in the note verbale when requesting agrément in Denmark.

### 4.3 Arrival in Denmark of a New Ambassador

The new Ambassador 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, ship or train from Monday to Friday between 9 a.m. and 5 p.m.

Special service will only be arranged for a Head of Mission in connection with his/her first arrival in Copenhagen.

#### *4.3.1 Presentation of Copies of Credentials*

Shortly after the arrival in Copenhagen, the Ambassador 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.

#### *4.3.2 Courtesy Calls*

The first courtesy call following the presentation of copy of credentials to the Chief of Protocol is expected to be with the Permanent Secretary of State of the Ministry of Foreign Affairs. Thereafter, the ministers of the Ministry of Foreign Affairs may be visited as well as staff of the Ministry of Foreign Affairs.

The Ambassador may also call on the Dean of the Diplomatic Corps and on other resident Ambassadors. Until the credentials have been presented, the Ambassador should refrain from making other calls.

If special events or urgent matters make it necessary, the Ambassador Designate may pay other visits in the company of the Chargé d'Affaires of the Embassy.

Guidance may always be sought from the Protocol Department.

In connection with the presentation of credentials, the Protocol Department assists non-resident Ambassadors if requested, in making appointments for customary courtesy calls within the Ministry of Foreign Affairs.

#### **4.4 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 for Foreign Affairs for the presentation of the letter of introduction.

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

#### **4.5 Defence Attachés**

The request for agrément for a defence attaché must be submitted to the Protocol Department with a note verbale from the sending State through the Embassy of the sending State. A CV and a copy of the candidate's passport are to be attached separately.

#### **4.6 Arrival in Denmark of a New Head of International Organisation**

Heads of International Organisations are invited to present themselves to the Chief of Protocol upon arrival.

## **4.7 Practical Arrival Procedures for Holders of Diplomatic or Service Passports**

### *4.7.1 Procedure for visa holders*

Heads of Mission, diplomatic staff, administrative and technical staff and service staff holding diplomatic or service passports (and their family members) from countries whose nationals need a visa for entry into Denmark are required to apply for visas by diplomatic note to the local Danish Diplomatic or Consular Representation. The passport(s) of the person(s) in question should be enclosed. This should be done well in advance of the departure for Denmark. In addition to the passport information, the note should state in what capacity and from which date the person will serve in Denmark.

You can find a list of countries whose citizens need a visa to enter Denmark on

<https://www.nyidanmark.dk/en-GB>

You can read more about the Danish (and Schengen) visa regulations on

<https://www.nyidanmark.dk/en-GB>

Upon arrival in Denmark, residence permit cards will be issued by the Protocol Department.

### *4.7.2 Procedure for citizens from countries not requiring a visa to enter Denmark, including citizens from EU/EEA countries and Switzerland*

Registration with the Protocol Department will take place upon arrival in Denmark. ID cards and a letter confirming their registration with the Protocol Department, including an administrative CPR number, will be issued if the person is a national of an EU/EEA country or Switzerland. All others will receive residence permit cards which include an administrative CPR number.

Dependant family members who are EU/EEA/Swiss citizens and who 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. In case of registration in Denmark with SIRI and subsequent registration as a resident in Denmark in the CPR, dependant family members may not be registered with the Protocol Department, since they are not dependant family members according to the Vienna Convention or relevant Host Agreements, and they do not enjoy any diplomatic privileges or immunities.

### *4.7.3 The registration procedure with the Protocol Department*

A copy of the passports (including passports for dependant family members) and registration forms (see Protocol Department's homepage) must be submitted to the Protocol Department with a diplomatic note. Children must hold their own passports and must also obtain residence permit cards/ID cards. Residence permit cards/ID cards can never be valid for longer than up to 3 months before expiration of passport.

A residence permit card/ID card may be granted to children of privileged persons up to the age of 21 (with exemption until 23; see chapter 1.9). Should other family members (children older than 21/23, parents etc.) wish to stay in Denmark during their relative's posting, they must apply for a visa through a Danish Diplomatic or Consular Representation in their home country or in another country where they have legal stay.

A residence permit issued by the Protocol Department gives the spouse/partner and accompanying children the right to take up employment in Denmark without a work permit. Concerning consequences of privileged family members' engagement in gainful activities see chapter 7.

According to paragraph 18 of the Law on Civil Registration, aliens, who are registered with the Protocol Department, **may not** register with the Danish authorities and **may not** obtain a "resident" CPR number (a CPR number showing that a person has fixed abode in Denmark. In Danish: bopæls-CPR-nummer). Privileged persons, including dependant family members, must register with the Protocol Department in accordance with paragraph 47 in the Foreign Aliens Act. There are only two exemptions from this rule. One relates to 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). The other relates to EU/EEA nationals and Swiss citizens working in International Organisations, incl. EU agencies/offices.

#### *4.7.4 Registration of EU/EEA-nationals and Swiss citizens working in International Organisations, incl. EU-agencies/offices*

EU/EEA nationals and Swiss nationals who as migrant workers 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 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.

The organisation should notify the Protocol Department when an employee has chosen option no. 2 and the registration procedure has been completed. A duly completed form 3 B (*Registration at the Protocol Department of Internationally Recruited EU/EEA/Swiss Officials to International Organisations in Copenhagen who have already registered with the Danish Agency for International Recruitment and Integration (SIRI) and with a resident CPR number*) should be attached to the organisation's note verbale, cf.

<http://um.dk/en/about-us/the-protocol-department/standard-forms-for-diplomats/>

The possibility to register with a resident CPR number includes persons of the above-mentioned nationalities holding positions in International Organisations who for the time being are registered at the Protocol Department with an administrative CPR number. These persons do not need to fill out form 3 B, but should obtain a personal letter from the Protocol Department stating their right to change their registration to a resident CPR number, cf. below.

#### **Dependent family members**

Registration of accompanying family members should, irrespective of their nationality, generally follow the protagonist's choice. However, dependent family members who are themselves EU/EEA/Swiss nationals will as hitherto be able to choose option 2 even if the protagonist chooses option 1. In cases where the protagonist chooses the second option, the Protocol Department will no longer be able to grant residence permits to his/her dependent family members, irrespective of their nationality.

### **The practical procedure when choosing option 1**

The procedure described above continues to apply.

### **The practical procedure when choosing option 2**

The practical procedure will differ depending on a) whether the person is already registered with the Protocol Department or b) whether the person is a newcomer. In order to initiate the procedure for persons belonging to group a) the organisation should notify the Protocol Department that the said person wishes to change his/her registration. The Protocol Department will then issue a personal letter stating his/her right to change registration. This letter should be shown to the Danish Agency for International Recruitment and Integration (SIRI) and the municipality during the registration process. These persons do not need to fill out scheme 3 B when the registration process is completed. Scheme 3 B should only be completed by newcomers, i.e. persons belonging to group b), when the registration with the Danish Agency for International Recruitment and Integration (SIRI) and municipality is completed.

Apart from the above-mentioned differences the registration procedure will be the same for both groups.

The registration procedure includes two steps: First (A) registration with the Danish Agency for International Recruitment and Integration (SIRI), then (B) registration with the municipality. (Please note that a residence certificate from the Danish Agency for International Recruitment and Integration (SIRI) is needed in order to get a resident CPR number).

#### *A) Registration with the Danish Agency for International Recruitment and Integration (SIRI)*

The employee should apply for an EU certificate of residence in Denmark under the executive order on EU residence. The residence certificate affirms the right to reside in Denmark and enables the applicant to obtain a Danish resident CPR number from the municipal registry in the municipality in which the applicant lives. The residence certificate is obtained from the Danish Agency for International Recruitment and Integration (SIRI).

All applicants must appear in person at one of the offices of SIRI when submitting the application. The application form may be found on SIRI's website [www.nyidanmark.dk](http://www.nyidanmark.dk). The applicant should always bring his/her original passport or another valid travel document.

In addition to the actual application form (OD1) the applicant must always submit:

- A clear copy of his/her passport or other valid travel document. A colour copy is preferred.
- 1 passport photograph (EEA or Swiss citizens must submit 2 photos).

When registering a dependent family member, proof of family relationship with the EU citizen in the form of marriage certificate and/or birth certificate should be shown.

The above-mentioned personal letter issued by the Protocol Department should be shown if the person has been registered with the Protocol Department.

It must be underlined that the application must be submitted personally to the Danish Agency for International Recruitment and Integration (SIRI). Addresses and more information can be found on:

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SIRI's website website, cf.

[www.nyidanmark.dk](http://www.nyidanmark.dk)

*B) Registration with the municipality*

Having received the residence certificate, the applicant should contact the Citizen Services of his/her municipality of residence in order to get a resident CPR number. Afterwards the applicant will receive a Health Security Certificate.

Citizens of Finland, Iceland, Norway or Sweden do not need to apply for a residence certificate. A citizen of a Nordic country has the right to reside in Denmark without a certificate.

All applicants must appear in person and bring the following documents:

- Valid residence certificate
- Passport/ID card with picture
- Nordic CPR number if entering from a Nordic country
- A proof of address (a signed and dated rental contract/letter from landlord, property deeds, certificate of shared ownership in a housing cooperative, receipt for a paid reservation at a hotel etc.)
- Marriage certificate, if married. Legalization (Apostille) might be necessary
- Children's birth certificates, if children.

The above-mentioned personal letter issued by the Protocol Department should be shown if the person has been registered with the Protocol Department.

More information about the registration procedure may be found at the relevant municipality's website.

#### 4.7.5 Residence scheme for retired, internationally recruited staff from International Organisations or EU institutions/agencies

Internationally recruited staff of an International Organisation or an EU institution/agency who have lived in Denmark for an extended period of time based on a residence permit under the terms of Aliens Act section 47(1) can stay in Denmark after they have retired.

There are a number of requirements that need to be met in order to obtain a residence permit with the scheme. Among other things, the employee needs to have retired after having reached the pensionable age established by the organisation that he/she works for, and it is a requirement that the employee has turned the age of 60. The pensionable age established by an individual International Organisation may differ from the pensionable age in Denmark. Once the employee retires, he/she may only perform work that is unpaid and voluntary.

Furthermore, the employee must have held residence in Denmark for the past 12 years before retirement on the grounds of his/her employment with an International Organisation including an EU institution/agency.

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It is also a requirement that the employee has an attachment to Denmark, is not receiving public financial benefits, has certain Danish language skills and is able to post a financial guarantee.

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

The employee can submit the application 6 months prior to reaching the pensionable age established by the relevant organisation and must submit the application before the residence permit issued by the Danish Ministry of Foreign Affairs under the terms of Aliens Act section 47(1) expires.

More information on the rules and procedures as well as application forms can be found on the website of the Danish Immigration Service.

The competent Danish authority to be addressed on this issue is:

The Danish Immigration Service (Udlændingestyrelsen)  
Citizen Service  
Ryesgade 53  
2100 Copenhagen Ø

Tel.: +45 3536 6600  
[www.newtodenmark.dk](http://www.newtodenmark.dk) / [www.nyidanmark.dk](http://www.nyidanmark.dk)

## **5. Departure**

The Ministry of Foreign Affairs 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. The same applies to service staff, private domestic staff and locally recruited personnel.

Before departure, residence permit cards and ID cards must be handed in to the Protocol Department. Upon departure Non EU citizens must have an exit stamp inserted in their passport. Non EU citizens are instructed to bring the passport to the Protocol together with notification stating date of departure. While the staff member or his/her representative is waiting at the Protocol during public opening hours, an exit stamp will be inserted in the passport allowing the staff member to leave the country in due time.

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

The Protocol Department should be notified at least three months in advance of the expected date of departure if a residing Ambassador wishes to be received in a farewell audience by Her Majesty the Queen.

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 the Ambassador prefers to use during the audience (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 in accordance with the tradition give a farewell speech for the Ambassador. The Ministry of Foreign Affairs 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 to the secretary of the Permanent Secretary of State.

Please note that it is not possible for Ambassadors to have farewell calls with the Ministers on departure.

## **6. Honorary Consuls to Denmark**

With reference to Articles 10, 11 and 12 of the Vienna Convention of 24 April 1963 on Consular Relations you will find below an outline of the general policy concerning the appointment of honorary consuls to Denmark (incl. the Faroe Islands and Greenland).

### **6.1 Appointment of Honorary Consuls to Denmark**

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 the candidate must not be a civil servant, a judge, or otherwise hold a position that might risk prejudicing his/her consular work and function. Furthermore, the nominee should not hold an office of profit or trust under the government, county or municipality or be an elected member 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 his/her consular jurisdiction, must be able to provide suitable office space for his/her 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 the Ministry of Foreign Affairs 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.

The Ministry of Foreign Affairs will communicate forms to be completed by the candidate either by regular mail or email. 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, the Ministry of Foreign Affairs' 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:

- be issued by the competent authority of the requesting State and duly sealed and signed
- not apply to more than one honorary consul
- clearly state the honorary consul's district of jurisdiction

It is recommended that the consular jurisdiction area takes its point of departure from 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 the 98 municipalities.

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 Note Verbale including a copy of the Letter of Commission with Exequatur. The appointment of the Honorary Consul will at the same time be published at the Ministry of Foreign Affairs' webpage and in Statstidende.

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

## **6.2 Change of jurisdiction or class**

If at any time the jurisdiction or class of an already appointed Honorary Consul changes, a new Letter of Commission with the change should be forwarded to the Protocol Department so that a new exequatur may be granted.

## **7. Spouses/partners and children obtaining work while in Denmark**

Spouses/partners and children of privileged persons do not need a work permit in order to work in Denmark, irrespective of their nationality.

Working spouses/partners and children will be liable to pay income tax on their salary.

In accordance with article 31 of the Vienna Convention, immunity from Danish civil and administrative jurisdiction will not apply in relation to any professional or commercial activity exercised by dependant family members.

In accordance with article 41 of the Vienna Convention, it is the duty of all persons enjoying privileges and immunities to respect the laws and regulations of the receiving State. In case of serious criminal acts, the Ministry of Foreign Affairs will therefore ask the sending State to waive the immunity of a diplomat involved in such activities, cf. article 32 of the Vienna Convention. 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 must ensure that the Protocol Department is informed of spouses/partners or children working in Denmark.

## **8. Social security**

### **8.1 Social security in general**

According to Article 33 of the Vienna Convention on Diplomatic Relations, diplomatic agents are exempt from social security provisions which may be in force in the receiving State. Accordingly, diplomats and other privileged persons are not covered by the various Danish Social Security schemes (e.g. medical care), and it is assumed that the sending State defrays these costs or insures the employees and their families. However, this exemption does not apply to certain private domestic staff, cf. the Vienna Convention on Diplomatic Relations, Article 33, paragraphs 2 and 3.

In case of need for acute treatment see chapter on Health and Medical Care.

### **8.2 Work Accident Insurance**

Pursuant to the Work Accident Insurance Act, all employers in Denmark, including Foreign Missions, are liable to take out accident insurance for persons in their employment unless exemption from this provision has been made based on EU regulations or bilateral agreements.

### **8.3 Holiday with pay**

Employees in the public or private sectors in Denmark are entitled to annual holiday leave with holiday allowance according to the Holidays Act. The annual holiday leave amounts to 25 working days. Extra holidays ("særlige feriedage") have been introduced on the Danish labour market. At present, these holidays amount to 5 days a year. Please note that a new Holiday Act has entered into force on 1 January 2019.

## **9. Labour Market Supplementary Pensions Scheme (ATP)**

### **9.1 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 permanent residents in Denmark.

However, locally recruited staff members from an EEA/EU country and Switzerland being employed by a Diplomatic Mission of their own nationality, and who have chosen not to be covered by Danish legislation on social security prior to 1 May 2010, are covered by relevant Social Pensions Schemes of the national legislation of these Missions. Locally recruited staff members who have made such choice prior to 1 May 2010 can keep their decision on social security coverage until 30 April 2020 given their employment carries on and their country of residence is unchanged. A later date applies to Switzerland (until 31 March 2022) as well as to Norway, Iceland and Liechtenstein (until 31 May 2022).

Citizens from Turkey, Pakistan, Serbia, Morocco, Montenegro, North Macedonia and Bosnia and Herzegovina in Denmark may likewise choose to be covered by the legislation on social security of the countries where they are citizens, respectively. They need to make this choice within 6 months from the date of their employment. If no such choice is made, they will be covered by Danish legislation.

### **9.2 Locally recruited staff of International Organisations**

Locally recruited staff of International Organisations, who are nationals or permanent residents of Denmark and taxable to Denmark, who are engaged as consultants, individual contractors or with similar arrangements and who are considered neither "staff members" nor "officials" 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 (ATP) may be addressed to the Protocol Department.

### **9.3 General information about the ATP scheme**

The ATP scheme 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 employees must meet certain criteria regarding age. The contribution per employee 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 65 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](mailto: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](http://www.virk.dk)

You may contact ATP on [www.virk.dk/atp](http://www.virk.dk/atp)

#### **9.4 General information about the AUB**

The so-called "Arbejdsgivernes Uddannelsesbidrag" (AUB) is a system regulated in the Danish AUB Act (Consolidation Act No. 811 of 20 June 2018) whereby employers are levied a fee, the purpose of which is to provide work placements for trainees within the Danish vocational educations.

The Danish authorities have established that the AUB is to be considered a tax. Thus, in compliance with Article 23 of the Vienna Convention on Diplomatic Relations, Diplomatic Missions accredited to Denmark and International Organisations and other Missions resident in Copenhagen are exempt from paying contributions to AUB.

## **10. Health and Medical Care**

### **10.1 Privileged Persons and the Danish Health Care System**

#### *10.1.1 General rule*

As a general rule, persons with privileged status at Foreign Missions or International Organisations and their dependent family members in Denmark do not have access to treatment by the public Danish health care system, except in situations of need of acute treatment where these persons may receive the treatment at Danish public hospitals. These persons will be charged payment for the acute treatment, except acute treatment of persons under the age of 18 and acute pre-term or post-term birth giving. The said persons should be covered by health insurance schemes that will cover their expenses in connection with treatment in Denmark, see also below under 10.1.4.

#### *10.1.2 Privileged persons from EU/EEA countries and Switzerland*

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

#### *"Special Health Insurance Card":*

In accordance with relevant EU/EEA/Swiss arrangements, **civil servants who are seconded by their government to work at a Diplomatic Mission or in an International Organisation in Denmark** are covered by the social security system of their home country. These persons as well as their dependent spouse/partner and children under the age of 18 may be provided with a so-called "Special Health Insurance Card" that will give them 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. An S1/E106 form obtained from their domestic (sending) state must be presented to Udbetaling Danmark when applying for a Special Health Insurance Card. 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 migrant workers apply for a Special Health Insurance Card without an S1/E106 form.

*Health Insurance Card (the "yellow" card):*

As described in section 4.7.4, EU/EEA nationals 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 the Danish Agency for International Recruitment and Integration (SIRI), instead of with the Protocol Department, followed by an application to be registered as residents with the municipality with a (resident) CPR number. In this case, they as well as their accompanying spouse/partner and children under the age of 18 apply for the "yellow" Health Insurance Card, that – as the "Special Health Card" - will give them 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/Swiss citizens and who do not hold a diplomatic passport, may separately choose to register with the Danish Agency for International Recruitment and Integration (SIRI) instead of with the Protocol Department, see further section 4.7.2. In these cases, an accompanying spouse/partner and children under the age of 18 apply for the "yellow" Health Insurance Card. When choosing this possibility these persons are obliged to inform Udbetaling Danmark if they are dependent family members to privileged persons from EU/EEA countries and Switzerland.

*10.1.3 The European Health Insurance Card*

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.

EHIC may be issued by the domestic (sending) state to privileged persons, who are seconded by their government to work at a Diplomatic Mission or in an International Organisation in Denmark, and their dependent family members.

EHIC may be issued by Udbetaling Danmark to privileged persons from EU/EEA countries and Switzerland being employed by and receiving their salaries from an International Organisation or an EU agency/office in Denmark.

EHIC may be issued by Udbetaling Danmark to dependent family members, who are EU/EEA/Swiss citizens and who choose to register with Danish Agency for International Recruitment and Integration (SIRI), see section 4.7.2.

Samples of the different cards:

The "yellow" Health Insurance Card:

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The Special Health Insurance Card:



The European Health Insurance Card/EHIC:



#### 10.1.4 Additional information

Privileged persons not covered by the above-mentioned rules are encouraged to enter into an agreement with a private insurance company in order to obtain an adequate health insurance. It is for the privileged person himself/herself to decide which insurance company he/she would like to use. As far as the Ministry of Foreign Affairs is aware, *inter alia*, Tryg (<https://tryg.dk/>) offers a so-called "Embassy - Health Insurance". Other insurance companies may also offer health insurances.

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

Insurance & Pension Denmark (IPD) ("Forsikring og Pension")  
Philip Heymans Allé 1  
DK-2900 Hellerup  
Tel.: +45 4191 9191  
Email: [fp@forsikringogpension.dk](mailto:fp@forsikringogpension.dk)  
Webpage: [www.forsikringogpension.dk](http://www.forsikringogpension.dk)

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

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

## 10.2 Tropical diseases

For persons arriving from overseas countries it may be useful to know that the following ward at the University Hospital of Copenhagen (Rigshospitalet) deals with tropical diseases:

Infektionsmedicinsk Klinik  
Afsnit 8622  
Opgang 86, 2. sal  
Esther Møllersvej 6  
2100 København Ø  
  
Tel.: +45 3545 8622  
Email: [epiamb.rigshospitalet@regionh.dk](mailto:epiamb.rigshospitalet@regionh.dk)

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

As an exception to the general rule, this ward can be contacted directly without first consulting a general practitioner.

## 11. Security, vandalism

The Danish Security and Intelligence Service (in Danish the PET) is in charge of coordinating all security assignments, including official visits by heads of state etc., protection of Foreign Diplomatic Missions and International Organisations in Copenhagen and their staff residing in Denmark, including personal protection. Every Foreign Mission and International Organisation is assigned a PET contact officer who should always be considered the first option for contact on such issues.

All requests concerning security assignments to be undertaken by the police should be directed to the Danish Security and Intelligence Service which can be contacted by tel: +45 38 27 88 88 (24-hour service), by fax +45 33 43 01 88 or by mail: [gamma@pet.dk](mailto:gamma@pet.dk)

Should the premises of a Mission be damaged due to politically related vandalism, the Ministry of Foreign Affairs will pay for the necessary repairs in accordance with the Vienna Convention on Diplomatic Relations. All incidents of vandalism should be reported to the local police and to the Protocol Department. Smaller events, such as a broken windowpane, 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 kindly requested to obtain two quotations and photos of the damages together with the request of reimbursement of the cost of the repair work.

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

## **12. Taxes, Duties and Import/Export Licences, Movable etc.**

### **12.1 Duty free imports**

#### *12.1.1 Resident Missions*

Diplomatic Missions resident in Denmark and their diplomatic staff may import goods for official or personal use free of customs duties. The form 13.004 called "Customs Declaration for Diplomats" (may be found on [www.toldst.dk](http://www.toldst.dk)) must be presented at the relevant Customs office, where the goods will be released.

Web: [www.toldst.dk](http://www.toldst.dk)

Form 13.004 must be signed by the applicant and endorsed by the Head of Mission and stamped with the Mission's official stamp. A similar form, 13.005 called "Customs Declaration for International Organisations" should be used by the International Organisations in Denmark.

Forms 13.004 and 13.005 may be found on <http://www.toldst.dk>

#### *12.1.2 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 or a diplomatic agent. 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.

#### *12.1.3 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 called "Customs Declaration for Heads of Mission and Persons of Equivalent Status Accredited to but Resident out of Denmark" (the form may be

found on <http://www.skat.dk/SKAT.aspx?oId=56230&vId=0> ). The completed form signed by the Head of Mission must be sent to Skattecenter København for approval before the delivery of the goods. The period of the visit must be specified exactly on form 13.006.

Further questions about the mentioned forms can be made to Skattecenter København (contact info above).

### **12.2 Reimbursement of MOMS (VAT)**

According to the Vienna Convention, 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. MOMS (VAT).

MOMS, which at present in Denmark is 25 per cent, the equivalent of 20 per cent of the retail price, is under the current legislation (the Danish Law on MOMS) reimbursed to Foreign Diplomatic Missions and their diplomatic staff (including technical and administrative personnel) and to the International Organisations and their diplomatic staff.

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

MOMS 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 mentioned in the list of non-exemption. Reimbursement is not possible on purchases older than 36 months.

MOMS 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 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, because it is not meant to cover actual needs for the diplomat.
- Construction material 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.

Reimbursement is not possible on any purchase older than 36 months.

Please note that no Danish MOMS 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

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

- amount to a minimum of **DKK 1,500.00** and the MOMS amount no less than **DKK 300.00**
- appear on **one** single bill/invoice and
- be paid in **one** transaction

The minimum amount does not apply to supplies of electricity, town gas, natural gas, water, heating oil, district heating, waste disposal and sewage services.

The amount of DKK 1,500.00 may be subject to annual adjustment based on the development in the Danish consumer price index.

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

### **12.3 Application for MOMS reimbursement to the Protocol Department**

As of 1 July 2016 all MOMS reimbursement claims must be submitted in electronic form through the web based IT portal 'PRO-Moms'. Submission of claims to the Protocol Department may be performed on a quarterly basis during the period 1<sup>st</sup> – 20<sup>th</sup> of the month following the previous quarter (i.e. 1<sup>st</sup> – 20<sup>th</sup> January, April, July and October respectively). Purchases may be registered in 'PRO-Moms' and bills/invoices and proof of payment uploaded whenever convenient for the user. However, the Embassy/Organisation 'Approver' can approve only during the abovementioned periods (1<sup>st</sup> – 20<sup>th</sup> January, April, July and October). Requests for MOMS reimbursement are processed within 90 days after the final submission date.

Reimbursements will only be transferred to a Danish bank account stated in 'PRO-Moms' by the Embassy, International Organisation or privileged staff member respectively. Embassies, 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 12.2) are:

Each individual purchase must be paid in full and it must be clear from the bill 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 must be submitted as proof of payment. If payment is made by a store account card (e.g. Magasin and Illum), the individual invoices (of DKK 1,500.00 or more) must be uploaded together with the store account statement (as proof of payment). In addition the MOMS amount must be clearly specified on the bill **by the vendor** in order to have the MOMS reimbursed.

Claims for any purchases that are not sufficiently documented or not subject to MOMS or MOMS reimbursement (see 12.2 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.

The Protocol Department's Moms-Team is available for any questions you may have to the procedures and guidelines. The contact information for the Moms-Team is available on the Protocol Department's homepage: <https://um.dk/en/about-us/the-protocol-department/directory-of-the-protocol/diplomatic-section/>

#### **12.4 VAT exempt purchases in other EU countries**

A Diplomatic Mission, International Organisation 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 Protocol Department's homepage:

<http://um.dk/en/about-us/the-protocol-department/standard-forms-for-diplomats/>

When the form has been filled in and signed by the buyer, it must be provided with the Mission's stamp and the signature of 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.

#### **12.5 VAT reimbursement to non-resident diplomats**

MOMS is not reimbursed to non-resident diplomats accredited to Denmark. If they are diplomats in another EU country, they may, however, from their country of residence make use of the EU VAT exemption scheme described above 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 11.1.3.

## **12.6 Excise duties, exemption/reimbursement**

### *12.6.1 Motor vehicles and fuel*

In the case of purchases of motor vehicles and motor fuel, see chapter 14 (motor vehicles).

### *12.6.2 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.

The reimbursement will be granted on application to Customs and Tax Administration / Punktafgifter København, form 23.006 (may be found on <https://skat.dk/skat.aspx?oid=108356>) 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/Punktafgifter København to receive the manual.

The application for reimbursement of energy taxes should be sent to [raadgiver@sktst.dk](mailto:raadgiver@sktst.dk)

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](http://www.skat.dk)

## **12.7 Honorary Consuls**

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

Form 31.032 should be used (the form may be found on <https://skat.dk/skat.aspx?oid=159043>). The form should be sent to

Skattestyrelsen  
Nykøbingvej 76  
Bygning 45  
4990 Sakskøbing  
Tel.: +45 7222 2810  
Web: [www.skat.dk](http://www.skat.dk)

## **12.8 Taxation on Personal Income**

According to the Vienna Convention, 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 domestic staff of members of the Mission are exempt from taxes on the emoluments they receive from their employment. Members of their families enjoy no tax exemption.

With regards to **International Organisations**, tax exemptions are regulated in the particular host agreement. Officials are normally fully liable to taxation in Denmark but exempt from paying tax on their salaries and emoluments from the International Organisation. In the event where officials in an International Organisation are entitled to employ a private domestic staff, the tax status of the private domestic staff depends on the Host Agreement.

**Danish nationals or persons residing in Denmark** at the time of employment are fully liable to taxation cf. section below.

### **12.9 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 must declare the income and pay the tax him/herself. 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.

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 8.

## **13. Movables**

### **13.1 Import and export of movables/personal belongings**

When a person moves to Denmark, personal belongings may be imported free of customs duty from 6 months before until 12 months after the arrival in Denmark.

There are no restrictions on the export of movables except as indicated below.

### **13.2 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 162,000 or more
- Photographs, regardless of age, if they have a value of DKK 30,000 or more

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An application form should be used and sent to the 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 licence is denied, Kulturværdiudvalget 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/>

## **14. Restrictions on cash money when travelling out of Denmark**

Please observe that diplomatic agents are subject to the same restrictions as Danish citizens concerning the amount of cash to be carried when travelling out of Denmark. According to Danish legislation, cash amounts of more than Euro 10,000 or DKK 75,000 must be declared to the Danish Tax Authorities (SKAT) before being carried to any other country. More information may be found:

<http://skat.dk/skat.aspx?oid=2234822>

## **15. Motor Vehicles**

### **15.1 General rules**

For the Embassies, there is no fixed limit to the number of vehicles Missions or privileged persons may possess for official and private use, but the number may not exceed what might be considered reasonable considering the size of the Mission and household. For International Organisations and their employees, the rules on acquisition and possession of motor vehicles are to be found in the specific host agreement.

Since the purpose of the privileges granted to privileged persons is to ensure the efficient performance of their functions, the primary function of the vehicle must be passenger transportation. Thus i.e. the purchase of a motorhome/camper van (without paying duties and taxes) 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 domestic staff 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 standards applicable for vehicles and covered by a valid compulsory third party liability insurance. A leased vehicle cannot be registered on CD plates.

## **15.2 Customs duties and MOMS (VAT)**

### *15.2.1 New motor vehicles*

Diplomats and members of the technical and administrative staff of the Mission are exempt from paying MOMS (VAT) when purchasing a new vehicle. Embassies and international organizations are to provide proof of employment/entitlement at the time of purchase and registration.

If a car with diplomatic registration is transferred to a non-privileged person within two years from the date of registration, customs duties and MOMS will be imposed on the car, unless the car is exported. After two years the car can be sold. However, if sold to a non-privileged person, usual duties and fees must be paid by the buyer and the diplomatic license plates must be returned, cf. below (15.5).

### *15.2.2 Used motor vehicles*

Used motor vehicles may be imported free of customs duties and MOMS as part of the owner's furniture and household effects provided they are for his/her exclusive use. However, this exemption is withdrawn if, within one year after registration of the vehicle in Denmark, it is transferred to a non-privileged person.

Technical-Administrative Personnel (TAP) must have owned and used the vehicle for at least one year in order to import the vehicle without paying duties and MOMS.

Correspondence and queries concerning customs and other duties on motor vehicles may be addressed to the customs office in Copenhagen:

Skattecenter Høje-Taastrup  
Helgeshøj Allé 9  
2630 Taastrup

Tel.: +45 7222 1818  
Fax: +45 7238 6734  
Web: [www.skat.dk](http://www.skat.dk)

## **15.3 Registration**

Application for registration and license plates must be sent to:

Motorcenter Høje-Taastrup  
Helgeshøj Allé 9  
2630 Taastrup

Tel.: +45 7222 1515  
Web: [www.skat.dk/skat.aspx?oid=1713593](http://www.skat.dk/skat.aspx?oid=1713593)

When a privileged person employed by an embassy or an International Organisation in Denmark registers a vehicle in his/her name, the address of the organisation is to be stated in the registration (not the home address of the privileged person).

#### **15.4 Registration fees**

Exemption from registration fees is granted for new vehicles belonging to Missions and to privileged persons. The application for exemption from registration fees must contain 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.

#### **15.5 Withdrawal of a motor vehicle**

Upon end of duty in Denmark license plates are to be returned to:

Skattecenter Høje-Taastrup  
Helgeshøj Allé 55  
2630 Taastrup 32  
Tel.: +45 7222 1818  
Web: [www.skat.dk](http://www.skat.dk)

Deregistration of the privileged person's vehicle(s) is to be carried out as soon as possible and without undue delay. It is expected that deregistration 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 deregister their vehicles within the stipulated time limit.

If a privileged person remains in Denmark after deregistration with the Protocol, based on another set of rules, or sells the vehicle to a non-privileged owner in Denmark, the vehicle must be re-registered with a Danish registration office and the diplomatic license plates returned to the registration office.

#### **15.6 Obligatory car inspection**

All cars, including cars on diplomatic license plates, must regularly undergo obligatory car inspections. The first obligatory car inspection takes place when the vehicle is four years old and afterwards every second year. An inspection fee is charged. Further information may be obtained from the homepage of i.a. Applus Bilsyn or Quickbilsyn:

[www.applusbilsyn.dk](http://www.applusbilsyn.dk)

[www.quickbilsyn.dk](http://www.quickbilsyn.dk)

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 car inspection, the vehicle must not be parked on public roads and must be removed as soon as possible and within 48 hours; otherwise it will be removed at the owner's expense. In order to obtain new license plates you should contact the Danish tax authorities, a vehicle inspection facility or

another entity being authorized to hand out license plates. The price for new license plates is approx. DKK 1,180 + possible handling fee.

### **15.7 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.

The Police is authorized to remove the license plates from a car being driven without a valid third party liability insurance. If the license plates are removed due to lack of insurance, the vehicle must not be parked on public roads and must be removed as soon as possible and within 48 hours; otherwise it will be removed at the owner's expense. In order to obtain new license plates you should contact the Danish tax authorities, a vehicle inspection facility or another entity being 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.

### **15.8 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.

## **16. Driving**

### **16.1 Driving license**

A valid driving license is necessary in order to lawfully operate a vehicle in Denmark.

Privileged persons and their dependent family members, including members of the service staff and private domestic staff, may drive 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 is drawn up in 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 with their application for a residence permit with the Protocol Department.

Driving licenses should be **prolonged** in the country where they were issued. If the national rules of the issuing state do not allow a prolongation, the Danish Authorities may prolong the driving license. Applications for such prolongations must be presented at the latest 6 months before the expiration of the driving license in order to ensure that a new card 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. There are two exceptions: 1) National rules prevent the person from obtaining a driving licence 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 months (high school, youth education and university). A Danish driving licence may be obtained in English and several driving schools offer driving lessons in English.

Inquiries relating to driving licenses may be addressed to:

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

### **16.2 Important reminders when operating a vehicle**

Operating a vehicle with a blood alcohol content 0.5 o/oo or more is in Denmark a serious offence in itself and even more so if involved in an accident. Persons who enjoy inviolability are not obliged to submit to a breathalyser, blood or urine test. However, the Protocol Department recommends that diplomats 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 him/her to continue driving. Due to the seriousness of such an offense in Danish legislation the Protocol will be contacted in such cases.

In cases where, on the basis of the alcohol test or the police report, there is no doubt about the condition of the driver, the Ministry 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 him/her.

Exceeding posted speed limits is also a serious offence. Danish Police is using a variety of measures (including permanent and temporary photo control posts) to reduce the number of violations of speed limits. A system is in place according to which penalties are fixed according to the location and the degree of the violation.

As per 1 February 2015 a new rule in the Danish Traffic Act establishes 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 a maximum of 30% of the allowed speed, 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.

The new rule implies that in such cases, the owner (or registered user) of a vehicle will automatically be notified and simultaneously presented with a fine notice indicating the fine to be paid and methods of payment.

The Protocol Department will receive information on these speeding offences and stay in touch with Diplomatic Missions on the matter.

When exceeding the posted limit by more than 30% the Police will handle the matter case by case. The Protocol Department will be informed and will contact the relevant Head of Mission about the matter.

The Danish penalty system is explained in detail on

<https://www.sikkertrafik.dk/raad-og-viden/i-bil/klip-i-koerekortet>

## 17. Parking

### 17.1. Parking in Central Copenhagen and the so-called bridge districts

Public parking is available across Copenhagen, but you have to pay to park or comply with time restrictions in some areas of the city

Central Copenhagen is divided into tariff zones and time restricted zones. The further you get from the city centre, the cheaper it is to park your 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. You should always check the signs in the street, as they will tell you the precise rules in force at the location where you want to park your car. Electric cars, hydrogen cars and electric motorcycles can park for free at street level on public parking spaces.

The parking rules in Copenhagen are described in detail on the website on parking of the City of Copenhagen, see: <https://international.kk.dk/artikel/public-parking-copenhagen> Here you can also download a Mini Parking Guide which is available in 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: You need to enter your licence plate
- Mobile payment: [Download an app from one of the providers](#)
- Time interval cards: Buy a time interval card that is valid for a minimum of 5 weekdays (minimum 1 day for business use) at <https://parkering.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 <https://parkering.kk.dk/#!/commercial-permit>

If you live in the Park and Pay area, you can apply for a **residential parking permit**, which allows you to park in public parking spaces in your neighborhood at a reduced price. The fees for the residential parking permit can be found on <https://parkering.kk.dk/#!/residential-permit>

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: <https://parkering.kk.dk/> or contact:

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

Having a parking permit does not exempt missions and staff from complying with any local parking restrictions in places where there are special signs giving time limits or other parking restrictions. 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.

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

### **17.2 Reserved parking at Diplomatic Missions**

A Diplomatic Mission can be favoured with one or two reserved parking spaces in front of either their Chancery or Residence if conditions allow. Please write to the relevant municipality (Copenhagen Municipality: [parkering@kk.dk](mailto:parkering@kk.dk), Gentofte Municipality: [parkering@gentofte.dk](mailto: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 lots, the Diplomatic Mission should contact the Copenhagen Parking Centre at tel: +45 70 80 80 95 and a parking attendant of the district will seek to issue a parking fine.

All vehicles, both vehicles belonging to the mission and vehicles with business at the mission, must comply with the relevant parking regulations and pay the parking fees if the reserved parking space is located within a pay zone, and they do not have a parking permit valid for the specific area.

### **17.3. Parking at the Ministry of Foreign Affairs**

In the vicinity of the Ministry of Foreign Affairs, there is a limited number of parking spaces available. These fall under the City's Parking regulations and have a time limit of 60 minutes. The Protocol Department has been issued with two parking permits that diplomats can borrow on request when attending meetings in the Protocol. The card should be placed visibly in the front screen of the vehicle 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 been issued with a number of parking permits for the use of guests invited by the Ministry of Foreign Affairs. The permits can be obtained from the Reception at the conference Centre. Please note that the permits are only valid for one day, i.e. if a meeting or conference is for more than one day, a new permit must be obtained from the Reception every day. In case of special events the prohibition may be waived.

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

## **18. Schools**

### **18.1 Schools**

In the public school system, children of diplomats are normally accorded the same conditions (free tuition) as Danish children. Some municipalities, however, charge a certain amount for some services, such as remedial and special needs education.

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

Primary and lower secondary education is also offered by private schools of which there are some 400 spread throughout the country. The state covers 80-85 per cent of the expenditures while the parents pay the remaining 15-20 per cent (fees vary between the different schools and grades).

Children may be admitted to a general or a vocational (commercial and technical) upper secondary education when they have completed ten years of basic education. To be admitted to general upper secondary (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.

An overview of the Danish educational system may be found at: <http://eng.uvm.dk/>

## 18.2 Schools with teaching in foreign languages and kindergartens

There are several major schools (and kindergartens) with international curricula and teaching in foreign languages offering the International Baccalaureate (IB) in the Copenhagen area. The largest of the international schools is Copenhagen International School/CIS. CIS has about 900 students and 145 teachers representing 24 countries (31% US, 15% UK, 14% DK).

A European School opened in August 2014 with a limited number of classes and languages. The school is planned to develop over the years. The school will have room for 13 year groups and 900 students when fully phased in by 2021. The school is free of charge.

The following schools and kindergartens are known by the Protocol Department:

<p><b>In Copenhagen Municipality</b></p>	<p>Amager's International School Engvej 141 2300 København S</p> <p>Tel.: +45 3258 7242 Fax: +45 3284 7242</p> <p>Web: <a href="http://www.a-i-s.dk">www.a-i-s.dk</a></p>
<p>Puljebørnehaven på Nørrebro (Kindergarten) (Arabic/Somalian) Rådmandsgade 58 2200 København N</p> <p>Tel.: 35 85 27 35</p> <p>Web: <a href="http://www.boernehaven-sanna.dk">www.boernehaven-sanna.dk</a> Email: <a href="mailto:boernehavensanna@mail.dk">boernehavensanna@mail.dk</a></p>	<p>Bjørn's International School Gartnerivej 5 2100 København Ø</p> <p>Tel.: +45 3929 2937 Fax: +45 3918 3842</p> <p>Web: <a href="http://www.b-i-s.dk">www.b-i-s.dk</a> Email: <a href="mailto:kontoret@b-i-s.dk">kontoret@b-i-s.dk</a></p>
<p>Copenhagen International School Levantkaj 4-14 2150 København Ø</p> <p>Tel.: 39 46 33 00 Fax: 39 61 22 30</p> <p>Web: <a href="http://www.cis-edu.dk">www.cis-edu.dk</a> Email: <a href="mailto:cis@cis.dk">cis@cis.dk</a></p>	<p>Montessori International Preschool Maglekildevej 8, 1853 Frederiksberg C</p> <p>Tel.: +45 3511 4911</p> <p>Web: <a href="http://montessoripreschool.dk/">http://montessoripreschool.dk/</a> Email: <a href="mailto:frederiksberg@montessoripreschool.dk">frederiksberg@montessoripreschool.dk</a></p>

<p>Sankt Petri Skole (German) Larslejstræde 5 1451 København K</p> <p>Tel.: 3313 0462 Fax: 3314 2462</p> <p>Web: <a href="http://www.sanktpetriskole.dk">www.sanktpetriskole.dk</a></p> <p>Email: <a href="mailto:kontor@adm.sanktpetriskole.dk">kontor@adm.sanktpetriskole.dk</a></p>	<p>Copenhagen City School (English/Danish) Gl. Kongevej 15C 1610 Copenhagen V</p> <p>Tel.: +45 3325 2248 Fax: +45 3325 2249</p> <p>Web: <a href="http://cityschool.skoleporten.dk/sp">http://cityschool.skoleporten.dk/sp</a></p> <p>Email: <a href="mailto:info@cityschool.dk">info@cityschool.dk</a></p>
<p>Prins Henriks Skole (French) Frederiksberg Allé 22A 1820 Frederiksberg C</p> <p>Tel.: 33 55 00 64 Fax: 33 21 23 80</p> <p>Web: <a href="http://www.lfph.dk">www.lfph.dk</a></p> <p>Email: <a href="mailto:info@lfph.dk">info@lfph.dk</a></p>	<p>Valby Preschool Søndermarksvej 13 2500 Valby</p> <p>Tel: +45 3511 4911</p> <p>Email: <a href="mailto:info@montessoripreschool.dk">info@montessoripreschool.dk</a></p> <p>Web: <a href="http://montessoripreschool.dk/">http://montessoripreschool.dk/</a></p>
<p>The European School Copenhagen Blommehaven 10, 2500 Valby</p> <p>Tel: 6136 5619</p> <p>Web: <a href="http://www.europaskolen.sag.dk">www.europaskolen.sag.dk</a></p> <p>Email: <a href="mailto:admin@escph.kk.dk">admin@escph.kk.dk</a></p>	<p>Institut Sankt Joseph (Danish/English) Dag Hammerskjolds Alle 17 2100 Ø</p> <p>Tel: 3538 4735</p> <p>Web: <a href="http://www.sanktjoseph.dk">www.sanktjoseph.dk</a> Email: <a href="mailto:isj@sanktjoseph.dk">isj@sanktjoseph.dk</a></p>
<p><b>In Gentofte Municipality</b></p>	<p>Rygaards Skole (Catholic), Int.Dept. Bernstorffsvej 54 2900 Hellerup</p> <p>Tel.: +45 3962 1053 Fax: +45 3962 1081</p> <p>Web: <a href="http://www.rygaards.com">www.rygaards.com</a> Email: <a href="mailto:admin@rygaards.com">admin@rygaards.com</a></p>

<p>Hellerup Montessori Kindergarten Rygaards Allé 57 2900 Hellerup</p> <p>Tel.: 39 62 40 43</p> <p>(Only children in the municipality of Gentofte)</p> <p>Web: <a href="http://www.hellerupmontessori.dk/">http://www.hellerupmontessori.dk/</a></p>	<p>The Little Montessori School Lundtoftevej 97 2800 Kgs. Lyngby</p> <p>Tel.: +45 4593 5295 Fax: +45 4593 5295</p> <p>Email: <a href="mailto:littlemontessorischool@mail.dk">littlemontessorischool@mail.dk</a></p>
<p>International School of Hellerup Rygaards Allé 131 2900 Hellerup</p> <p>Tel: 7020 6368</p> <p>Web: <a href="http://ish.dk/">http://ish.dk/</a></p> <p>Email: <a href="mailto:admissions@ish.dk">admissions@ish.dk</a> <a href="mailto:info@ish.dk">info@ish.dk</a></p>	<p>Bernadotteskolen Hellerupvej 11 2900 Hellerup</p> <p>Tel.: +45 3962 1215</p> <p>Web: <a href="https://bernadotteskolen.dk">https://bernadotteskolen.dk</a></p> <p>Email (English section): <a href="mailto:tlh@bernadotteskolen.dk">tlh@bernadotteskolen.dk</a></p>
<p><b>In Roskilde Municipality</b></p>	<p>Skt. Josef's International School Frederiksborgvej 10 4000 Roskilde</p> <p>Tel.: +45 4635 2526</p> <p>Web: <a href="https://sktjosef.com/">https://sktjosef.com/</a></p> <p>Ms Rikke Holm, Admissions Tel.: +45 4630 4605</p>

### International baccalaureate

At the following schools students may prepare themselves for the International Baccalaureate (IB):

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

More information about international schools:

<https://www.workindenmark.dk/Moving-to-DK/Bring-your-family/School-and-Education>

### 18.3 Universities

There are general and specific admission requirements for foreign students. For the University of Copenhagen, information can be obtained from:

Study Division  
University of Copenhagen  
Fiolstræde 1  
1171 København K

Tel.: +45 3532 2929  
Fax: +45 3532 2892

Web: [www.ku.dk/english/](http://www.ku.dk/english/)

#### **18.4 Danish language courses**

There are several institutions offering Danish language courses, which can be found through the search engine at the link below to the website of the Ministry of Education. Currently, this search engine only exists in Danish, cf.

<https://www.uvm.dk/institutioner-og-drift/institutionsregisteret>

An overview of the language courses offered in Denmark can also be found at the link below:

<https://statistik.uni-c.dk/instregvisning/Liste.aspx?InstType=1052>

More information can be obtained from:

The Ministry of Education  
Frederiksholms Kanal 21  
DK-1220 Copenhagen K

Tel.: +45 3392 5000  
Fax: +45 3392 5567

## **19. Firearms License, Game License and Angling License**

### **19.1 Firearms license**

#### *19.1.1 Firearms licence for the personal protection of privileged persons*

The Copenhagen Police (Københavns Politi) issues firearms licences for the personal protection of privileged persons in Denmark.

The licence is issued for weapons meant for the owner's personal protection, and one firearms licence is issued for a handgun (pistol/revolver). Only one licence per person. No licence will be issued for automatic weapons.

There is no fee in connection with the issue of the firearms licence.

Applications for a firearms licence must contain personal information about the applicant as well as specifications for the firearms for which the applicant applies. The application must be endorsed by the Head of Mission and sent to:

Københavns Politi  
Operativ Planlægning & Analyse  
Politigården  
1567 København V

Tel.: +45 3314 1448, ext. 2540  
Fax: +45 3343 0060

Copy of both sides of the applicant's Danish diplomatic ID card or residence permit card, copy of the page showing name and photo from the applicant's passport as well as the page with the Danish visa must be enclosed with the application.

The application may be obtained from the above address.

### *19.1.2 Firearms licence for staff at embassies*

The Danish Security and Intelligence Service (PET) issues firearms licences to staff at Foreign Embassies in Denmark based on a security need.

PET may issue firearms licences 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 licence can only be issued to a natural person.

Embassies that wish to apply for firearms licences for its members of staff based on a security need may approach the embassy's contact person in PET, who will hand out the application form and provide guidance. Under Section 6 b of the Danish Weapons and Explosives Act, the submission of an application for a firearms licence is subject to a fee.

Firearms licences remain valid for a period of two years, cf. Section 6 d (1) of the Danish Weapons and Explosives Act. The certificate can be renewed upon application.

The licence is subject to the condition that the weapon may not be stored or carried outside the extraterritorial area. Carrying the weapon outside the extraterritorial area is, however, permitted in connection with entry into and departure from Denmark.

Furthermore, it will be possible to apply for special permission to carry and use the weapon outside the extraterritorial area for the purpose of training at a shooting range.

The licence is personal, and the holder of the licence must always carry the certificate together with the weapon. Upon termination of the holder's functions with the Mission, the licence must be returned to PET.

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

If a Mission wishes to import or export firearms or ammunition, a request for a permission must be sent to the Ministry of Justice, att. Politikontoret, and the import/export permit must be produced at customs.

### *19.1.3 Firearms licence for hunting*

Applications for firearms licences for purposes such as hunting will be processed by the police district in which the applicant is domiciled, cf.

<https://www.politi.dk/da/borgerservice/vaabentilladelse/>

You are only allowed to possess barrelled weapons if you have a game licence.

## **19.2 Danish temporary game licence**

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 diplomats and to members of administrative and technical staff of the embassies, provided they are not citizens or permanent residents of Denmark.

A temporary game licence may be obtained on the web on

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<http://www.naturstyrelsen.dk/International/English/Topics/Hunting/>

Inquiries should be addressed to

Styrelsen for Vand-og Naturforvaltning  
Jagttegnadministrationen  
Haraldsgade 53, 1  
2100 København Ø

Tel.: +45 7254 2000 (hours 9:00 - 12:00)  
Email: jagttegn@nst.dk

Web: <http://eng.mst.dk/>

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

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

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 Forest and Nature Agency 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.

### **19.3 Angling licence**

Everyone between the ages of 18 and 65 angling in Denmark must hold a valid angling licence. Angling is fishing using light hand tackle. Fishing in trout lakes, called "put and take", does not normally require an angling license, but a pass, which can be purchased on the site.

The system is described on the following English web address:

<https://www.fisketegn.dk/fisketegn/common/setLocale.do?language=en>

The angling licence may be obtained on the following English web address:

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

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

Your angling licence is personal and you must carry your fishing number or receipt for payment while fishing together with personal identification. The income from angling licences is used to care for fish stocks.

## 20. Real property

### 20.1 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:

Department of Civil Affairs  
Toldboden 2, 2nd floor  
8800 Viborg

Tel.: +45 3392 3334  
Email: [civilstyrelsen@civilstyrelsen.dk](mailto:civilstyrelsen@civilstyrelsen.dk)

This also applies to owner-occupied flats (ejerlejligheder) and to flats where the tenant has bought a share in the house (andelslejligheder).

Privileged persons who are EU citizens are not required to obtain permission if the real estate/property is meant for year-round occupancy. The same applies to privileged persons who are citizens in Nordic countries that are not members of the EU. However, it is recommended to contact the Ministry of Justice before any acquisition is made.

The property should be registered as soon as possible and no later than six months from the date of conveyance. The permission from the Ministry of Justice must be submitted to the Register of Mortgages (Tinglysningsretten) when registering the deed. No permission is needed when selling real property.

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

### 20.2 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 embassy is regulated by local municipal planning 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.

If no such district plan or municipal planning regulation pertain to your local area, you will have to follow the provisions issued respectively by the Planning Division of your local municipality, the Act on Planning (in Danish: "Planloven" - LBK nr 287 af 16/04/2018), and the Act on Building (in Danish: "Byggeloven" - LBK nr. 1178 af 23/09/2016).

Municipalities are prepared to provide guidance on general and local regulations and ordinances regarding zoning, usages, etc.

### **20.3 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](http://www.skat.dk)

### **20.4 Taxation of real property**

According to the Vienna Convention, Article 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.

## **21. Copenhagen Airport, Kastrup**

### **21.1 Access to the Airport**

Mission staff holding red or green ID cards issued by the Protocol Department may enter the transit and luggage area of Copenhagen Airport, Kastrup, to meet or to see off passengers. Mission staff members holding a white ID card issued by the Protocol Department may obtain an airport pass for access to the transit and luggage area. Before doing so the Mission should be registered as a company in the airport data base, cf. <https://cphprod.service-now.com/cphnow> The Mission should have a person responsible for airport passes and that person should handle the applications for airport passes. Such applications should be sent to

Københavns Lufthavne A/S  
Box 74  
Att. ID-kort Kontoret  
Lufthavnsboulevarden 6  
2770 Kastrup

More information may be obtained by contacting the ID card office, tel. +45 3231 2317.

### **21.2 Royal Lounge**

The Royal Lounge is reserved for the use of the Royal Family. Its use by Diplomatic Missions is restricted and subject to the following conditions:

Provided the Royal Lounge is available, the Protocol Department may facilitate the use of it in connection with the arrival, departure or transit of:

Foreign Royalty

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

The Royal Lounge may only be used by other visiting Cabinet Ministers provided a Danish Cabinet Minister is present.

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

Any catering services wished for in the Royal Lounge must be arranged through email [VIP@CPH.dk](mailto:VIP@CPH.dk).

In order to cover the expenses of manning the Royal Lounge, VIP administration, marshalling of cars, cleaning, etc. Copenhagen Airports CPH has a VIP charge.

#### **21.4 CD Parking**

CD cars on blue plates may be parked for up to 75 minutes at the CD parking (free of charge) at the parking space east of terminal 3, referred to as P-8. For parking up to max. 4 hours in the car park buildings/areas, each Mission may obtain one personnel card (personalekort) free of charge from:

VIP coordinator  
Tel.: +45 2228 7065  
Email: [VIP@cph.dk](mailto:VIP@cph.dk)

Additional cards can be purchased at:

Lufthavnspareringen  
Københavns Lufthavne A/S  
2770 Kastrup  
Tel.: +45 3252 8300  
Fax: +45 3251 7879  
Web: [www.cph.dk](http://www.cph.dk)

CPH Parking  
Københavns Lufthavne A/S  
2770 Kastrup  
Tel: +45 32 31 32 31  
Email: [Casper.rasmussen@CPH.dk](mailto:Casper.rasmussen@CPH.dk)

It should be noted that parking for more than 4 hours at the airport must be paid on general conditions.

## 22. Elections

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

If it is 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 normally not give rise to objections on the part of the Danish Authorities. If Embassies need assistance or guidance from the Ministry of Economic Affairs and the Interior in connection with general questions regarding elections, the person to approach is Election Advisor Christine Boeskov (telephone no. +45 25 16 12 06).

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.

The Ministry advises the Embassy to inform the Danish Security and Intelligence Service in advance about the time and place of the planned polling stations:

Politiets Efterretningstjeneste  
Klausdalsbrovej 1  
2860 Søborg

Tlf. +45 3827 8888

Email: [gamma@pet.dk](mailto:gamma@pet.dk)

## 23. Emergencies

**Call 112** if you need urgent medical assistance in the event of acute life threatening illness or injury or if you need the fire brigade or the police.

By dialling **114** you will be connected to the nearest police station.

**Call 1813** if you need help in the event of injury or a sudden illness. You can also dial 1813 when you are in doubt about what to do. **You must call 1813** for advice; you cannot just go to the regional emergency departments.

Telephone calls to 112 and 1813 are answered by the regional Emergency Centre, which is responsible for providing proper assistance. For example, the Emergency Centre is able to send an ambulance, refer you to a hospital emergency department or send a physician to your home.

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You can receive treatment in five regional emergency departments 24 hours a day. Please dial 1813 in advance. There are emergency departments at e.g. Bispebjerg, Herlev and Hvidovre hospitals, the North Zealand Hospital Hillerød as well as the Hospital of Bornholm.

You can receive treatment for sudden illnesses and minor injuries at six urgent care centres from 7 AM to 10 PM. Please dial 1813 in advance.

You can receive urgent help in psychiatric acute admissions/centres. Dial 1813 if you are in doubt. Psychiatric admissions in Ballerup, Glostrup, Hvidovre, Nordsjælland and Copenhagen are open 24 hours a day, while psychiatric admissions in Amager and Frederiksberg are open between 8 AM and 10 PM.

Dial 1813 if you have suffered broken teeth or suffer from toothache outside of your dentist's surgery hours.

Download the free app "Akuthjælp" in App Store or Google Play and look up addresses and opening hours for emergency admissions, emergency dentist etc.

You can get more information:

<https://www.regionh.dk/english/Healthcare-Services/Emergency-Medical-Services/Pages/Medical-Helpline-1813.aspx>

## **24. Travel to the Faroe Islands and Greenland**

The following procedures should be observed regarding visits to Greenland and the Faroe Islands by diplomatic agents, as defined in Article 1, (e) of the Vienna Convention on Diplomatic Relations:

### *Visa*

Diplomatic agents from states whose citizens may enter Denmark without a visa may also travel to Greenland and the Faroe Islands without a special visa.

Diplomatic agents from States whose citizens need visa to enter Denmark must obtain a special visa for travel to Greenland and the Faroe Islands. This special visa will be issued by the Ministry of Foreign Affairs, Protocol Department, on the basis of a note verbale.

### *Notification of the Protocol Department*

No matter if special visas are required or not, all Diplomatic Missions and International Organisations must notify the Protocol Department of any planned visits by diplomatic agents to Greenland and the Faroe Islands by a note verbale minimum 3 weeks in advance of the planned visits (except purely private visits). In the note verbale the destination and duration of the stay must be stated.

## 25. Rules for flying flags

The Danish flag is called Dannebrog and, according to legend, dates back to 15 June 1219. The Faroe Islands and Greenland have their own flags.

In general, it is not permitted to fly Foreign flags in Denmark except for the flags of the Nordic countries, the UN flag and the EU flag. However, national flags can be flown at the chancellery of a Diplomatic Mission, at the residence of the Head of Mission and on the Mission's or Head of Mission's official car.

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

## 26. Information on Danish/EU rules and regulations

Legal information (Retsinformation) <https://www.retsinformation.dk/> is the official on-line legal information system of the Danish State. The system contains all Danish rules and regulations, i.e. all acts passed by the Danish parliament (Folketinget) as well as executive orders, circulars etc. issued by the administration.

Further legal information can also be found on the Danish parliament's webpage: <http://ft.dk/>

Concerning EU-law, information can be found: <https://eur-lex.europa.eu/homepage.html?locale=da>

Information about the Schengen rules and visa requirements and procedures for foreign nationals wishing to visit Denmark can be found here: <https://www.nyidanmark.dk/en-GB>

## 27. Pets

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.

'Pet animals' mean animals of the species listed in Annex I to the Regulation, which are accompanying their owners or a person responsible for such animals on behalf of the owner during their movement, and which are not intended to be sold or transferred to another owner.

All current rules are explained on the homepage of the Danish Veterinary and Food Administration: [www.uk.foedevarestyrelsen.dk](http://www.uk.foedevarestyrelsen.dk) (English version). The Regional Control Authorities must be contacted for personal calls. In the following a summary:

### **27.1 Dogs and cats**

According to the requirements of EU Regulation 576/2013 of 12 June 2013 on the animal health requirements applicable to the non-commercial movement of pet animals, dogs and cats may be brought into Denmark when accompanied by the owner or a person responsible for such animals on behalf of the owner.

In general, dogs and cats must be identifiable by either a microchip of ISO standard or a readable tattoo. Furthermore, they must be vaccinated against rabies in accordance with the recommendations of the manufacturing laboratory of the used vaccine. A health certificate is required for this purpose.

If the dog or cat originates from a country not listed in Annex II to Regulation 576/2013 in addition to the requirements mentioned above, a neutralising antibody titration at least equal to 0,5 IU/ml carried out on a sample taken by an authorised veterinarian at least 30 days after vaccination and three months before entering Denmark.

Forms for the above-mentioned health certificate can be downloaded from the homepage of the Danish Veterinary and Food Administration.

Dogs and cats less than three months old may be imported without rabies vaccination but with proper ID and health certificate and only upon receiving an import permit.

In Denmark, it is required by law to have a dog liability insurance. The insurance covers if a dog does damage to people outside the owner's household or to their belongings. The insurance may be purchased from most Danish insurance companies.

Please observe that according to Danish law, the ownership and breeding of some specified dog breeds are prohibited, cf.

[http://www.foedevarestyrelsen.dk/english/ImportExport/Travelling\\_with\\_pet\\_animals/Pages/The-Danish-dog-legislation.aspx](http://www.foedevarestyrelsen.dk/english/ImportExport/Travelling_with_pet_animals/Pages/The-Danish-dog-legislation.aspx)

### **27.2 Other pets (Washington Convention/CITES)**

Entry of other pets is generally subject to permission granted by the Veterinary and Food Administration. This concerns all birds, pigeons, rabbits, hares, chinchillas, minks, horses etc. Application for permission to import such animals must state the address in Denmark for approval for private quarantine.

There are no restrictions on the import of certain aquarium fish, hamsters and guinea pigs, but several exotic animals such as parrots, some other bird species, tortoises, turtles, snakes and other reptiles may be covered by provisions governing endangered species. It is recommended in such cases to contact the Danish Nature Agency:

Naturstyrelsen  
Gjøddinggård, Førstballevej 2  
7183 Randbøl  
Tel.: +45 7254 3000

Web: <http://mst.dk/natur-vand/natur/international-naturbeskyttelse/handel-med-truede-arter/dyr-og-planter-omfattet-af-cites/>

Email: [nst@nst.dk](mailto:nst@nst.dk)

## 28. Visits to Museums

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

A guide to museums in Copenhagen and the Copenhagen area may be found:

<https://www.visitcopenhagen.com/copenhagen/sightseeing/cool-art-museums-copenhagen>

## 29. Trains and busses

Passengers on the S-tog and the Metro are obliged to have valid tickets before entering a train.

Please check [http://www.rejsekort.dk/?sc\\_lang=en](http://www.rejsekort.dk/?sc_lang=en) for the introduction of Rejsekortet.

It is possible to get an anonymous Rejsekort at Københavns Hovedbanegaard or at Copenhagen Airport. Please check: [https://www.rejsekort.dk/koeb-rejsekort/sammenlign-rejsekort/rejsekort-anonymt.aspx?sc\\_lang=en](https://www.rejsekort.dk/koeb-rejsekort/sammenlign-rejsekort/rejsekort-anonymt.aspx?sc_lang=en)

For more information about public transportation in Denmark:

<http://www.moviatrafik.dk/dinrejse/rejsekort/Pages/rejsekort.aspx?accept-cookies=1>

In greater Copenhagen inspectors carry out random checks on trains, including the Metro, and buses to make sure passengers are holding a valid ticket. Passengers not holding a valid ticket must pay a surcharge for the ticket of DKK 750, cf.

<https://www.dsb.dk/kundeservice/skriv-til-os/kontrolafgift/>

The surcharge must also be paid by privileged persons.

## 30. Early history objects and natural history objects

If early history objects of gold, silver or other valuable metals or of other cultural value are found in Denmark, and no one is proved to be the owner, the object is state property. Finders of such objects must deliver the objects to the National Museum of Denmark, cf.

<http://natmus.dk/salg-og-ydelser/museumsfaglige-ydelser/danefae/indlevering-af-danefae/>

Remuneration will normally be given.

Other natural history objects found in the earth such as rare fossils, animal skeletons, rare minerals and meteorites should be offered to the State. The finding place should be noted, and the nearest scientific museum should be contacted. If the State wishes to buy the objects, the finder will receive remuneration.

### **31. Radio communication and radio and TV license**

The Danish Energy Agency (Energistyrelsen) 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 459 of 23 May 2012 on Frequency Use without License and on Amateur Radio Examinations and Call Signs etc. may be used without a license.

Other radio equipment may be subject to licensing according to Executive Order No 999 of 15 October 2012 on Frequency Use with License.

Application for a frequency license should be sent to:

Energistyrelsen  
Carsten Niebuhrs Gade  
1577 København V

Tel: +45 3392 6700

Mail: [ens@ens.dk](mailto:ens@ens.dk)

Web: <http://ens.dk/>

You may read more about obtaining a frequency license on

<https://ens.dk/ansvarsomraader/frekvenser/ansoeg-om-tilladelse-og-kaldesignal/ansoeg-om-frekvenstilladelse>

According to the Radio and TV Licenses Act article 12 Diplomatic Missions and their privileged staff members are exempt from paying license fees for Danish radio and television broadcasts.

Foreign staff members employed by an International Organization with a host agreement between Denmark and the international organization are also exempt from paying the license fees for Danish radio and television broadcasts.

It is a condition for the exemption that the privileged person is not registered in the Danish Civil registration system/CPR with a resident CPR-number.

DR Licens can request documentation for citizenship and terms of employment.

## 32. NemID

Individuals working and living in Denmark often need a NemID. NemID is a common online login to access public and private self-service solutions, e.g. Digital Post, online banking or the Danish Customs and Tax Administration (SKAT).

Diplomats may apply for a NemID by visiting a citizen service centre (Borgerservice) in the municipality where he/she lives and bring a witness.

When ordering NemID at a citizen service centre the applicant must:

- Bring a valid photo ID and an identification document containing the assigned administrative social security number. Please contact a citizen service centre in case of questions in regards to legitimation.
- The individual must also bring a witness, who can attest to the identity of the individual. The witness will need to sign a sworn statement with his or her own personal NemID, or in writing - in case the witness does not own a NemID.

Below are the listed requirements for the witness:

- The witness must have reached the age of 18, be able to meet the general ID requirements and sign a sworn statement.
- We recommend that the witness brings his or her own personal NemID, as it is possible to sign the sworn statement with NemID.
- The witness must have had NemID with Digital Signature for a minimum of 30 days.
- The witness can only be a witness for three (3) times within 120 days.

As the issued NemID is referring to an *administrative* social security number (administrative CPR number), it will have limited use in comparison with a NemID referring to a *regular* social security number (CPR number).

Further information about NemID: <https://www.nemid.nu/dk-en/>

## 33. General Data Protection Regulation (GDPR)

The Ministry of Foreign Affairs, Protocol Department, processes personal data regarding privileged persons and other staff working for other countries' Missions accredited to Denmark and international organizations residing in Denmark. The Protocol Department also processes personal data regarding candidates in the process of being appointed as honorary consuls in Denmark.

You can read about how the Ministry of Foreign Affairs processes personal data in the Ministry of Foreign Affairs' Privacy Notice:

- [English version](#)
- [Danish version](#)

16.06.2022

Here you can find:

- [The General Data Protection Regulation](#), and
- [The Danish Data Protection Act \(in Danish\)](#)

## **34. Updates**

For easy reference, please find below the dates and main content of the latest updates of the current document:

Chapter 17.1. – Parking in Central Copenhagen and the so-called bridge districts (04.01.2021)

Chapter 1.3. – Members of the administrative and technical staff of the Mission (26.03.2021)

Chapter 23. – Emergencies (112 app) (26.03.2021)

Chapter 17.3. – Parking at the Ministry of Foreign Affairs

Chapter 12.1 – Duty free imports (23.03.2022)

Chapter 21.1 – Access to the Airport (18.03.2022)

Chapter 12.1 – Duty free imports (23.03.2022)

Chapter 17.1-17.2 – Parking in Central Copenhagen and the so-called bridge districts – Reserved parking at Diplomatic Missions (11.05.2022)

Chapter 21.4 – CD Parking (24.05.2022)

Chapter 34 – Updates