

Form 3

Protocol Department, Ministry of Foreign Affairs, Copenhagen		For Protocol Department only		
Registration of internationally recruited employees of International Organisations with office in Copenhagen		CPR nr.:		
Copy of passport(s) and two identical new passport size photos to be forwarded		Opholdskort nr.:		
		ID kort nr.:		
		Periode:		
1. Name of Organisation				
2. Last Name(s) – as in passport				
3. First Name(s) – as in passport				
4. Date of birth	Date:	Month:	Year:	Place of Birth (City and country)
5. Nationality	Danish CPR No./Secondary Nationality – if any			
6. Passport	Passport type		Date of issue	
7. Civil status (Single, Married, Divorced etc.)	Date and place of change in civil status (eg. date of divorce)			
8. Arrival and duty in Denmark	Date of arrival			Date of taking up duty
9. Private address in Denmark				Telephone no.
10. Previously residing in Denmark	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?			
11. Category	Official, Diplomat <input type="checkbox"/> Official, Professional and higher categories (non-diplomat) <input type="checkbox"/> Official, General Service (non-diplomat) <input type="checkbox"/> Expert on mission <input type="checkbox"/>			
12. Title				Employment level:
13. Position in the Diplomatic List	After:			Not to be listed: <input type="checkbox"/>
14. Name and category of predecessor				
15. MOMS/VAT reimbursement	Eligible for MOMS/VAT reimbursement Yes <input type="checkbox"/> No <input type="checkbox"/>		Email address for PRO-Moms user account	
16. Accompanied by the following family members forming part of the household (if necessary, please use the back) All accompanying family members must fill in their own form				
Name	Relationship	Nationality	Date of birth	
18. Organisation's contact person	Name:	Telephone:	E-mail:	

Application for Residence Card or ID Card

19. Two specimen signatures in black ink of the applicant within the spaces provided		
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The Protocol Department must be informed by Note Verbale of changes in the above information, the termination of duty and final departure of any member of the Organisation. On final departure, the residence/ID card must be returned to the Protocol Department.

Date:	Stamp of Organisation:	Photo of applicant One photo affixed. One photo enclosed. Requirements for photo: Full frontal. Colour and of high quality. Measurements min. 32x40 mm, max. 35x45 mm, from eye to tip of chin 13 mm, must show forehead and hair line
Signature of the Head of Organisation:		