



## Get off to a good start in Denmark

Get help with the paperwork, jobseeking and get good advice on what it's like to live and work in Denmark.

All relevant authorities under one roof.

A public service for foreign employees, job seekers and Danish companies.



## **All the service you need in one place**

There's a lot to take care of when you arrive in Denmark as a foreign employee or job seeker. International Citizen Service (ICS) is there to help. We make the contact to Danish authorities as easy as possible – for you, your partner, and for Danish companies that employ foreign employees.

All the authorities you typically need to contact are represented at ICS. So in most cases, you'll only need to visit an ICS office to take care of paperwork and find answers to your questions.

We can't help you with everything there and then, but you can expect efficient service and assistance. If ICS cannot help with your enquiry, we will refer you to the relevant authority.

# International Citizen Service offers

## Help with the paperwork:

- residence permit for non-EU citizens
- registration certificate for EU citizens
- tax card
- social security number (CPR)
- medical card
- Danish driver's license

## Personal guidance on:

- job seeking in Denmark
- finding a job for your partner
- student jobs for international students
- Danish courses
- the Danish tax system
- registration of foreign vehicles

## Useful information about:

- living and working conditions in Denmark
- authorisation and approval of professional qualifications for regulated professions
- study and career counselling
- accommodation
- schooling
- day-care for children
- network and social activities in your area

# Contact International Citizen Service

You will find an International Citizen Service office in each of the four largest cities in Denmark: Copenhagen, Aarhus, Odense and Aalborg. Foreign employees, job seekers and Danish companies are welcome to contact us. For personal service, please come during office hours. You may also contact us via mail or phone.

If your enquiry is more general, you will in most cases find the information you're looking for on the relevant authority's website.

You will find the following authorities represented at ICS:

- Workindenmark
- The Danish Immigration Service
- The Danish Tax and Customs Administration – SKAT
- The regional state administration
- The local municipal administration (Copenhagen, Aarhus, Odense and Aalborg)
- At ICS Aarhus: the expat organisation International Community
- At ICS Aalborg: the regional project Live and Work in North Denmark

## **Copenhagen**

Nyropsgade 1  
DK-1602 Cph. V

P: +45 33 66 66 06  
M: east@icitizen.dk

### *Office hours:*

Wed. 1pm - 5pm  
Thurs. 11am - 3pm

## **Odense**

Dannebrogsgade 3, 1<sup>st</sup>  
DK-5000 Odense C

P: +45 72 20 54 20  
M: south@icitizen.dk

### *Office hours:*

Tues. 12pm - 4pm  
Thurs. 12pm - 4pm

## **Aarhus**

Nordhavns­gade 1  
DK-8000 Aarhus C

P: +45 72 22 33 75  
M: west@icitizen.dk

### *Office hours:*

Thurs. 1pm - 5pm  
Fri. 9am - 1pm

## **Aalborg**

Nytorv 7, 2. tv.,  
DK-9000 Aalborg

P: +45 72 56 89 20  
M: north@icitizen.dk

### *Office hours:*

Thurs. 1pm - 5pm  
Fri. 9am - 1pm