

Newcomer guide for Herning municipality

Foreign nationals from other countries (outside the EU)

Foreign nationals from outside the EU **MUST** have a valid work and residence permit **BEFORE** commencing work.

The employee is hereafter referred to as "you".

Step 1 – Danish Immigration Service (Udlændingetjeneste) – Residence and work permits

You must apply to the Immigration Service (Udlændingetjeneste) for a residence and work permit, but applications may be submitted at a Danish diplomatic mission (consulate or embassy).

Residence and work permits are normally only given if there is relevant employment-related or commercial justification. There are number of special schemes that make it easier for highly qualified foreign nationals to get residence and work permits in Denmark.

The Danish Immigration Service website, www.nyidanmark.dk, describes in detail which groups can expect to be granted a residence and work permit, how to apply, and which forms to use.

Step 2 – Citizen Service Centre (Borgerservice) - Enrol with the Civil Registration Office (CPR number) and Health Insurance card

When you have your residence and work permit, you must enrol at the Civil Registration Office (Folkeregistret) at a Citizen Service Centre (Borgerservice). There are several local Citizen Service Centres in Herning Municipality:

Servicecenter **Herning**

Rådhuset, Indgang B (Entrance B)
Torvet
7400 Herning

Servicecenter **Vildbjerg**

Kirkegade 7
7480 Vildbjerg

Servicecenter **Aulum**

Østergade 5
7490 Aulum

Servicecenter **Kibæk**

Solbakken 30
6933 Kibæk

Opening hours for contacting Borgerservice in person

	Herning	Aulum	Kibæk	Vildbjerg
Monday	09.30 - 15.00	09.30 - 17.00		
Tuesday	09.30 - 15.00	09.30 - 15.00	09.30 - 17.00	
Wednesday	09.30 - 15.00		09.30 - 15.00	09.00 - 15.00
Thursday	09.30 - 17.00			13.00 - 17.00
Friday	10.00 - 12.00			

Opening hours for contacting Borgerservice by telephone (tel. 9628 2828)

	Herning	Aulum	Kibæk	Vildbjerg
Monday	08.00 - 16.00	08.00 - 17.00		
Tuesday	08.00 - 15.00	08.00 - 15.00	08.00 - 17.00	
Wednesday	08.00 - 15.00		08.00 - 15.00	08.00 - 15.00
Thursday	08.00 - 17.00			08.00 - 17.00
Friday	08.00 - 12.00			

Bring the following with you:

- Passport or personal ID card
- Certificate of registration and work permit
- Marriage certificate and child birth/baptism certificates (if applicable)

When you register at the Civil Registration Office (Folkeregistret), you will receive a Civil Registration Number (CPR nummer) and a Health Insurance Card, after which you are insured under the Danish Health Insurance scheme. When you enrol at the Civil Registration Office, and if you are registered in Health Insurance Group 1, you will be asked to choose a general practitioner/doctor.

Read more

[Health and health insurance](#)

About 14 days after registration, you will receive a yellow Health Insurance Card by mail. We recommend that you keep this card with you at all times. You will need it if you need to contact a doctor, hospital or dentist.

Read more about doctors and dentists

[Health and health insurance](#)

You can also use your yellow Health Insurance Card to borrow books free of charge from the public library.

You may be eligible for a blue EU Health Insurance card. If you need one, ask at a Citizen Service Centre (Borgerservice) in your municipality.

If you move to a new address, you must contact your local Citizen Service Centre.

If you have children, you can apply for family allowance at the Citizen Service Centre (Borgerservice).

Step 3 – Taxation - Tax Card

When you are employed in Denmark, you must pay Danish income tax. You may also be liable to pay tax in your home country. The Danish Tax Authority (SKAT) issues tax cards and can give you advice and instructions concerning deductions, etc. You will need a Danish tax card. You and your employer must complete the form below and send it to:

Tax Centre (Skattecenter) Herning
Brændgårdvej 10
7400 Herning

Forms may be downloaded [here](#) (04.063 EN). Complete the form and send it to Tax Centre (Skattecentret) Herning.

Enclose copies of the following documentation:

- Residence and work permits
- Passport or ID card with photo
- Contract of employment
- Documentation for your marital status (e.g. marriage certificate) and children
- Last tax statement from your previous country of residence
- Bank details in your home country

Note: If your income changes significantly or if you buy a house, take out a loan, etc, you must provide SKAT with this information. You will then receive a new tax card.

Read more

[Taxation](#)

Step 4 – Opening a bank account

If you wish to open a bank account, you must bring the following with you to the bank:

- Contract of employment
- Proof of identity
- Documentation for your address in Denmark / CPR number

Your employer may be able to recommend a local bank or branch.

Remember to inform the salaries department of your bank account number.

Read more

[Bank](#)