

MFA Services FAQ

The purpose of this FAQ is to provide information on the conditions and procedures for registering with and/or obtaining a Residence Permit/ID Card from the Ministry of Foreign Affairs in Denmark. It also deals with questions related to duty free imports, taxes on goods and services purchased locally and imports or local purchases of motor vehicles. Staff members should familiarize themselves with these guidelines. GSSU MFA Services will assist in processing different requests.

Welcome to your new chapter in one of the world's most vibrant, progressive, and liveable countries. Whether you are arriving solo or with a partner, though not exhaustive, this packet covers what you need to know to settle in smoothly.

As a national of an EU country or Switzerland which authority do I need to register with? The Ministry of Foreign Affairs (MOFA) or the State immigration authority (SIRI).

As a national of an EU country or Switzerland you (and your family) have the choice to register with either MOFA or SIRI.

Please note:

- 1) If you register with the Protocol Department (MOFA) you receive an Administrative Central Persons Registry (CPR) number.
- 2) If you register with SIRI you receive a regular residence CPR number.

Each CPR number has different privileges so please contact the Protocol Services unit to obtain more detailed information (gssc.mofa.cph@undp.org or [UNail](#)).

I am a national of an EU country or Switzerland. My family members are not EU/Swiss citizens, do they need to register with the MFA?

It depends on where you, as a staff member choose to be registered – SIRI or MOFA. Your family members must follow you.

I am a non EU citizen, where do I have to register?

You (and your family) must be registered with MOFA. You will be issued a residence permit with an administrative CPR number. The residence permit card is proof that the holder has been granted



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residence in Denmark. It also serves as an ID card proving identity of the holder and includes an "administrative" CPR-number.

I am a non EU citizen. My family members are EU/Swiss citizens, do they need to register with the MOFA?

Dependent family members who are EU/Swiss citizens may choose to independently register as EU-citizens with SIRI.

My family members are also from countries outside the EU area or Switzerland. They will join me in Copenhagen at a later date. Can I apply for their residence permits upon my arrival in Copenhagen?

Yes, you can apply, with the help of the Protocol Services unit, for D visas/Danish residence permits at a later stage for your family/dependents.

What is the process for registration/application for residence permits/ ID cards for non-EU staff members with the Protocol Department?

The Protocol Services unit assists with the process of applying for both the D visa, for entry into Denmark, and the Danish residence permit for the staff member (and family members).

More information will be shared at the point of applying for the D visa such as document requirements, process time and more.

What is the process for renewing my residence permit/ID card with the Protocol Department?

The process is to contact the Protocol Services unit up to 2 months before expiry of the card via either email (gssc.mofa.cph@undp.org or [UNall](#)) and request for a renewal.

I am registered with the MOFA, can I also register with SIRI and obtain a "resident" CPR-number?

No, in general you cannot (especially for non-EU nationals). But in certain circumstances EU-nationals can move from MOFA to SIRI, but once done you can not move back to MOFA again.

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What is the difference between a "resident" CPR-number and an "administrative" CPR-number?

Resident CPR-numbers are issued by SIRI via a local municipality service center and are only for EU-nationals. A resident CPR number entitles the holders to have access to social security, free healthcare and free education, etc.

Administrative CPR-numbers are issued by the Protocol Department of MOFA to staff members of the United Nations and their family members. The administrative CPR number does not carry rights, but will facilitate the registration and identification of the holders. However, it does not allow the holders to have access to social security and free healthcare nor mobile pay.

Work permits for dependents in Denmark?

Spouses/partners and children of internationally recruited staff members, who have been issued a residence permit by the Protocol Department, MOFA, may work in Denmark. Please note that if working for a Danish and/or private company dependents are taxable with the Danish tax authorities.

Can children above the age of 21 be issued residence permits?

With special permission unmarried children between the ages of 21 and 23 may continue to maintain their Danish residence permit card on 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 staff member. In such cases, proof of enrolment must be presented to MOFA together with the request for renewal of the child's residence permit card.

Can same-sex or domestic partners accompany international staff on a visa?

Yes. If the spouse is recognized by UNDP as spouse.

Can secondary dependents be issued Danish residence permits?

No unfortunately not.

Can maids be issued visas to accompany internationally recruited staff?

No unfortunately not.

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I am a locally recruited staff member, do I need to be registered with the MOFA? What is the process?

GSSC Protocol Services notifies the Protocol Department (MOFA) about all UNDP staff members. The Protocol Services team will reach out to you with more information.

At the end of my assignment in Denmark, should I return my residence permit/ID card?

At the end of your assignment you are required to return all cards issued to you and your dependents. Exit visa will be issued in the staff member's passport. Processing time is approximately 2-4 days.

Note that exit visas are not required for EU citizens.

I have changed my address. Should I inform anyone?

Yes please inform the GSSC Protocol Services about your address change as well as any other events which needs to be updated in the CPR registry, such as change of marital status, extension of current contract and more.

As a UNDP staff member, can I purchase goods from specialized retailers of duty free goods?

Internationally recruited staff members are entitled to purchase goods from [Peter Justesen](#), a worldwide retailer of duty free goods.

As a UNDP staff member, do I have to pay duties and taxes on goods and services purchased locally?

VAT (MOMS) is reimbursed, with limitations, only to internationally recruited staff members from the P5 level and above (diplomats).

As a UNDP staff member, am I entitled to VAT exempt purchases in other EU countries?

Yes but with certain limitations and is only available for internationally recruited staff members from P5 level and above.

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As a UNDP staff member, upon recruitment, can I import my personal belongings free of duties and taxes?

Internationally recruited staff members may import personal belongings, including one motor vehicle free of customs duty within one year of arrival in Denmark.

As a UNDP staff member, can I purchase a Motor vehicle duty free?

Internationally recruited staff members registered with MOFA are entitled to purchase motor vehicles free of customs and taxes within the first 12 months of entering Denmark.

As an internationally recruited UNDP staff member, I imported a car and registered it free of customs and excise duties. When do I have the right to sell it?

You can sell it anytime after the first 12 months in Denmark but customs and tax fees on the car have to be paid unless selling it to another UN personnel.

Can I change my foreign driving licence to a Danish driving licence?

With an administrative CPR number you will not be able to convert the national driving licence for a Danish driving licence. You and your dependent family members may drive a motor vehicle in Denmark if your driver's license is valid and issued in your home country and it is in English and latin letters.

We also recommend that you have an international driving license in case you drive your car outside of Denmark.

As a UNDP staff member, am I exempted of taxes for purchase of property?

Staff members or international Organizations are not exempt of taxes for purchase of real estate. We recommend you seek professional legal assistance in this matter.

What is the process of opening a bank account?



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You need your CPR number and Mitid to open a bank account. For most banks you can request an account online. The process time is usually 2-3 weeks.

As a UNDP staff member, can I obtain a MitID which has access to other public services besides the bank?

MitID is mandatory for anyone above the age of 15 years old. It provides you access to personal information sent to you by both public and private authorities (government, doctors, banks, schools and more).

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