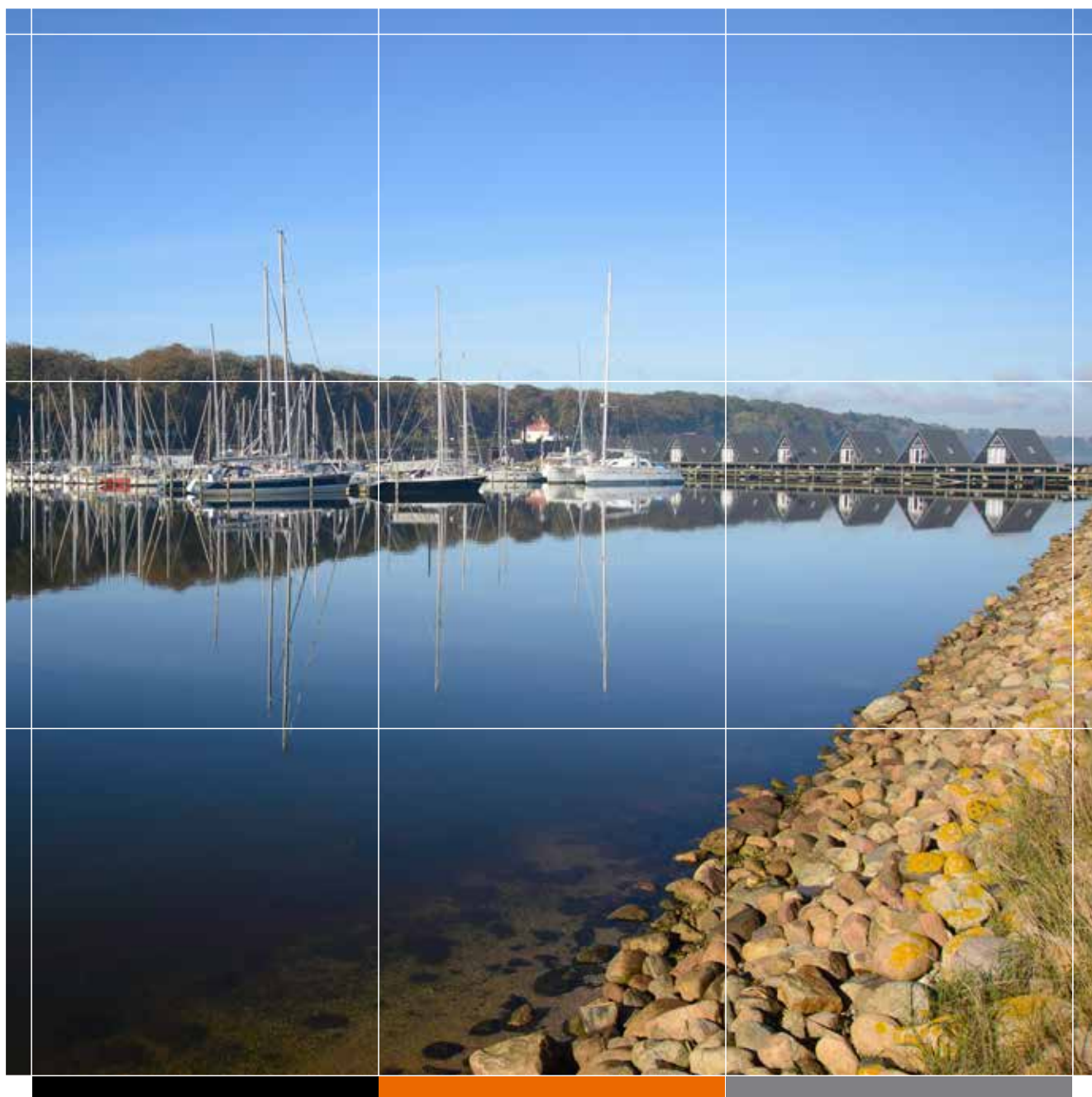




SKIVEKOMMUNE



# Information for International Citizens

- practical information about life in the Skive Region

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## Registration of Entry

In order to be able to work and settle down in Denmark you must hold a work and residence permit. The permit is issued by the Danish Immigration Authorities. If you are a Nordic citizen there is no need for a work and residence permit.

Read more about the regulations for entry on [www.newtodenmark.com](http://www.newtodenmark.com).

All citizens registered in Denmark must have a personal registration (CPR) number (CPR = Central Person Registration), giving access to a number of benefits in the Danish community, such as the Danish health insurance card. And the personal ID number serves as identification when you want to open a bank account or take out a mobile subscription. The CPR number will be issued by the municipality in Denmark, where you settle down.

Read more about the Danish CPR number on [www.lifeindenmark.dk](http://www.lifeindenmark.dk).

## International Citizen Service

Skive Municipality is part of the cooperation between authorities "International Citizen Service" that unifies all relevant authorities for foreign workers in Denmark in one place.

At the International Citizen Service you can among other things get your CPR number, health insurance card and tax card and have information and guidance on job seeking in Denmark.

In The Central Denmark Region the International Citizen Service Centre is in Aarhus.

Find the address and office hours on [www.icitizen.dk](http://www.icitizen.dk).

## Citizen Service Centre in the Municipality of Skive

You may also have your CPR number and health insurance card at the Citizen Service Centre in the town hall of Skive Municipality, at Torvegade 10, 7800 Skive. The town hall is situated in Skive, divided into two buildings: The main building at Torvegade, where the Citizen Service Centre is, and The Blue Diamond, which was Denmark's first plus-energy office building.

At the Citizen Service Centre you may have information and guidance on other offers and services in the municipality.

## Office Hours at the Citizen Service Centre:

Monday, Tuesday and Wednesday: 10.00 am – 03.00 pm  
Thursday: 10.00 am – 05.00 pm  
Friday: 10.00 am – 12.00 noon  
Saturday, Sunday and public holidays: Closed

### Telephone hours: 9915 5500

Monday-Friday: 10.00 am – 12.00 noon  
Saturday, Sunday and public holidays: Closed

Read more about public holidays in Denmark on [www.denmark.dk](http://www.denmark.dk).

## Digital Post

All citizens over 15 with permanent residence in Denmark and a CPR number will receive digital post. Digital post is your mail box on the internet. Here you will receive mail from Skive Municipality quickly and securely. All public authorities will send digital post to you unless you are exempted from the service. You can check your digital post whenever it suits you on [www.e-boks.dk](http://www.e-boks.dk) or [www.lifeindenmark.dk](http://www.lifeindenmark.dk). You have to use your NemID to log in. Here you may also register your contact information, and then you will receive a text message or a mail when you have new digital post from public authorities.

NemID is your password on the internet which makes it secure for you to watch and give confidential and sensitive information online. If you want to use online banking or self-service at public authorities you must log in with your NemID.

### You can obtain NemID in three ways:

1. Online on [www.nemid.nu/dk-en/](http://www.nemid.nu/dk-en/)
2. Personal application to the Citizen Service Centre (see office hours in the previous paragraph)
3. In your bank if you open an online banking agreement.

You can read more about digital post on [www.lifeindenmark.dk](http://www.lifeindenmark.dk) - also in other languages, for example English, German, Polish, Turkish, Somali, Arabic and Farsi.

## Digital Hotline

If you need help when using the public self-service offers you can have support from The Digital Hotline. Here you may also get help to find information on Skive Municipality's website, and help to use the municipality's digital self-service solutions – such as support for using/creating digital post and some of the other public self-service offers.

**You can call The Digital Hotline on 7020 0000 at the following hours:**

Monday – Thursday: 08.00 am – 08.00 pm

Friday: 08.00 am – 04.00 pm

Sunday: 06.00 pm – 08.00 pm

Please note you do NOT have to pay a fee to call the Digital Hotline. You only pay the normal call fee to the phone company.

## Tax in Denmark

Once you are registered with a personal registration number you must hold a tax card. You can get it by contacting SKAT on **7222 2892** and talk to the foreign department. This goes whether you have an income from Denmark, from foreign countries or both.

SKAT will need the following information to be able to issue the tax card over the phone:

- CPR number
- information on income from Denmark and foreign countries
- information on deductions (for example unemployment fund, trade union, transport, etc.)
- information on purchase of a home in Denmark
- information on foreign property and a possible rental of it
- information on Danish and foreign accounts, stocks and bonds, deposit and pension schemes

Your tax card will be digital, and you can get it also through e-tax system (TastSelv) on **www.skat.dk**.

Once you are employed by a company in Denmark you must in addition to the tax card also have an Easy Account (NemKonto) with a Danish bank. Your employer will need your CPR number and account number to be able to report amounts to SKAT and transfer your salary to your NemKonto. Read more about this on [www.nemkonto.dk](http://www.nemkonto.dk).

## Car and Driving License

If you bring along a car on foreign registration plates you must a fortnight after your moving to Denmark, by the latest, present the car to SKAT so it can be valued. After that a Danish registration tax of the valued price must be paid, and then the car can get Danish registration plates.

Whether you have to pay duty and VAT for the car depends on your bringing the vehicle from another EU country, or from a country outside the European Union.

If you hold a foreign driving license and want to drive your car in Denmark, the license may be changed into a Danish one at the municipal Citizen Service Centre. Read more about the regulations for switching from a foreign to a Danish driving license on [www.skive.dk/fra-udenlandsk-til-dansk-korekort](http://www.skive.dk/fra-udenlandsk-til-dansk-korekort). Please note that the driving license must be switched within 90 days.

## Healthcare

### Health Insurance Card

Once you received your CPR number and the yellow health insurance card you are covered by the Danish health insurance, which includes free treatment at your own doctor and medical specialists. Furthermore, you can obtain subsidy for medicine, dental care, physiotherapy, chiropody, chiropractor care and psychological help. The health insurance card is your documentation that you are covered by the health insurance, and therefore you must bring the card when you see the doctor, go to the hospital, the municipal office and the pharmacy. Your health insurance card has your personal data on it, such as name, address and CPR number, and your doctor's address and phone number.

### General Practitioner (GP)

You are free to choose a GP or clinic open to new patients. On the list you can find information of the doctors' gender, age, geographical location, etc. You may at any time

change to another GP or clinic open to new patients – against a fee of DKK 190 (2016) for the costs for issuing a new health insurance card. See the list of GPs on [www.sundhed.dk/borger/guides/find-behandler/](http://www.sundhed.dk/borger/guides/find-behandler/), and read more about the individual clinic's contact information, instructions for making appointments, geographical location, etc.

When you have to see the doctor, you must make an appointment first. Most GPs offer online appointment service, or you can call the clinic. Please note there may be telephone hours at certain times during the day. You will get an appointment at the doctor no more than 5 days after you called. Often you can have an appointment before that if you feel unwell.

Your GP is your primary contact to the healthcare system, as he/she will refer you on to other parts of the system. You may have a prescription for medicine you can collect at the pharmacy. Your GP may also refer you to a specialist as for instance a dermatologist or a gynaecologist. The further specialised treatment is also free of charge with the referral from your GP.

## Acute Disease

In case of acute disease and small injuries outside your GP's opening hours you can contact the on-call GP in the Central Denmark Region on phone number 7011 3131. The on-call GP will answer the phone on weekdays between 4 pm and 8 am, and day and night during weekends and public holidays.

In case of an emergency dial 1-1-2. This is an alarm number and must be used only in case of acute, serious disease, accidents and life-threatening situations.

## Pharmacies

In Denmark only pharmacies are allowed to sell medicine by prescription. You will get the prescription after consulting your GP. In Skive Municipality you will find the following pharmacies:

### **Balling Apoteksfilial**

Vestergade 1  
7860 Spøttrup  
Tel.: 9756 4013

### **Roslev Apotek**

Jernbanegade 17  
7870 Roslev  
Tel.: 9757 1018

### **Egeris Apoteksudsalg**

Kirke Allé 94  
7800 Skive  
Tel: 9752 2516

### **Skive Løve Apotek**

Posthustorvet 1A  
7800 Skive  
Tel: 9752 4166

### **Skive Løve Apotek City Vest**

Holstebrovej 68B  
7800 Skive  
Tel: 9752 4166

### **Skive Svane Apotek**

Sdr. Boulevard 7  
7800 Skive  
Tel: 9752 4211

### **Nørregades Apotek**

Nørregade 32 C  
7800 Skive  
Tel: 3031 3974

Opening hours of the pharmacies in Skive Municipality is between 9 am and 6 pm on weekdays, and Saturday between 9 am and 1 pm. You may find the exact opening hours on **[www.apotek.dk](http://www.apotek.dk)**. Furthermore, either Skive Løve Apotek (even week numbers) or Skive Svane Apotek (uneven week numbers) is on guard on Saturdays from 5.30 pm to 6.30 pm, and on Sundays and public holidays from 4 pm to 6 pm.

Non-prescription medication, such as pain-relieving medication, can be sold over the counter both at the pharmacies and in for instance many supermarkets.

## Health Check of Children and Vaccines

Children between 0 and 7 have the offer of seven preventive health checks at their GP, including three checks before the child turns one. Children are also offered free vaccine against a number of childhood diseases. You have to contact the child's GP to make an appointment for examinations and/or vaccines, and you may also contact the GP for more information about the vaccine programme.



## Pregnancy and Delivery

During your pregnancy you can have pregnancy consultations with your GP, free of charge. All pregnant women also have the offer of ultrasound scanning – one or more. The preventive pregnancy examinations are free of charge and made at your own GP and by the midwife in the hospital or in the local area. The aim of the consultations is to advise you and follow the development of the pregnancy, so you will stay healthy throughout the pregnancy, and the child will have the best chances to be delivered in a sound a viable condition. You call your GP to make an appointment for the first consultation. Here the doctor will tell you more of the course and the various offers to you being pregnant.

## Dental Care

Dental care and orthodontic treatment are free for children and young people 0-18 years, and take place at the local authority dental care. First notice will come when the child is 18 months old. Hereafter, the child gets a notice as needed.

When you are over 18, you must pay for the dental examination and care yourself, but you receive a subsidy from the public sector for a number of treatments. The subsidy has been deducted from the bill you receive after your treatment. You are free to choose among dentists who have an agreement with the Danish regions. The price of dental care may vary from dentist to dentist.

If your finance is to week to afford dental care you can ask your dentist for a quote for the treatment, and afterwards apply for financial support for the dental treatment. You must hand in the application to the municipal office. You will find the form on the municipality's website or you can get it at the Citizen Service Centre.

In case of acute toothache or dental injury outside your dentist's opening hours you may contact the on-call dentist in the Central Denmark Region on phone number 4051 5162.

## Health Centre

Health Centre Skive is located in the old hospital building at Reservevej 25, on the 3<sup>rd</sup> floor. At the health centre you may have guidance for diet, exercise and smoking cessation. You can learn how to get a healthy and active life for example if you live with a disease. It is also here at the Health Centre Skive you come for rehabilitation after operations or diseases.

You may contact the Health Care Centre on phone number 9915 7300.

## Day Care

All children in Denmark will get an offer for day care. For children from 0 to 2 years and 11 months Skive Municipality offers a nursery or a family day care. When the child turns 2 years and 11 months he/she will have the offer to enter one of the municipal day care centres.

Nurseries, day care centres and family day cares in the municipality have different opening hours over a span from 6 am to 6 pm. It is optional whether the child must be taken care of full or part time, according to the following hours as a maximum:

### **Nursery and day care centre**

Full time: 51 ½ hours

Part time: 25 hours

### **Family day care**

Full time: 44 hours

Part time: 32 hours (if enough request)

Parents are free to choose local areas and offers as to their wish for day care, and the municipality tries to meet the individual wishes as far as possible. The child will be registered for family day care, nursery, and day care centre or after-school care/club through a digital assignment of place. Here you can also apply for subsidy for child care and answer yes or no to the offer of a place.

Read more about day care and digital assignment of place on [www.skive.dk/borger/boern-unge-og-familier](http://www.skive.dk/borger/boern-unge-og-familier).

## State School

The Danish State School includes a 10-year basic school consisting of the kindergarten and 1<sup>st</sup> to 9<sup>th</sup> class. Furthermore, the state school includes a one-year 10<sup>th</sup> class as an offer for young people after basic school. Normally, your child starts school in August in the calendar year where he/she turns 6.

In the Municipality of Skive there is a free choice of school, which means that you as parents may choose which state school your child must attend. There is also a free choice of school across municipal limits. The municipality is divided into school districts, and if you choose the school in the district where you live the municipality will take care of public transport for the child, if between school and home there is more than:

- 2 ½ kilometres in kindergarten and in the 1<sup>st</sup> to the 3<sup>rd</sup> class
- 6 kilometres in the 4<sup>th</sup> to the 6<sup>th</sup> class
- 7 kilometres in the 7<sup>th</sup> to the 9<sup>th</sup> class
- 9 kilometres in the 10<sup>th</sup> class

When choosing another school than the district school parents will pay the transport expenses, if any. Find the school district where you live on **[www.skive.dk/skoledistrikter](http://www.skive.dk/skoledistrikter)**

## Danish Lessons

When you settle in Denmark you have the right to 250 hours' free Danish lessons, if you can honour the following three demands:

- you must be 18 years old
- you must have a Danish CPR number
- you must have a residence permit or a permanent legal residence in Denmark

Skive Municipality offers the lessons through the Sprogcenter Skive, where they teach Danish based on Danish labour market, social and cultural conditions. Approx. 200 participants from 40 countries attend the Danish lessons in the daytime or in the evening. The language centre is part of a job market related effort and works together with the job centre of Skive Municipality. Some of the lessons take place in companies, where the aim of the teaching will be future job opportunities or job retention. The Danish lessons are available at three modular levels – Danish training 1, 2 and 3.

In addition to the Danish lessons there are a number of other offers for the participants at the Sprogcenter Skive. You may have support for an assessment of your foreign education. The competency assessment is free of charge, if your certificates have been translated by an authorised interpreter.

Read more on **[www.sprogcenter-skive.dk](http://www.sprogcenter-skive.dk)** or contact the language centre for more information.

### **Sprogcenter Skive**

Hjalmar Kjems Alle 4, 1st  
7800 Skive

**[sprogcenter@skivekommune.dk](mailto:sprogcenter@skivekommune.dk)**

Tel.: 9915 3530

## Job Seeking

If you are unemployed and seeking for a job you must contact the Job Centre Skive. The centre offers a number of free services for unemployed citizens. In Job & Competence's premises at Viborgvej 7, Entrance B, they have among other things computers for job seeking and the opportunity for guidance on job and education. And in addition to this there are regular workshops about the preparation of job applications and CV.

You may apply for jobs and read more about the Danish job market on **[www.workindenmark.dk](http://www.workindenmark.dk)**.

If you are learning the Danish language the department called JobStart at the Job Centre works for obtaining a quick integration through labour market association or education. JobStart cooperates with among others Sprogcenter Skive and the family department in the municipality on the effort.

Read more on **[www.jobcenterskive.dk](http://www.jobcenterskive.dk)** or contact the Job Centre for more information.

### Job & Competence

Viborgvej 7, Entrance B

Tel.: 9915 7160

**[aktiv@skivekommune.dk](mailto:aktiv@skivekommune.dk)**

### Opening hours

Monday-Wednesday:

08.00 am - 02.00 pm

Thursday:

08.00 am - 04.00 pm

Friday:

08.00 am - 12.00 noon

### Telephone

Monday-Wednesday:

08.00 am - 03.00 pm

Thursday:

08.00 am - 04.00 pm

Friday:

08.00 am - 12.00 noon

### JobStart – Integration

Torvegade 10

Tel.: 9915 3560

**[jobcenter@skivekommune.dk](mailto:jobcenter@skivekommune.dk)**

### Opening hours

Monday-Wednesday:

10.00 am - 03.00 pm

Thursday:

10.00 am - 05.00 pm

Friday:

10.00 am - 02.00 pm

### Telephone

Monday-Wednesday:

08.00 am - 03.30 pm

Thursday:

08.00 am - 05.00 pm

Friday:

08.00 am - 02.00 pm

### Sick Pay Department

Torvegade 10, Entrance A

Tel.: 9915 5734

**[sygedagpenge@skivekommune.dk](mailto:sygedagpenge@skivekommune.dk)**

### Opening hours

Monday-Wednesday:

10.00 am - 03.00 pm

Thursday:

10.00 am - 05.00 pm

Friday:

10.00 am - 02.00 pm

### Telephone

Monday-Wednesday:

08.00 am - 03.30 pm

Thursday:

08.00 am - 05.00 pm

Friday:

08.00 am - 02.00 pm

## Housing and Building

It may be difficult to navigate around the Danish housing market. On the website **www.findhousingdenmark.com** you can read more about the different housing types in Denmark, and the terms used by the real estate agents and on the property rental pages. You may also find information on the things you should be aware of with the different housing contracts.

In connection with your moving please remember to report the moving to the local authorities within five days. Please report on **www.lifeindenmark.dk**. And furthermore, please be aware to have a clear name plate on your mail box, as important letters with for instance health insurance card could otherwise be lost.

If you want to make changes/new constructions of your private house you will in most cases need a building application. You may apply through the digital self-service Byg og Miljø that supports you during your application process and gives you an overview of your building or environmental application. You can read more about housing and building application in Skive Municipality, and find a link to Byg og Miljø on **www.skive.dk/borger/byg-og-bo/bolig/byggeansoegning/**.

Contact to the building project department also by mail **tek@skivekommune.dk** or phone **9915 5500**.

## Public Transport

Midttrafik is responsible for the operation of city busses, local routes and the regional bus traffic in the Central Denmark Region. In addition, Midttrafik is part of the national Bus and Train Cooperation that, among other things, includes transfer from train to bus on your train ticket, and Rejseplanen. The busses depart from Skive Traffic Terminal at Søndergade in Skive and run all around the municipality. On **www.rejseplanen.dk** you may search for your travel from for example your home address to your destination. That goes for both bus and train connections.

The train service in the Municipality of Skive is performed by both DSB and Arriva. The train runs from Skive Train Station, located by the Traffic Terminal, and thus closely connected to bus departures. Tickets for the train can be bought on **www.dsb.dk** and **www.arriva.dk**. You may also use Rejsekort (travel card) in all trains in Central Jutland and in most busses. The travel card will save you money, if you travel by public transport a lot. Read more about Rejsekort on **www.rejsekort.dk**.

The nearest airport is Midtjyllands Airport, situated 35 kilometres from Skive. You can read more about the airport and find departures on **www.midtjyllandslufthavn.dk** The airport's address is:

N.O. Hansens Vej 4  
7470 Karup J  
DENMARK

In Skive Municipality there are two ferry services. The Fur Ferry sails on the route between Branden and the island of Fur and with the ferry service between Sundsøre and Hvalpsund you come to the Municipality of Vesthimmerland. Timetables may be found on **[www.skive.dk/kollektiv-trafik](http://www.skive.dk/kollektiv-trafik)**.

## Cultural and Leisure Offers

Skive is a vivid and active region with plenty of cultural and leisure life.

We have lots of activities, amongst others within music and theatre. You can experience things and take an active part yourself. We have a number of societies where you as a citizen may practise music and many other things. We have lots of activities for children, too, such as the yearly culture night, but also cultural schools and holiday offers.

In Skive we have a very active leisure life, too, and sports are in a strong position here. You may practise just the sports you want – also water sports and martial art.

For those interested in history the region offers exciting experiences. Nanna and Jeppe Aakjær' artist's home of Jenle is open to visitors, and Denmark's oldest medieval castle of Spøttrup is every summer animated for a number of cultural events. The work retreat of Ørslev Kloster opens its doors from time to time for interested parties.

Find the survey of a number of important cultural locations on **[www.kulturmedvilje.dk](http://www.kulturmedvilje.dk)**. You may also follow current activities on the municipal culture calendar **[www.skiveportalen.dk](http://www.skiveportalen.dk)** and the Culture Cooperation calendar on **[www.kulturspot.dk](http://www.kulturspot.dk)**. For art in public places please see **[www.skulpturguidenskive.dk](http://www.skulpturguidenskive.dk)**.

You can see the type of sports we offer on **[www.liviskive.dk/skive-testen/aktivt-liv/](http://www.liviskive.dk/skive-testen/aktivt-liv/)**.

On the website **[www.visit-skive.com/In-int/skive/welcome-skive](http://www.visit-skive.com/In-int/skive/welcome-skive)** you will also find descriptions of the region's many different attractions, museums and cultural events translated into English and German. Here you may also find information on eateries, activities and excursion spots.

If you have any questions for the Culture and Leisure Department, please contact us on **[kultur@skivekommune.dk](mailto:kultur@skivekommune.dk)**.

## Volunteer work

Skive is one of the municipalities with most societies. The leading forces in the societies are volunteer workers. Would you like to work as volunteer? Contact Frivilligcenter Skive for more information **[post.frivillighedscenterskive@gmail.com](mailto:post.frivillighedscenterskive@gmail.com)**

## Skive Library

Skive Library holds thousands of books, music, film, games and much more for adults and children. You may be inspired all year round. The library will often make events of any kind, and you can experience lots of exhibitions and other set-ups.

The library has its premises in bright and accommodating surroundings in the centre of Skive next to the town hall. There are many parking spaces right outside the library, where you can park free of charge for up to 3 hours.

### Opening hours:

Every day from 7 am to 10 pm

Staffed:

Monday-Friday from 08.20 am to 06.00 pm

Saturday from 10 am to 1 pm

Sunday from October 1 to March 31: from 1 pm to 4 pm

### Address:

Skive Library

Østergade 25

7800 Skive

Tel.: 9915 7000

**skivebibliotek@skivekommune.dk**

You can also borrow materials from the library without appearing at the main library. Skive Library has two book busses and a children's book bus, Mobillen that drive round the entire municipality, giving the citizens an opportunity to borrow and hand in library materials close to their homes. See the timetable of the book busses on **[www.skivebibliotek.dk/aabningstider\\_og\\_koereplan](http://www.skivebibliotek.dk/aabningstider_og_koereplan)**.

Contact to the book busses on the following telephone numbers:

- Blue bus: 4043 6512
- Red bus: 2127 6305
- Mobillen: 2147 2661
- or mail: **bogbusserne@skivekommune.dk**



## Useful links

### Citizen Service

[www.skive.dk](http://www.skive.dk)  
[www.movetoskive.dk](http://www.movetoskive.dk)  
[www.newtodenmark.com](http://www.newtodenmark.com)  
[www.lifeindenmark.dk](http://www.lifeindenmark.dk)  
[www.expatindenmark.com](http://www.expatindenmark.com)  
[www.icitizen.dk](http://www.icitizen.dk)  
[www.denmark.dk](http://www.denmark.dk)  
[www.e-boks.dk](http://www.e-boks.dk)  
[www.nemid.nu/dk-en/](http://www.nemid.nu/dk-en/)  
[www.skat.dk](http://www.skat.dk)  
[www.nemkonto.dk](http://www.nemkonto.dk)

### Healthcare

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

### Danish Lessons

[www.sprogcenter-skive.dk](http://www.sprogcenter-skive.dk)

### Job Seeking

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

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

### Housing and Building

[www.findhousingdenmark.com](http://www.findhousingdenmark.com)

### Public Transport

[www.rejseplanen.dk](http://www.rejseplanen.dk)  
[www.dsb.dk](http://www.dsb.dk)  
[www.arriva.dk](http://www.arriva.dk)  
[www.rejsekort.dk](http://www.rejsekort.dk)  
[www.karup-lufthavn.dk](http://www.karup-lufthavn.dk)

### Cultural and Leisure Offers

[www.kulturmedvilje.dk](http://www.kulturmedvilje.dk)  
[www.skiveportalen.dk](http://www.skiveportalen.dk)  
[www.kulturspot.dk](http://www.kulturspot.dk)  
[www.skulpturguidenskive.dk](http://www.skulpturguidenskive.dk)  
[www.visit-skive.com](http://www.visit-skive.com)  
[www.skivebibliotek.dk](http://www.skivebibliotek.dk)