

# How to avoid employing foreign nationals illegally

Information for employers in Denmark



**Ministry of Immigration,  
Integration and Housing**

Danish Agency for International  
Recruitment and Integration

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## Your responsibility

This pamphlet tells you how not to employ foreigners illegally in Denmark.

It is your responsibility as an employer to ensure that a foreign employee has the right to work for you. This concerns both paid work and non-paid work (e.g. volunteering). If you employ a person who is not allowed to work for you, you may be subject to a fine or imprisonment. The typical fine is DKK 20,000 per month per person employed illegally by you.

### Where to begin?

Before employing a foreigner you have to determine the citizenship of the person. You do so by checking the person's passport. You can find information about citizenship on the page with the picture of the person under "nationality".

### Who can start working immediately?

If the foreigner is a citizen of a Nordic country, he or she can start working straightaway. The Nordic countries consist of Finland, Iceland, Norway and Sweden.

If the foreigner is citizen in an EU-country, an EEA-country or Switzerland he or she can start working and afterwards apply for a registration certificate at the State Administration (Statsforvaltningen). The following countries belong to this group:

Austria	France	Liechtenstein	Romania
Belgium	Germany	Lithuania	Slovakia
Bulgaria	Greece	Luxembourg	Slovenia
Croatia	Hungary	Malta	Spain
Cyprus (only the Greek part of Cyprus)	Ireland	The Netherlands	Switzerland
Czech Republic	Italy	Poland	United Kingdom
Estonia	Latvia	Portugal	

If the foreigner is citizen in a country **not** mentioned on this page, please continue reading this pamphlet.

### Who needs a work permit?

Citizens outside the Nordic countries, the EU/EEA and Switzerland must hold a valid permit to work in Denmark.

A work permit may be granted with certain restrictions. For example, students in a higher educational programme are only allowed to work 15 or 20 hours a week (and full time in June, July, and August).

Furthermore, a work permit may be limited to one specific employer. This means that if the foreigner changes his or her job, he or she needs to apply for a new work permit.

### What does a work permit look like?

If a foreigner has a residence permit in Denmark, the foreigner has a residence card to prove this. A residence card is a credit card-sized plastic card.

It will appear on the residence card if the holder is entitled to work and whether the work permit has been granted with certain restrictions.

### Documents NOT valid as proof of the right to work in Denmark

The following documents are NOT proof of a valid work permit:

- eSkattekort (electronic tax card)
- health insurance card (yellow card)
- residence card issued in a country other than Denmark (for instance Sweden)

### How to check whether an individual is allowed to work

- Check that it is a Danish residence card (issued in Denmark)
- Check that the card holder is identical with the person on the residence card and the person in the passport (age, height, colour of eyes, shape of ears etc.)
- Check that the card is valid (date of expiry)
- Check that the type of card entitles the holder to work for you by comparing the type of card with the rights regarding work for each card. On page 11 you will find an overview of the different type of cards.

### Often experienced misunderstandings

- The employee has a residence permit from another EU country. This DOES NOT entitle the card holder to work in Denmark
- The employee has a residence card, type Z. The employer employs the card holder more than the number of hours shown on the residence card – 15 or 20 hours a week (full time during June, July and August)
- The employee has a residence card type J, but is employed by another employer than the one specified on the card.
- The employee is not identical with the person on the residence card.



### Additional advice

Always make sure you have colour copies of all relevant documents concerning the person employed by you. For citizens of all nationalities this means a copy of your employee's passport. If the person is a citizen of a country **outside** the EU, then also keep a copy of both sides of the employee's residence card. In case the Danish authorities wish to check your employees, you will be able to document that you have tried to comply with the rules.

Take note of the work permit's date of expiry and make sure that the employee applies for an extension of the work permit when the date of expiry is coming up.

Make sure that the person employed is the same person who shows up to do the work.

### Overview of the different types of residence cards

Residence Card	Duration of residence permit	Rights regarding work
Card C	Temporary	Unlimited work permit
Card D	Permanent	Unlimited work permit
Card E	Temporary	Not permitted to work
Card F	Temporary	Unlimited work permit
Card G	Temporary	Work permit limited to a specific job and a specific employer
Card H	Permanent	Unlimited work permit
Card J	Temporary	Work permit limited to a specific job and a specific employer
Card K	Temporary	Unlimited work permit
Card L	Permanent	Unlimited work permit
Card P	Temporary	Work permit limited to a specific job and a specific employer
Card R	Temporary	Work permit limited to a specific job and a specific employer. Please note that the work permit is issued for a shorter period of time than the residence permit.
Card Z	Temporary	Right to work for any employer but only for a maximum of 15 or 20 hours a week in total (and full time in June, July and August).

You can stay updated on any relevant issue regarding employment of foreign employees on [www.newtodenmark.dk](http://www.newtodenmark.dk)

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