**From the parish of the event - to the citizen:**

Dear

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We are writing to you in relation to one of the following events that must be registered in the CPR-register in Denmark:

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| **Please mark (x)** | **Subject:** |
|  | You have given birth to a child in Denmark. |
|  | You have applied for joint parental responsibility (by completing a care and responsibility for paternity declaration “Omsorgs- og Ansvarserklæring”). |
|  | You are a relative to a person who died in Denmark. |
|  | You or your child is baptised in the Danish National Church in Denmark. |
|  | Your child was confirmed in the Danish National Church in Denmark. |
|  | You are married or had a blessing in the Danish National Church in Denmark. |
|  | Something else (please note the specific situation): |

Since you/your child/the deceased do not have a Danish CPR number, we must assign you an administrative CPR number in order to register the event in the CPR-register/the digital church book and in relation to this, make an assessment on your documentation according to §1, subsections 4 and 6 of “Bekendtgørelse om folkeregistrering” no. 466 of April 21 2022 and subsection 2.1.2 on allocation of CPR numbers in “Vejledning om folkeregistrering” no. 9273 of 14 June 2013. (Please find all regulations on www.retsinfo.dk).

In accordance with §1, subsection 5 of “Bekendtgørelse om folkeregistrering”, you must send us one or more of the following documents in relation to the specific subject:

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| **Please mark (x)** | **Documentation:** |
|  | Certificate of Birth – and Name |
|  | Passport |
|  | Certificate of Marriage |
|  | Certificate of Divorce |
|  | Certificate of Death |
|  | Personal identification |

You must send us the documents in colour (according to the attached guidance) to the following mail address:

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Or deliver the documents to the following address:

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Should you have any questions, please note our contact information:

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Yours sincerely,

[The parish of the event]