

# Practical Moving Checklist

A simple printable checklist for workers and families preparing for a move. Designed for print: white background, black text and clean boxes you can tick by hand.

**Use:** Print this checklist and keep one copy in your travel folder. It works as a practical pre-move overview for Denmark and is designed to be easy to print and use by hand.

## 1. Identity and personal documents

Collect the documents you may need repeatedly before and after arrival.

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- ☐ **Valid passport or national ID card**  
Make sure it is valid for the full period of travel and early settlement.
  - ☐ **Printed and digital copies of passport / ID**  
Keep copies in cloud storage and on your phone.
  - ☐ **Passport photos if needed**  
Useful for applications or local paperwork if requested.
  - ☐ **Birth certificate**  
Especially useful for families or later registration questions.
  - ☐ **Marriage certificate / divorce papers if relevant**  
Bring originals if your family status may matter for registration.
  - ☐ **Children's birth certificates and custody documents if relevant**  
Important when moving with children.
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## 2. Residence basis and immigration documents

Prepare the documents that prove your right to live and work in Denmark.

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- ☐ **Check whether you need an EU residence document or residence permit**  
This depends on your nationality and reason for moving.
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☐ **Approved residence permit or visa documents if required**  
Bring approval letters, permit cards and application references.

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☐ **EU/EEA residence documentation if relevant**  
Especially important if you will stay in Denmark longer than 3 months.

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☐ **Employment contract, admission letter or other basis for residence**  
Needed to prove why you are moving to Denmark.

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☐ **Family member documentation if moving with spouse / children**  
Bring documents that connect family members to the main applicant.

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### 3. Work and income documents

Prepare the papers that make salary, tax and employer setup easier.

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- ☐ **Signed job contract or written job offer**  
Bring the final version, not only email screenshots.
  - ☐ **Employer contact details**  
Save HR name, email, address and phone number.
  - ☐ **Recent payslips or proof of income if relevant**  
Useful for housing, bank or document questions.
  - ☐ **CV, diplomas and certificates**  
Bring originals or certified copies if your profession requires proof.
  - ☐ **Professional authorisation documents if relevant**  
Important for regulated professions.
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### 4. Housing documents

Housing paperwork is often needed very early in Denmark.

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- ☐ **Temporary or permanent housing plan**  
Know where you will stay during your first weeks.
  - ☐ **Rental contract or housing confirmation**  
This may be needed when registering your address.
  - ☐ **Proof of Danish address**  
Bring lease, landlord statement or other accepted proof if available.
  - ☐ **Consent from host if staying at someone else's address**  
Useful if you are not the main tenant.
  - ☐ **Move-in budget for deposit, rent and setup costs**  
The first housing payment is often larger than a normal month later on.
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## 5. Health and insurance documents

Bring enough information to manage healthcare before your Danish setup is fully active.

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- ☐ **European Health Insurance Card if relevant**  
Useful for temporary coverage if applicable.
  - ☐ **Private travel or health insurance for the first period if needed**  
Especially important if your Danish healthcare setup is not active on day one.
  - ☐ **Prescription list and medical summary if relevant**  
Bring names of medicines, dosage and diagnosis information if needed.
  - ☐ **Vaccination records if relevant**  
Useful for children, school or healthcare follow-up.
  - ☐ **Enough medicine for the first period**  
Bring what you legally can, plus prescriptions and doctor notes if necessary.
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## 6. Money, bank and tax preparation

Prepare the financial side before arrival so your first month is easier.

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- ☐ **Budget for the first 1–3 months**  
Include rent, deposit, food, transport, phone, furniture and unexpected costs.
  - ☐ **International payment card that works abroad**  
Test it before departure.
  - ☐ **Some accessible funds for the first weeks**  
Useful before your Danish bank account is ready.
  - ☐ **Tax information prepared for employer onboarding**  
Your employer may need early details to handle salary correctly.
  - ☐ **Documents for opening a bank account later**  
Passport, address proof, work contract and CPR-related documents are often useful.
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## 7. Family and children

Extra items to prepare if you are moving with family.

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- ☐ **School records and report cards for children**  
Helpful when contacting schools in Denmark.
  - ☐ **Childcare / kindergarten documents if relevant**  
Prepare vaccination records, IDs and previous daycare information.
  - ☐ **Family passports and ID copies in one folder**  
Keep all family documents together digitally and on paper.
  - ☐ **Translated documents if needed**  
Especially useful for civil records, school records or special legal documents.
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## 8. Travel and moving logistics

Handle the practical details before departure.

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- ☐ **Travel tickets booked**  
Flight, train or car route confirmed.
  - ☐ **Luggage and moving plan prepared**  
Know what you are bringing now and what may come later.
  - ☐ **Important documents packed in hand luggage**  
Never place passports, contracts or permits in checked baggage only.
  - ☐ **Phone access ready for Denmark**  
Check roaming, SIM card options and two-factor login access.
  - ☐ **Emergency contacts saved offline**  
Keep key numbers available without internet access.
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## 9. Very early tasks after arrival

These are not “before moving” tasks, but they are so important that they are worth keeping on the same checklist.

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☐ **Register your address in Denmark**

This is often one of the most important first practical steps.

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☐ **Apply for or complete CPR registration if relevant**

CPR is central for salary, bank account, insurance and doctor access.

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☐ **Get your health insurance card process started**

The health card follows CPR registration and connects you to healthcare.

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☐ **Set up MitID when eligible**

MitID is central for digital life in Denmark.

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☐ **Open a Danish bank account / assign NemKonto when ready**

Important for salary and public payments.

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☐ **Check tax setup with employer or tax authorities**

Useful to avoid salary problems in the first pay period.

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**Printing tip:** Keep one paper copy in your travel folder and one digital copy on your phone or laptop. It is often easiest to keep passports, contracts, address proof and civil documents together in one clearly labelled folder.