

# Foreign Citizens

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Section 52 of Danish Order No. 581 of 10 July 2002 on Foreigners' Access to Denmark (the Aliens Order) lays down that a person running a hotel, boarding house, hostel or camping site shall keep a register or a file, including a computer file, of all foreign guests in accordance with the rules in Danish Act on the Processing of Personal Data.

**The register or file shall contain the following information about the foreigner:**

- full name
- date of birth
- nationality
- permanent address
- date of arrival
- type and number of passport or other travelling ID

Please note, however, that Scandinavian citizens are exempt from being in possession of a passport or other travelling ID when staying in Denmark and when leaving Denmark to another Scandinavian country. Scandinavian citizens can establish their identity by producing other personal documents, e.g. driving licence and medical card.

In connection with registration of the above-mentioned information the foreigner shall personally verify the correctness of the information by his signature on a form or the like. The landlord shall also verify by his signature or a company stamp that the information is correct, which is done by the foreigner producing his passport or travelling ID.

It is not necessary for the foreigner to fill in all the above-mentioned spaces personally as the National Commissioner's 'E' Department has stated that it is sufficient for the foreigner to confirm that the information is correct. This means that hotels, etc. may fill in the form with the information they already know before the guest arrives. When he arrives, the foreigner shall only produce his travelling ID, and for Scandinavian citizens other ID, for the landlord's control of the correctness of the information.

The data are subsequently entered into a register/file or you can file the actual registration form. There is no requirement for the design of the register/file which the individual landlord is to keep. The only requirement is that the register/file contains the information stated above and that this information is kept in the register/file for at least one year after the entry and not more than two years after the entry. There is no requirement that the registration form/confirmation is to be kept if the information has been entered into another register/file.

The Danish Data Protection Agency announces that registration of foreign guests is exempt from the duty to give notice. The other provisions in Danish Act on the Processing of Personal Data shall, however, apply to the registration. The Danish Data Protection Agency especially points out that the person responsible for personal data shall take the necessary technical and organisational safety

measures to prevent the information from being destroyed, lost or deteriorated, accidentally or illegally, and to prevent them from being disclosed to unauthorised persons or otherwise being treated in contravention of the said Act.

The National Commissioner has prepared a form that can be used for the registration, but there is no requirement that this particular form is to be used. The hotel, etc. can make its own form and possible print it out from the computer.

## **Danish Citizens**

Until the provisions in the Passport Order and the Aliens Order have been co-ordinated, Danish citizens are required to be registered stating their full name, position and address. The Landlord can require documentation for the ID data.

It is worth noting that omission of registration of guests is punished with a fine.