

# Exchange to Danish drivers license

If you would like to exchange your own drivers license to a Danish drivers license we can help you!

Alsgades Køreskole (Alsgades Driving School in Sønderborg) is specialized in this field! We are considered to be the one of International driving schools which fundament is based on foreign students. Based on student's different driving experiences and desires.

Alsgades Køreskole's intentions are to give the best possible service and to make it easy for students to pass practical examination.

The following manual is created to guide you through the steps necessary for exchanging of your current license to Danish driving license.

## Law and rules:

From the 1<sup>st</sup> of May 2006 the drivers who do not have an EU Member State issued driving license must apply to change their license to Danish equivalent.

Starting from the date you receive your Danish CPR (citizen registration) number you are only allowed to drive a vehicle for period of 14 days. Once this deadline has exceeded, you are not permitted to drive and you are in risk of receiving fine.

- First fine 5.000 kr.
- Second fine 10.000 kr.
- Third fine: fine + prison sentence

## Procedure:

### 1. Medical examination

To start the process of changing your driving license you need to contact your own doctor to make appointment for medical examination. The doctor will check your vision abilities, hearing, feasibility and overall health. Once examined, the doctor will issue a Health Certificate (Lægeattest) that you will use when exchanging your licence.

Medical examination fee cost app. 400 kr. and the price varies in accordance to Municipality (Kommune) you live in.

It also important to remember to bring the separate passport photo at meeting mentioned above. Please note that there are strict rules regarding the photo. Therefore it is best to go to a professional Photo shop

For detailed information and photo description, please visit:

[http://www.politi.dk/da/borgerservice/korekort/udenlandsk\\_koerekort/](http://www.politi.dk/da/borgerservice/korekort/udenlandsk_koerekort/)



### 2. Apply for the Danish driving licence

After the medical examination has been completed, you are advised to visit Borgerservice (Citizen Service) at your local municipality and you will have to fulfill the application form (ansøgning om kørekort).

To support your application you need to bring the following documents:

- Publicly issued identification with a personal identification number (Proof of your CPR number)
- Passport with work/residence permit unless you may legally reside in Denmark without permission
- Your current driving license (If your current driving licence is not translated into English, French or German or if it is not issued in Latin letters then you must bring the certified translation into English)
- The Health Certificate included the passport photo
- Cash for exchange fee app. 260 kr.

Note: The translation must be produced by a state authorised translator or by a translator approved by the National Commission of the Danish Police.

You will be asked to complete the form at Borgerservice office. After completion, the form together with above documentation needs to be lodged to one of the case handlers.

Note: If your current driving licence is issued in: Australian Capital Territory, Japan, Chinese Taipei (Taiwan) Russia, Ukraine, Brasil, Switzerland or South Korea, then the procedure for you stops here. These countries are exempted from the law of May 2006 and the law is in force since 01.07.2009.

Detailed information at <https://www.retsinformation.dk/Forms/R0710.aspx?id=124543>

The exemption only applies to the mentioned 6 countries while all the other non-EU licence holders (including Norway, Iceland and Liechtenstein) need to follow the below procedure.

### 3. Temporary licence

You will then be issued a temporary licence which is valid for a period of 6 months. During that period it is required to pass both theoretical and practical examination. In order to pass those you will need to find a certified driving school, that will assist you and prepare you well.

### 4. Theory test (theoretical examination)

The driving instructor from Alsgades Driving School will assist you in registration for theory test.

The first written theory test attempt is free of charge.

In the case you fail the test there is police fee of 870 kr. for each additional re-take.

We will recommend that you take few theory lessons at the Alsgades Driving School prior to taking the test.

Note: the theory test usually takes place in the local policestation. You need a police approved translator for the theory test as well as for the practical test. The translator will charge for this service.

The driving instructor will also charge for his services in preparing you ( if needed ).

### 5. Practical test

Once you have passed the theory test, you need to make appointment for practical test with the police. The driving instructor will arrange that. Even though that you have previous driving experience it would be a good idea to take at least one lesson with driving instructor so that he is able to assess you driving skills and determine if you are ready for practical test.

Just as in theory test case, the first attempt in practical test is free of police fee.

Any additional try will cost 870 kr.

Note: the driving instructor will charge you kr. 465,- per driving lesson and each driving test.

Note: It is not required by the law that before taking the tests you receive either theory or driving lessons. Lessons are only recommended and helpful in order to avoid most common mistakes.

## 6. Proper Danish EU Licence

Once you have passed the practical test, the police officer will at first issue you a temporary driving license. This licence is valid until you within the period 3-4 weeks receive the proper EU license. The temporary licence can only be used in all Scandinavian countries (Denmark, Sweden, Norway, Finland, Iceland and Faroe Islands). In the case that you need to use your licence outside of Scandinavia, the Borgerservice will issue you the International Driving Licence.

## 7. Additional Information

Extending of temporary licence

Since the temporary licence is valid for period of 6 months and can not be extended. Withing this period of time you must complete your conversion. Otherwise you are not permitted to drive the car.

Subtraction of original or temporary licence.

In the case that you do not follow the rules presented previously in this manual the Borgerservice is allowed to withhold your original foreign driving license and forward it to police. The police is also able to withhold your original driving license in the case, that the valid period is expired and you did not pass the required tests.

In case of further questions please call **John 2021 4161.**