

EXECUTIVE ORDER ON PAYMENT FOR SERVICES PROVIDED BY THE DANISH FOREIGN SERVICE

Pursuant to section 14 of Act No. 150 of 13 April 1983 on the Danish Foreign Service, the following shall be laid down:

Part 1 Consular Services

§ 1. (1) For the assistance of the Foreign Service regarding consular services, a payment of DKK 935 shall be charged per hour or part thereof, unless otherwise explicitly stated in this Executive Order, cf. sections 2 – 8, section 14 (2) and section 17. In addition, remuneration shall be payable pursuant to the provisions laid down in sections 20 and 21.

(2) No hourly rate shall be charged in

1. cases of child abduction,
2. cases of evacuation,
3. cases of serious crimes committed against Danes abroad,
4. cases of forced marriages,
5. cases of abandoned children and spouses,
6. cases of imprisonment. This exemption from the payment obligation shall, however, not apply to imprisonment/detention in connection with the expiry of a residence permit/visa period/lawful residence period. Nor shall the exemption apply provided a Mission renders personal assistance to the prisoner that is not directly related to the imprisonment case as such. In all these cases, a payment of DKK 935 shall be charged per hour or part thereof.

§ 2. (1) For the issue of passports by the Mission, the following fees shall be payable:

1. For passports for persons between 18 and 65 years of age, a fee of DKK 950 shall be payable.
2. For passports for persons under 18 years of age, a fee of DKK 950 shall be payable.
3. For passports for persons over 65 years of age, a fee of DKK 950 shall be payable.
4. For EU emergency passports for nationals of other EU Member States, a fee of DKK 950 shall be payable.
5. For other provisional passports, a fee of DKK 950 shall be payable.
6. For a laissez-passer, a fee of DKK 950 shall be payable, but cf. subsection (2).
7. For the extension of passports or travel documents, a fee of DKK 950 shall be payable.

(2) No fee shall be charged where a laissez-passer is issued for a first-time entry into Denmark.

(3) No fee shall be charged for the extension of passports or issue of provisional passports provided a new passport is applied for simultaneously within the office hours of the Mission.

(4) For the Mission's issue/delivery of travel documents for refugees and aliens' passports, the fees referred to in subsection (1), 1-3 shall be payable.

(5) Where the assistance in connection with the services referred to in subsection (1) and subsection (3) in character and extent exceeds the limits of ordinary assistance subject to charge of a fee, a payment of DKK 935 shall instead be charged per hour or part thereof, subject to a minimum of two hours.

§ 3. (1) For the Mission's assistance in connection with the processing of a visa case (application, etc.), a payment pursuant to subsections (1)-(7) shall be made unless otherwise required by subsections (8)-(11) or an international agreement. For countries with which the European Commission has concluded or is negotiating a visa facilitation agreement, a fee of EUR 35 (DKK 260) shall be charged until further notice. The fee shall not be refundable, irrespective of whether the application is granted.

(2) For the Mission's assistance in connection with the processing of an application for visa (all types), a fee of EUR 60 (DKK 445) shall be payable.

(3) Children between the ages of 6 and 11 shall pay a visa fee of EUR 35 (DKK 260).

(4) For the Mission's assistance in visa cases in which the Mission has not previously been involved, but where the Mission, subject to authorisation by the Danish or another country's authority that processes the case, must issue stickers, the visa fee referred to in subsection (2) or subsection (3) shall be payable.

(5) For the Mission's assistance in visa cases in which the Mission has not previously been involved, and where the Mission must deliver refusals, original documents, etc. to an applicant or a representative of the applicant, a payment of DKK 935 shall be charged per hour or part thereof.

(6) In relation to the use of external service providers (outsourcing) in connection with the receipt of visa applications, the service provider may, subject to agreement with the Ministry of Foreign Affairs, charge an additional fee over and above the fixed visa fee. The size of the additional fee may not exceed EUR 30 (DKK 225).

(7) For the Mission's assistance in processing a complaint regarding a visa decision, a payment of DKK 935 shall be charged per hour or part thereof.

(8) No fee shall be charged where the Mission examines if there is a visa requirement.

(9) No fee shall be charged for the processing of visa applications in the following cases:

1. Holders of travel identification papers issued by countries whose own nationals are visa exempt (travel documents for refugees and aliens' passports).
2. Holders of diplomatic passports or service passports, irrespective of the purpose of the journey.
3. Employees at the UN Secretariat, at UN organisations (funds, programmes and specialised agencies), at OSCE institutions and members of the Council of Europe as well as the spouses and children of the persons concerned, irrespective of the purpose of the journey.
4. Persons in possession of a letter to the effect that they travel on official business for the UN or the above-mentioned organisations, etc.
5. Employees at the Global Biodiversity Information Facility (GBIF) in Copenhagen as well as persons performing tasks for the Board of the GBIF in connection with meetings, conferences, etc. as well as the spouses and children of the persons concerned.

6. Employees at the International Council for the Exploration of the Sea (ICES) in Copenhagen as well as persons performing tasks for the Board of the ICES in connection with meetings, conferences, etc. as well as the spouses and children of the persons concerned.
7. Employees at the European Radiocommunications Office (ERO) in Copenhagen as well as persons performing tasks for the Board of the ERO in connection with meetings, conferences, etc. as well as the spouses and children of the persons concerned.
8. Employees at Eurofish in Copenhagen as well as persons performing tasks for the Board of Eurofish in connection with meetings, conferences, etc. as well as the spouses and children of the persons concerned.
9. Employees at the European Environment Agency (EEA) in Copenhagen as well as persons performing tasks for the Board of the EEA in connection with meetings, conferences, etc. as well as the spouses and children of the persons concerned.
10. The spouses and registered partners of nationals from another EU/EEA Member State than Denmark and their children or the spouse's/partner's children that have not reached the age of 21 or who are maintained by the EU/EEA national as well as relatives in lineal ascent and the spouse's/partner's relatives in lineal ascent who are maintained by the EU/EEA national. Such family members of Danish nationals who exercise or have recently exercised their right of free movement in another EU Member State shall be covered by the exemption clause. The EU/EEA rules shall also apply to Switzerland.
11. Employees in the Foreign Service as well as their spouses and children below the age of 21 who belong to the household.
12. At the discretion of the Mission, fee exemption may be granted to students, athletes, and others provided the journey is part of an exchange arrangement, an amateur sports festival, an amateur concert event and the like – or provided the Mission finds it well-founded in other respects.

(10) No fee shall be charged for the Mission's assistance in connection with the processing of visa cases from applicants who are:

1. under six years old,
2. school pupils, students, postgraduate students and accompanying teachers where the purpose of the travel is study or other forms of education (this also applies to representation agreements),
3. researchers from third countries travelling within the EU for the purpose of carrying out scientific research as defined in the Recommendation of the European Parliament and of the Council 2005/761/EC of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the EU for the purpose of carrying out scientific research,
4. Representatives of non-profit organisations up to 25 years of age who participate in seminars, conferences, sports events, cultural or educational events organised by non-profit organisations.

(11) Subject to the decision of the local Schengen cooperation and cf. the EU Visa Code, the following persons may be exempted from visa fee:

1. Children between the ages of 6 and 11,
2. Young people up to 25 years of age who participate in seminars, conferences, sports events, cultural or educational events organised by non-profit organisations,

3. In individual cases, it may be decided not to charge a visa fee, or it may be reduced, where the purpose is to promote cultural or sports interests as well as interests in the field of foreign policy, development policy and other areas of vital public interest or for humanitarian reasons.

§ 4. (1) For the Mission's assistance in connection with the processing of an application for a residence and/or work permit (application etc.), a fee of DKK 1,430 shall be payable per case or a payment pursuant to subsections (1)-(7) unless otherwise required by subsections (8)-(9). The same will apply in cases where an application has been submitted in Denmark or in another country to the authority that processes such cases and where the authority subsequently requests a further examination of the case as the case must be considered handed over to the Mission. The fee shall not be refundable, irrespective of whether the application is granted.

(2) For Working Holiday agreements and for the Mission's assistance in connection with the processing of applications for residence and work permits, a fee of DKK 1,430 shall be payable per case. Applications, cf. the Working Holiday Agreement between Denmark and Japan shall, however, be exempted from the fee. In cases where Denmark represents another country, the Danish rules on charging shall apply to Working Holiday agreements. Denmark has concluded Working Holiday agreements with Argentina, Australia, Canada, Chile, Japan New Zealand and South Korea.

(3) For the Mission's assistance in cases in which the Mission has not previously been involved, but where the Mission, subject to authorisation by the Danish or another country's authority that processes the case, must issue stickers, a fee of DKK 1,430 shall be payable per case.

(4) For the Mission's assistance in cases concerning a "re-entry permit", including application and potential issue of stickers, a fee of DKK 1,430 shall be payable per case (provided it is a matter of cases that also involve assistance pursuant to section 1, a payment of DKK 935 shall similarly be charged per hour or part thereof).

(5) For the Mission's assistance in cases in which the Mission has not previously been involved, and where the Mission must deliver refusals, original documents, etc. to an applicant, a payment of DKK 935 shall be charged per hour or part thereof.

(6) In relation to the use of external service providers (outsourcing) in connection with the receipt of residence applications, the service provider may, subject to agreement with the Ministry of Foreign Affairs, charge an additional fee over and above the fixed fee. The size of the additional fee may not exceed EUR 30 (DKK 225).

(7) For the Mission's assistance in processing a complaint regarding a residence and/or work permit decision, a payment of DKK 935 shall be charged per hour or part thereof.

(8) No charge shall be payable where the Mission examines if there is a residence and/or work permit requirement.

(9) No charge shall be payable for the processing of applications for residence and/or work permits in the following cases:

1. Spouses/registered partners and children of persons who have been granted a residence permit pursuant to section 8 of the Aliens Act (Danish quota for UNHCR refugees).
2. Unmarried minors under the age of 15, residing with the concerned person and being children of the same person or being children of this person's spouse and where the person

has been granted a residence permit pursuant to section 7 of the Aliens Act (Asylum) or pursuant to section 8 of the Aliens Act (Danish quota for UNHCR refugees).

3. Unmarried minors under the age of 15 going to reside with a person, who is not a registered parent, but with a view to either adoption, special care or other special circumstances and where this person has been granted a residence permit pursuant to section 7 of the Aliens Act (Asylum) or pursuant to section 8 of the Aliens Act (Danish quota for UNHCR refugees).
4. Diplomats and others who are to serve at their country's embassy, consulate general or an international organisation in Copenhagen. The same shall apply to the said persons' spouses/registered partners and accompanying children below the age of 21.
5. The spouses and registered partners of nationals from other EU/EEA Member States than Denmark, and their children or the spouse's/partner's children that have not reached the age of 21 or who are maintained by the EU/EEA national as well as relatives in lineal ascent and the spouse's/partner's relatives who are maintained by the EU national. Such family members of Danish nationals who exercise or have recently exercised their right of free movement in another EU Member State shall be covered by the exemption clause.
6. Employees in the Foreign Service as well as their spouses, registered partners and children below the age of 21 who belong to the household.

§ 5. (1) For the Mission's assistance in connection with the issue of driving licenses, the following fees shall be payable:

1. For a duplicate driving license, a fee of DKK 405 shall be payable.
2. For the issue of a certificate on a lost driving license (temporary replacement driving license) for driving abroad, a fee of DKK 240 shall be payable.
3. For the renewal of a driving license limited in time for persons over 70 years of age, a fee of DKK 50 shall be payable.
4. For the renewal of a driving license limited in time for reasons of health for commercial drivers, a fee of DKK 160 shall be payable.
5. For an international driving license, a fee of DKK 50 shall be payable.
6. For an EU driving license (renewal of old non-EU driving license), a fee of DKK 405 shall be payable.

(2) No fee shall be charged for the renewal of driving licenses limited in time for reasons of health for persons below 70 years of age.

(3) Where the assistance in connection with the services referred to in subsection (1) in character and extent exceeds the limits of ordinary assistance subject to charge of a fee, a payment of DKK 935 shall instead be charged per hour or part thereof.

§ 6. (1) For authentication, attestation, verification, etc., a fee of DKK 190 shall be payable per signature.

(2) For the Mission's assistance in issuing documents and statements as well as short translations, the following fees shall be payable:

1. For verifying a citizen's identity and delivering original certificates of birth and baptism, "No Objection Letters", PIN-code letters, credit cards, NemID temporary password letters and code cards, etc., a fee of DKK 190 shall be payable per document. Provided a citizen has more

than one of this type of documents delivered at the same time, a total fee of DKK 190 shall be payable. For the issue of a statement that goods purchased in Denmark have been imported into the host country and for the purpose of the citizen's VAT refund in Denmark, a fee of DKK 190 shall be payable per case processed. Provided the request is a matter of several separate purchases and provided a collective statement can be issued, a fee of DKK 190 shall be payable per statement.

2. For the issue of a laissez-passer for a corpse, a fee of DKK 190 shall be payable.

3. For the translation of short standard documents (driver's licenses, birth certificates, etc.), a fee of DKK 190 shall be payable.

(3) Where case processing is required, a payment of DKK 935 shall be charged per hour or part thereof.

§ 7. For Foreign Service assistance concerning lost property, a fee of DKK 420 shall be payable per case. In addition to the fee, the client must pay all expenses directly associated with the case.

§ 8. (1) In connection with the submission of an application for Danish nationality by naturalisation, a fee of DKK 1,000 shall be payable per application. No fee shall, however, be payable for applications for the naturalisation of children below the age of 18 provided the parents - or one of these - were born Danish or have subsequently obtained Danish nationality. For the Mission's assistance in forwarding an application to the Ministry of Justice for the issue of a certificate of Danish nationality or the retention of Danish nationality submitted before the applicant's 22nd birthday, a fee of DKK 190 shall be payable per application.

(2) Where case processing is required, a payment of DKK 935 shall be charged per hour or part thereof.

Part 2

Commercial Matters

§ 9. (1) For consulting services and other assistance, the purpose of which is to foster the Danish business community's exports, internationalisation and other commercial activities abroad and where there is otherwise a clear Danish commercial interest, a payment of DKK 935 shall be charged per hour or part thereof, subject to a minimum invoice of DKK 2,805 per individually performed task.

(2) Routine information tasks, obtaining publications, statistical material, credit information and similar material shall be free of charge. Payment shall, however, be made pursuant to the provisions laid down in section 20.

(3) For services not free of charge, a written quotation indicating the expected time requirement or a fixed price for the performance of a specific service subject to charge of a fee must be submitted to the client before commencement of the assistance. Where a quotation is submitted, a deviation may in special cases be made from the price based on the hourly rate (for example in connection with framework agreements, standing agreements or the like).

(4) Assistance in recovering commercial debts shall also be subject to the provisions laid down in subsections (1) and (3).

§ 10. For certain publications and newsletters, the purpose of which is to foster a specified part of the Danish business community's exports, internationalisation and other commercial activities, a payment fixed for the individual publication/newsletter may be charged based on an assessment of the hours spent on the preparation of such and the value which the publications/newsletters represent to the businesses.

§ 11. (1) For lectures on commercial topics, a minimum fee of DKK 3,740 shall be payable.
(2) In addition to the fee referred to in subsection (1), reimbursement of the speaker's travelling and accommodation expenses shall be charged, calculated in accordance with the rules applying to official travels.

§ 12. (1) Provided a Mission can make available an office and conference rooms, etc. as well as state-owned or rented representative premises for business people and others, the charge for the hire of these facilities shall be fixed according to the rental price level prevailing locally.
(2) The Ministry of Foreign Affairs may also make available office facilities and local administrative assistance under the incubator scheme. The rental of these services shall be fixed in a way that enables the Ministry to cover long-term average costs.

§ 13. Provided it is deemed necessary in connection with commercial matters to undertake an official journey within the district of the Mission, the client's prior agreement shall be obtained. Time spent on an official journey shall be calculated as the number of hours spent by the employee on travelling and the performance of the actual task. A payment of DKK 935 shall be charged per hour or part thereof. In addition, the client shall pay the travelling expenses, calculated in accordance with the rules applying to official travels.

Part 3

Other Matters

§ 14. (1) Money transfers through the Foreign Service may, in principle, only take place in connection with personal assistance. A payment of DKK 935 shall be charged per hour or part thereof, cf. section 1.

(2) As a general rule, clients requesting a money transfer should be advised to use the services of a financial institution. Where the Foreign Service provides assistance in connection with a money transfer, a fee shall be payable for this assistance, cf. subsection (3). It should be noted that only where there are special circumstances will the Ministry of Foreign Affairs provide assistance with the transfer of money in connection with a citizen's continued stay or further travel abroad.

(3) A money transfer is defined as any request for the transfer of a sum regardless of whether in the specific case another form of assistance has also been provided. If another form of assistance has been provided, a fee/hourly charge must be payable pursuant to two or more provisions. Money transfers in connection with matters relating to assistance to private individuals shall be covered by the general hourly rate payment pursuant to the provision laid down in section 1. For other money transfers, a payment of DKK 935 shall similarly be charged per hour or part thereof, cf. section 1.

This rate shall also apply even if other assistance is paid for pursuant to this Executive Order. For payment/transfers of money to cover public debt in Denmark, a payment of DKK 935 shall be charged per hour or part thereof. The Mission shall deduct the transfer fee from the transfer.

(4) Provided social and other public benefits in exceptional cases and according to agreement with the Ministry of Foreign Affairs are transferred through the Foreign Service, a fee of DKK 420 may be charged per transfer. For money transfers that are to be used solely to pay fees, the fee for the money transfer may not exceed the fee in question.

(5) No fee shall be charged for transfers of benefits pursuant to section 6 of the Act on an Active Social Policy.

§ 15. For Foreign Service assistance in obtaining information not covered by the provisions laid down in Parts 1 and 2, a payment of DKK 935 shall be charged per hour or part thereof, unless otherwise stated explicitly in section 19.

§ 16. For Foreign Service assistance in the planning and carrying out of non-commercial events (visits by local councils, schools, institutions of higher education, private individuals, institutions, journalists, etc.) a payment of DKK 935 shall be charged per hour or part thereof, unless otherwise stated explicitly in section 19.

§ 17. For Foreign Service assistance in connection with the holding of an exam/test, a payment of DKK 935 shall be charged per hour or part thereof as well as rent, if any, of an office or room made available during the holding of the exam/test.

§ 18. For Foreign Service assistance in connection with loans of the Mission's video conference equipment, a payment of DKK 935 shall be charged per hour or part thereof. Any

time spent on technical installations before and after the video conference shall be part of the hourly settlement.

Part 4

Common Provisions

§ 19. (1) Services performed at the request of the Danish Parliament, central government and its subordinate authorities, the Faeroe Islands Parliament, the Faeroe Islands Home Rule Government, the Greenland Parliament and the Greenland Self Rule Government, are in principle not subject to the obligation to pay fees and hourly rates for services pursuant to Parts 1 and 3 of this Executive Order.

(2) Non-commercial services that are specifically considered to contribute to the work of raising the profile of Denmark/public diplomacy shall in principle not be subject to the payment obligation.

(3) The Foreign Service may also, following specific assessment, in exceptional cases, refrain in whole or in part from charging a fee or hourly rate to private individuals where considerable social conditions or other considerations conclusively suggest this or where payment appears to be obviously unreasonable.

(4) Payment must in principle not be charged for minor routine information tasks.

§ 20. (1) Exemption from payment of fees and hourly rates shall not include exemption from payment of the Foreign Service's other expenses, if any, which are directly associated with the Foreign Service's processing of the case. For all assistance - irrespective of whether such assistance is rendered as part of one of the services subject to charge of a fee set out in this Executive Order - the client must reimburse the Foreign Service for the expenses, if any, which are directly associated with the case, unless specifically authorised otherwise.

(2) For all assistance - with the exception of personal assistance pursuant to the provisions laid down in section 1 and Part 2 (commercial matters) - which at the request of the client involves telecommunication, the client must reimburse the Foreign Service for its expenses.

(3) For assistance pursuant to Part 2, the client must reimburse the Foreign Service's expenses for telecommunication based on the client's request, provided the Mission finds that the telecommunication expenses are considerable compared with the scope of the advisory service provided.

(4) For telecommunication that is not part of a service subject to charge of a fee set out in this Executive Order, a fee of DKK 470 shall be payable.

§ 21. (1) Provided the client requests the Mission to perform a service subject to charge of a fee covered by sections 2 – 6, section 9 (1) first sentence and section 13 outside the office hours of the Mission concerned, a payment of DKK 935 shall be charged per hour or part thereof plus 50 per cent. This payment shall replace the fees listed in sections 2 – 6. For other services pursuant to this Executive Order, the fee shall be increased by 50 per cent. The travel time required by the Mission's employee to perform a service subject to charge of a fee outside the office hours of the Mission shall be included in the calculation of time spent. For the issue of provisional passports or extension of passports outside the office hours of the Mission, a fee shall be fixed pursuant to the provision laid down in section 21(2).

(2) In connection with the issue of a provisional passport or extension of passports outside the office hours of the Mission, a fee of DKK 3,890 shall be payable. The travel time required by the Mission's employee to perform the service shall be included in the fee. Provided several

provisional passports are issued or several passports are extended at the same time, a fee of DKK 3,890 shall be payable for the first provisional passport or extension, and subsequently DKK 950 per provisional passport or extension.

(3) Provided the client requests the Mission to perform a service subject to charge of a fee covered by sections 2 – 6, section 9 (1) first sentence and section 13 on the official closing days of the Mission concerned, a payment of DKK 935 shall be charged per hour or part thereof plus 100 per cent. This payment shall replace the fees listed in sections 2 – 6. For other services pursuant to this Executive Order, the fee shall be increased by 100 per cent. The travel time required by the Mission's employee to perform a service subject to payment on the official closing days of the Mission shall be included in the calculation of time spent. For the issue of provisional passports or extension of passports on the official closing days of the Mission, a fee shall be fixed pursuant to the provision laid down in section 21(4).

(4) In connection with the issue of a provisional passport or extension of passports on the official closing days of the Mission, a fee of DKK 5,185 shall be payable. The travel time required by the Mission's employee to perform the service shall be included in the fee. Provided several provisional passports are issued or several passports are extended at the same time, a fee of DKK 5,185 shall be payable for the first provisional passport or extension, and subsequently DKK 950 per provisional passport or extension.

§ 22. This Executive Order shall not apply to invitations to tender for cooperation with the Ministry of Foreign Affairs on specific matters.

§ 23. Payment settled in foreign currency may be rounded to the nearest round figure that appears natural for the denominations of local notes and coins. However, the rounding may not deviate by more than DKK 10 from the specifically calculated amount.

§ 24. (1) Payment for consular services (Part 1) and for other matters (Part 3) shall in principle be made prior to the performance of the service subject to charge of a fee. In special cases, advance payment, partial payment, deposit or similar arrangements may also be required for commercial cases (Part 2).

(2) Where payment is not made prior thereto, the Ministry of Foreign Affairs may, provided payment is not made on time, charge a fee of DKK 85 for the second written request for payment of the amount outstanding.

(3) Claims for payment pursuant to this Executive Order shall be enforceable by execution of attachment and distraint orders, cf. section 1 (1) (iv) of Consolidated Act No. 774 of 18 November 1986 on Attachment and Distraint Not Based on a Court Ruling or Settlement.

§ 25. (1) This Executive Order shall enter into force on 1 January 2014.

(2) Simultaneously, Executive Order No. 1195 of 13 December 2012 on Payment for Services Provided by the Danish Foreign Service shall be repealed.

Ministry of Foreign Affairs

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