

**THIS IS A TRANSLATION OF THE  
OFFICIAL DANISH LETTER OF  
NOTIFICATION TO CITIZENS NOT  
REGISTERED TO DIGITAL POST  
IN DENMARK.**

[Name of municipality]

## **Are you ready to receive Digital Post from public authorities from 1 November 2014?**

August 2014

All individuals over the age of 15 who are capable will receive Digital Post from public authorities from 1 November 2014. This means that an increasing number of the letter post you receive today from public authorities will be sent to you digitally instead.

Digital Post from public authorities include: letters from the hospital, pension statements, information about your student grant (SU), changes in housing benefits, assignment of daycare facility place, letters from the Central Customs and Tax Administration (SKAT) etc.

### **Get ready for Digital Post – register on:**

[www.borger.dk](http://www.borger.dk) (see how on the overleaf) or on [www.e-boks.dk](http://www.e-boks.dk).

### **If you do not register, you might not see post that requires action**

After 1 November 2014 you will automatically be signed up for Digital Post, even though you have not registered for it yourself. Therefore, you need to know what to do to check your Digital Post, so you do not risk missing important messages from public authorities.

Your Digital Post may contain decisions and notifications that require your attention. For example, if you do not check your Digital Post once you have registered, this may affect your financial situation.

Not all post from public authorities can be sent digitally. Therefore, you still need to check your letter post (letters in your physical letter box).

### **Help is available**

On the overleaf you can read more about how to register for Digital Post and how to get help. If you are not able to receive post from public authorities digitally, you can be exempt from it. If you are already exempt, please disregard this letter.

Yours sincerely

[Name of municipality]



For this information in other languages, visit [www.borger.dk/digitalpost](http://www.borger.dk/digitalpost)



### **Remember to check your Digital Post**

Your Digital Post from public authorities is sent to both [e-boks.dk](http://e-boks.dk) and [borger.dk](http://borger.dk). You can choose which of the two websites you prefer using.

Enter your email address and mobile number once you have logged on. When you have new post, you will receive an email and/or a text message.

**See overleaf for more information**

## Register for Digital Post on borger.dk

1

### Go to [www.borger.dk](http://www.borger.dk) and register



2

### Log on with your NemID digital signature

If you do not have NemID, you can order this online at [www.nemid.nu](http://www.nemid.nu), or simply go to your local citizen service centre (borgerservice)



3

### Remember to write your email address and mobile number

- you will receive a message when you have new Digital Post

Set up your digital letter box

Full name\*

Mobile number\*

Email address\*

**Remember** — you can also check your Digital Post from public authorities via [www.e-boks.dk](http://www.e-boks.dk)

Get help and answers to most of your questions on [www.borger.dk/digitalpost](http://www.borger.dk/digitalpost)

### You can grant reading access to people you trust:

- Grant reading access when you are logged on [www.borger.dk](http://www.borger.dk) or [www.e-boks.dk](http://www.e-boks.dk) or get help at your citizen service centre.
- You are still responsible for ensuring your Digital Post is read.
- Reading access can be revoked at a later stage if you want.

### How to apply for exemption to Digital Post:

- Show up personally at your citizen service centre and sign a declaration stating that you meet at least one of the reasons for exemption.
- Remember to bring proof of identity (for example your health insurance card).
- If you are not able to turn up at the citizen service centre yourself, someone else can represent you via a power of attorney.
- Contact the citizen service centre for help if you cannot get another person to represent you.

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### Where to get help in your municipality

[in the official Danish letter to citizens not registered to Digital Post, this box contains further information from the municipality regarding Digital Post]

#### § The Danish Public Digital Post Act

The Danish Parliament (the Folketing) has passed an act which means that all citizens must be able to receive Digital Post from public authorities from 1 November 2014. The regulations on Digital Post have been laid down in the Danish Public Digital Post Act and in the Executive Order on exemption of natural persons from signing up for Public Digital Post.