

# Exchange form to be used for invalid Danish banknotes

PRIVATE INDIVIDUALS

Please read the supporting document before filling in the form.  
All fields must be completed unless otherwise stated.

This completed form must be handed in at Danmarks Nationalbank's exchange point together with the invalid banknotes to be exchanged or deposited in a bank account.

The banknotes must NOT be sent to Danmarks Nationalbank, FOREX or an exchange point.

## Banknote owner

Name

CPR/personal identity number

Nationality

Address

Country

Email

Tel.

## I want the invalid banknotes to be

- exchanged for new banknotes
- deposited in my bank account

Please note:  
Amounts over DKK 5,000 can only be paid into your bank account

- I am the rightful owner of the banknotes

## Total amount (DKK):

### You must bring:

Valid photo ID (passport, official national ID card or Nordic driver's licence) and official proof of your permanent address. In Denmark, this is typically your social security (CPR) card. If you have an address outside of Denmark, corresponding official proof of address will be required.

If you would like the money transferred to a Danish bank account, fill in the box to the left below.

If you have a foreign bank account, fill in the box to the right below. If you want to exchange the money for cash, leave both boxes blank.

## Transfer to Danish bank

Name of the bank

Bank address

Registration number

Account number

## Transfer to foreign bank

Name of the bank

Bank address

SWIFT

IBAN

Other details

## How did the banknotes come into your possession?

In the field above, describe how you acquired the banknotes. It could be an inheritance, savings, gift, loan or anything else that clearly explains the origin of the money. Stating why the cash was not used before it became invalid as a means of payment can be beneficial.

Please note: FOREX or Danmarks Nationalbank may request additional documentation of the origin of the invalid banknotes before they can be exchanged or transferred to a bank account. Submitting cash for exchange requires sufficient documentation.

Danmarks Nationalbank will issue the transaction in Danish kroner. Any fees, transaction and exchange fees are the responsibility of the recipient.

Signature (to be filled in at the exchange point)

### To be filled in by a staff member at the exchange point

- Valid photo ID
- Documentation of address
- Proof of bank account
- Additional information

Date

Signature



DANMARKS  
NATIONALBANK

FOREX

## Information about the banknote exchange form

This document explains what information FOREX and Danmarks Nationalbank require and what documents must be brought to the Nationalbank's exchange point. If any information or documentation is missing, the banknotes cannot be handed in and therefore cannot be exchanged or paid into your bank account.

### You must fill out the form online before you arrive at the exchange point

The exchange form must be filled in online *before* you arrive at the Nationalbank's exchange point. The completed form must be printed out and brought in paper format. The form is documentation for the notes you want to redeem for you, FOREX and Danmarks Nationalbank. The form must be shown before the exchange. The form will be checked by staff at the exchange point before exchange can be made.

### Banknote owner

In the "Banknote owner" field, you must enter your name, social security (CPR) number (or other personal ID number if you do not have a Danish CPR number), nationality (the country stated in your passport), permanent address (including country), email address and a phone number. You must therefore bring the following original and valid documents (not copies): Photo ID (typically your passport, official national ID card or a Nordic driver's licence) and social security card.

### How do you want the notes exchanged?

Please decide whether you want the notes to be exchanged cash for cash or deposited into your bank account. Please note that if you hand in more than kr. 5,000, the money cannot be exchanged and must be deposited into your bank account. If you wish to have part of the money exchanged for new cash and the rest deposited into your bank account, you must bring two completed exchange forms.

### Total amount (DKK)

In the "Total amount (DKK)" field, enter how much money you want to hand in. The exchange point staff will count and check the notes in your presence. If you are bringing more than kr. 50,000, you must contact FOREX by email at [nationalbanken@forexvaluta.dk](mailto:nationalbanken@forexvaluta.dk) *in advance*. In the email, state how much money you want to hand in and attach the following documentation: a detailed explanation of how the money came into your possession, which exchange point you want to use, and proof of the origin of the cash.

### Transfer to Danish bank

If you want your money to be deposited into your bank account regardless of the amount, fill in all the details in the "Transfer to Danish bank" field. You must bring proof of your account. Note that there may be a turnaround time of up to six weeks. The turnaround time may be longer if Danmarks Nationalbank needs additional documentation.

### Transfer to foreign bank

If you live abroad, you can have your money transferred to your account in your country of residence. If your bank does not use IBAN and SWIFT, you can enter the information needed to make the transfer in the "Transfer to foreign bank" field under "Other information". You must bring proof of your account.

Note that there may be a turnaround time of up to six weeks. It may be longer if Danmarks Nationalbank needs additional documentation.

### How did the money come into your possession?

The origin of the money *must be* fully described and documented before the money can be exchanged. In the field "How did the money come into your possession?" please state how you got the money. For example, it could be an inheritance, gift or something else. Bringing relevant documentation of how the money was acquired can be beneficial. Documentation can include a probate certificate, annual statement or bank statement.

### Signatures

The exchange form does not need to be signed in advance. You only need to sign the form when you are at the exchange point and in the presence of the staff. Once the handover is complete, the money has been counted and the necessary documentation is deemed sufficient, the staff will sign the form and provide you with a receipt.

### Processing of your personal data

Danmarks Nationalbank is the data controller for the processing of your personal data. You can read more about how Danmarks Nationalbank processes your personal data on our website: [Data protection policy](#)

### Questions?

If you have any questions, please contact FOREX at [nationalbanken@forexvaluta.dk](mailto:nationalbanken@forexvaluta.dk) or call one of the three exchange points. You can find contact details of exchange points on the websites of Danmarks Nationalbank and FOREX.