



Energistyrelsen

User guide for the Danish Waste Register

Kontor/afdeling
Varme & Affald

Dato
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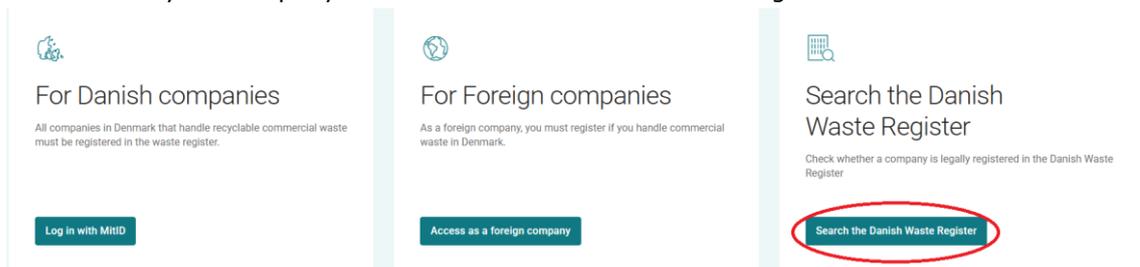
1. First check if your company is already in the Danish Waste Register

Searching the Danish Waste Register

- 1.1. Use the link below to enter the Danish Waste Register

<https://affaldsregister.ens.dk/>

- 1.2. Search for your company. Click 'Search the Danish Waste Register'



- 1.3. Enter your VAT number incl. country code in the search bar. For example:

- 1.3.1. If you are a Polish company, write PLXXXXXXX

- 1.3.2. If you are a Belgian company, write BEXXXXXXX

- 1.4. If your company is already registered it will appear in the search result.

Search The Danish Waste Register

Here you can search for companies for waste management of recyclable commercial waste, as well as transporters, brokers and dealers.

Find company

Enter company, CVR-no./ VAT-no. incl. country code or address and press 'Enter' to search the register

Country	Municipality	Role	Receives waste
All countries	All municipalities	All roles	All

2571 companies

- 1.5. Now complete the following steps:

- 1.5.1. If your company **IS NOT** registered then follow all actions in section 2. [Create a user account](#)

- 1.5.2. If your company **IS** registered then follow section 3. [Get access to your user account](#)



2. If your company IS NOT registered complete the following steps

Create a user account

- 2.1. Click on 'Access as a foreign company' either from the Search page or the [front page](https://affaldsregister.ens.dk/) (<https://affaldsregister.ens.dk/>)

Search page:

Front page:

- 2.2. Click on 'CREATE ACCOUNT'



- 2.3. Create a user account with your email address and choose a password.
 - 2.3.1. The password must be at least 15 characters long and contain one uppercase letter and one number.
 - 2.3.2. When you use an email address this email **CANNOT** be used again for a different company

- 2.4. Activate your account
 - 2.4.1. Go to your email inbox
 - 2.4.2. Find the email with the subject "Activate your new account in the Danish Waste Register"
 - 2.4.3. Click on the link in the email
 - 2.4.4. Your user account is now active

- 2.5. Complete your registration – See section 4. [Registering your company](#)



3. If your company IS registered complete the following steps

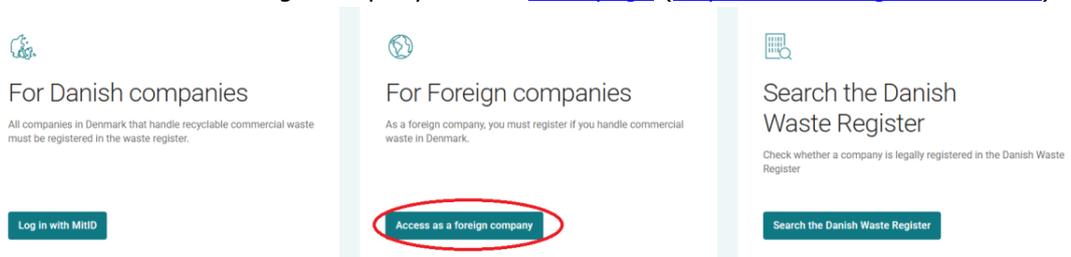
If you don't have access to the email address from the old Waste Register do the following:

IMPORTANT! You have to write to affaldsregister@ens.dk with the new e-mail address you want to use to log in and the VAT number and we will get back to you.

After we get back to you with new information. Then you have to create account with your email address and a password. See section 2. [Create user account](#)

Get access to your user account

- 3.1. Click on 'Access as a foreign company' on the [front page](https://affaldsregister.ens.dk/) (<https://affaldsregister.ens.dk/>)



- 3.2. You need to reset your password. Click on 'Forgot password?'

The screenshot shows a 'Login or create account' form. It has fields for 'Email' (containing 'mail@mail.dk') and 'Password' (containing 'Enter your password'). Below the password field is a 'Forgot password?' link highlighted in yellow. At the bottom, there are 'Log in' and 'Cancel' buttons, and a link for 'Is your company not registered? CREATE ACCOUNT →'.

- 3.3. Enter your email address you used in the old Waste Register



- 3.4. Reset your password
 - 3.4.1. Go to your email inbox
 - 3.4.2. Find the email with the subject "Reset your password" (If you cannot find it, check your spam filter)
 - 3.4.3. Click on the link in the email
- 3.5. Choose a password
 - 3.5.1. The password must be at least 15 characters long and contain one uppercase letter and one number.
- 3.6. Your user account has now been updated with your chosen password



4. Complete your registration

When you have logged, you can register your company and pay the annual fee. **(There is no registration fee anymore, only an annual fee, which is paid for the first time at registration)**

If this is the first time accessing the new Waste Register follow the steps in [Get access to your user account](#)

If you were not been registered in the old Waste Register follow the steps in [Create a user account](#)

Registering your company

4.1. Click on 'Start registration'

The screenshot shows the user interface of the Danish Waste Register. At the top left is the Danish Energy Agency logo and name. At the top right are 'Log out' and 'EN' links. A sidebar on the left contains 'Welcome to the Danish Waste Register', 'Registration' (highlighted), 'Payment overview', and 'Profile'. The main content area features a user icon, the question 'Would you like to register?', a note that the user is not registered, and a paragraph explaining the registration process and fee. A 'Start registration' button is at the bottom.

4.2. Read the instructions on 'Before you start'

4.3. Add your VAT number including the country code and click 'Search for company'

The screenshot shows a modal dialog box titled 'Add company'. It contains a close button (X) in the top right corner. Below the title is a paragraph: 'You can add your company using your VAT number. Read more about VAT numbers on [EU's online tool for VIES](#).' Below this is a label 'Enter country code and VAT number' and a text input field containing 'PL123456789'. At the bottom are two buttons: 'Search for company' and 'Cancel'.



- 4.4. The Waste Register will search for your company in an EU database
 - 4.4.1. If your company is found and **ALL** of the information **is correct**, you can confirm the result
 - 4.4.2. If your company is found and **some or all** of the information **is incorrect**, you need to manually enter your company information
 - 4.4.3. If your company **is not found**, you need to manually enter your company information

4.5. Add company – fill in all fields

← Back

Add company

Company name

Enter company name

Address

Enter address

Post code City

e.g. 23... Enter city

Country code

Poland

Save and create Cancel

4.6. Add contact person for your registration receipt

Add a contact person for the business

Add contact information for the person who is responsible for your company's registration in the Danish Waste Register.

Email

mail@mail.dk

Country code Phone number

+41 23 23 23 23

Save and continue Cancel

4.7. Add contact information for the public register (optional)

Add information for the public register

Email

mail@mail.dk

Country code Phone number

+45 23 23 23 23

Website

Paste link (valid URL)

I accept that the provided information will be publicly available in the Danish Waste Register, e.g. for waste producers and suppliers.

Save and continue Skip



4.8. Select all relevant roles and check the box for 'Statement of truth'

Registration > Create role

Which roles should be registered?

Transporter
Transport for hire or reward by means of vehicles, railway, plane or ship. It is not possible to transfer responsibility for complete recovery or disposal of waste to a transporter.

Broker
Any undertaking arranging the recovery or disposal of waste on behalf of others, including such brokers who do not take physical possession of the waste.

Retailer
Any undertaking which acts in the role of principal to purchase and subsequently sell waste, including such dealers who do not take physical possession of the waste.

Statement of truth

I hereby declare that the information provided is accurate.

Total* **kr 1,146.00**
*The fee rates are set in the executive order for fee payments for registration in the Danish Waste Register.
Expiry date: 23 October 2026

VISA Mastercard ApplePay

Go to payment
Cancel

4.9. Go to payment and fill in your card details to complete the payment

4.10. When you see the below confirmation page, your registration is now complete.

Thank you for registering My company

You are now registered in the Danish Waste Register as **Transporter**.

You have paid for 1,146.00 for the registration, which is valid until 23/10/2026. You will receive a confirmation on your registration in the email you have provided. You will be notified when it is time to renew your registration.

Please note it may take up to 2 hours, before you are visible in the Danish Waste Register.

Go to overview

4.11. Click 'Go to overview' to see your registration

My company
VAT: PL123456789

Registration

Payment overview

Profile

Registration

Here you can see the registration in the Danish Waste Register. The registration is valid until 23 October 2026.

Edit registration

Transporter **Remove**

Delete registration

It can take up to 2 hours before a registration/changes to a registration is displayed in the public register.



5. I have logged in – what do I do now?

This section is for users who have already completed the steps in either [Create a user account](#) OR [Get access to your user account](#).

Edit your registration

If this is your first time logging in, you need to check all information is correct.

- 5.1. Go to the 'Registration' page and check the roles listed
 - 5.1.1. If the roles shown on **your registration is correct** – go to step [Edit your company information and contacts](#)
 - 5.1.2. If the roles shown on **your registration is not correct** follow the below steps
- 5.2. Click 'Edit registration'

Registration

Here you can see the registration in the Danish Waste Register. The registration is valid until 23 October 2026.

[Edit registration](#)

Transporter

Remove

[Delete registration](#)

It can take up to 2 hours before a registration/changes to a registration is displayed in the public register.

- 5.3. Select all relevant roles and unselect incorrect roles + check the box for 'Statement of truth'

Registration > Edit roles

Which roles should be registered?

Transporter
Transport for hire or reward by means of vehicles, railway, plane or ship. It is not possible to transfer responsibility for complete recovery or disposal of waste to a transporter.

Broker
Any undertaking arranging the recovery or disposal of waste on behalf of others, including such brokers who do not take physical possession of the waste.

Retailer
Any undertaking which acts in the role of principal to purchase and subsequently sell waste, including such dealers who do not take physical possession of the waste.

Statement of truth

I hereby declare that the information provided is accurate.

Do you want to save your changes?
Your registration is valid until October 23, 2026. You can change the company's roles free of charge within the validity period.

[Save changes](#)

[Cancel](#)



5.4. Click 'Save changes'

5.5. Roles have now been updated - go to step [Edit your company information and contacts](#)

Edit your company information and contacts

5.6. Go to the 'Profile' page and check your company information and contact details

5.6.1. If the **ALL** of the information shown **is correct** you are done and can log out

5.6.2. If the **some or ALL** of the information shown on **is not correct** follow the below steps

5.7. Changes to 'Contact information' – information is only available to your and the Energy Agency

5.7.1. Click 'Edit'

5.7.2. Enter the correct information

Change account and contact information

Email
chih@jens.dk

Country code Phone number
+41 1234567890

Save changes Cancel

5.7.3. Click 'Save changes'

5.8. Changes to 'Company Information' – all of this information is available to the public

5.8.1. Click 'Edit'

5.8.2. Enter the correct information

Update company information

VAT no.
PL123456789

Company name
My company

Address
My Street

Post code City
12 345 My City

Country code
Poland

Country code Phone number
+45 23 23 23 23

Email
mail@mail.dk

Website
Paste link (valid URL)

I accept that the provided information will be publicly available in the Danish Waste Register, e.g. for waste producers and suppliers.

Save changes Cancel

5.8.3. Check the box

5.8.4. Click 'Save changes'



Other useful information

When do I need to pay again?

See information on the annual renewal in the FAQ on the registration page

Do you need help?

- + The first time you register
- + Business types (roles)
- x Annual renewal**
 - When you have registered the intended p-units and completed the payment, the registration will be valid for one year and thereby visible on the Danish Waste Register's search page for the duration of this time. 30 days before your registration expires, you will receive a message to remind you of the annual renewal. The annual renewal will not happen automatically. You need to log in to the register and renew the registration manually.
 - If you do not wish to renew your registration, no further action is needed. Your company will be deleted from the register automatically. It is not permitted to continue conducting waste related business once the company no longer appears in the Danish Waste Register.
- + Did you not find what you were looking for?

Proof of registration

Once your registration and payment have been completed, you will receive a registration confirmation to the email address you have provided under contact information on the profile page.

If you need to document your registration, for example to other authorities, please note, only the digital information currently shown in the Danish Waste Register will be considered valid.

If you make changes to your registration, it will not be possible to receive an updated registration certificate, but you can make a regular printout of your registration page by logging in to the Danish Waste Register.



Didn't find what you were looking for?

If you have questions, you haven't found answers to in the above guide, please read the FAQ answers at the bottom of each page on the Danish Waste Registers, our complete FAQ on our [website](#) or contact us on affaldsregister@ens.dk.

Do you need help?

× The first time you register

For Danish companies with a CVR number

If this is the first time you have logged in with MitID Erhverv in the Danish Waste Register and are on the registration page, you can see the company's CVR number on the left side. It is on this page you need to add the information required to be registered in the Danish Waste Register.

If your company only has one p-unit (address), you only need to make one registration.

If your company has multiple p-units, you must register all p-units from which waste operations is conducted.

For all p-units (addresses), you must choose which roles the unit in question should be registered as. This may vary depending on the waste operations taking place at each individual address.

For foreign companies with a VAT number

If this is your first time logging in to the Danish Waste Register and you are on the registration page, you can see your VAT number on the left side. You must add the information required to be registered in the Danish Waste Register.

+ Business types (roles)

+ Annual renewal

+ Did you not find what you were looking for?