



**Manual
on
CPR services**

**Annex 9
Interplay
between self-
service server
and the CPR
server**

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Interplay between self-service server and the CPR server

The client as well as the dialogue between the client and the self-service server are not part of a CPR service, and have been developed by the provider of the self-service system. This also applies to security (including secure identification of the citizen) in connection with the dialogue between citizen, client and self-service system.

The following elements must be carried out between the self-service server and the CPR server.

- 1. Logon** Use person code¹ and password².
An OK or error message is returned.
- 2. Initiate incident.** Keys are used to call an incident³.
Master data etc. is returned, and OK⁴ is returned if the keys are correct and there is authorisation⁵ to carry out the selected incident. Otherwise an error message is returned⁶.
- 3. Validate⁷ incident** Data is controlled and translated⁸.
Approved and translated data is returned, together with an OK message if the incident is OK and will be able to be registered in the CPR register. Otherwise an error message is returned.
- 4. Save or cancel** When the incident has been validated, it can be saved in the CPR pending register⁹. The incident can be cancelled at any time during the process, if you do not want to implement the incident anyway. A confirmation is returned if the incident is saved.

¹ The person code is supplied by the CPR Office to the provider of the self-service system. The code will be placed in a security group defined as being a citizen with the rights and restrictions that belong to this security group.

² The password must be changed by the user (in this case the self-service provider) every 90 days.

³ In this sense, keys will be the incident code, civil registration number, date of incident as well as municipality.

⁴ Master data etc. includes the person's name and address, information about possible status (dead, missing, departed etc.) as well name and address protection. In addition, applicable data is sent for the person the initiated incident is about.

⁵ Authorisation depends on the security group to which the person code belongs, in this case the security group for citizens.

⁶ When an error message is returned, information is also given on what the error is about.

⁷ Validation of an incident means that the information to be registered in the CPR is checked to ensure that it complies with the regulations set for the incident in question. For example, that a date is correct and that all necessary data has been included.

⁸ Translation of data means that all codes such as municipality code and street code are translated into hard copy.

⁹ Incidents reported by citizens can only be saved in a pending register. This register is a parallel register to the CPR and before the incident has been finalised in the register, the municipality of residence must approve the incident. The municipality of residence can also reject the incident.