



**Manual
on
CPR services**

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1. Introduction

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|-----------------------------------|---|
| Use of services | <p>With CPR services, the CPR Office of the Danish Ministry for Economic Affairs and the Interior is offering other authorities the opportunity to integrate CPR access into their own case-processing system.</p> <p>This means that the authorities will always have easy access to fully updated CPR data through their own systems.</p> <p>Contact the CPR Office for terms and conditions for using CPR services.</p> |
| Guaranteed further development | <p>Programming work has been minimised to just communication with the CPR services which have been developed for the CPR Office, and which are updated regularly as the CPR system is developed.</p> <p>CPR services should be considered as elements in a client/server system. The CPR server makes services available for the case processing system (which can be a client/server system in itself), and it is in this sense the words client and server are used here.</p> |
| Interface | <p>Use of services is based on the set of rules described in this Manual. Moreover, the GCTP communication format is used. This is based largely on the XML standard.</p> |
| Use of CPR data | <p>By following this Manual, authorities can build systems with integrated CPR services and then search for and retrieve information from the CPR system for case processing.</p> |
| Updating CPR data | <p>If, in connection with case processing, authorities are to update information in the CPR system, this can also be done directly with CPR services.</p> |
| Data security | <p>There are several levels of security in the system. This is to ensure that only approved authorities and persons have access to the services, and to ensure that the information in the CPR system is correct. This is to protect the citizen against abuse of the information registered and to make reliable information available for case processing.</p> |
| Self-service | <p>Special terms and conditions apply if a service is to be used in connection with citizen self-service. Such terms and conditions can be obtained by contacting the CPR Office. Annex 9 outlines an example of the interaction between a self-service server and the CPR</p> |
| Payment for access to information | <p>The CPR Office has a defined set of rules which has been implemented for the</p> |

individual services, so that registration and use of information comply with legislative requirements. Authorities using CPR services can therefore be confident that the data quality meets their requirements.

When a user retrieves information from the CPR system, the service must be paid for. As a general rule, the same invoicing principles apply regardless of whether the information is retrieved through the online CPR system made available to users by the CPR Office, or whether the information is retrieved through the authorities' own system through a CPR service. Detailed information on terms and conditions for payment for use of the CPR system can be obtained from the CPR Office.

Changes will be
made to the services

The CPR Office regularly adjusts the CPR services so they live up to external requirements. This means that the authorities have to be prepared for possible changes in the individual services. Such changes will be announced in good time, so that the authorities' systems can be adjusted for the change.

In order to make it simple to incorporate changes, the CPR Office recommends that authorities design their own system linked dynamically to the services. In this way, the system can react promptly and correctly to a change, and such that as few changes as possible have to be made when the CPR Office changes a service.

Therefore it would be inexpedient for authorities to tie their system statically to the same row as the data fields, or to the same number of data fields in a CPR service.

The system should be dynamic and ready for changes.

2. Reading instructions

| | |
|--|--|
| Reference | <p>This manual was developed as a reference book for authorities which are to integrate CPR access into their own systems.</p> |
| Overview of possible uses of CPR services and CPR security | <p>The manual contains a general overview of the services supplied by the CPR in section 3, and a brief overview of security in the CPR in section 4. These sections provide decision-makers with the information necessary to decide which of the CPR services available the authorities can use.</p> <p>In addition, these sections provide systems developers with a good overview of the possibilities offered by the CPR services to the authorities.</p> |
| Search services | <p>Annex 1 contains an overview of the search services supplied by the CPR, described at data level.</p> |
| Update services | <p>Annex 2 contains an overview of the update services it is possible to use. The overview states the correlation between primary and associated secondary update incidents used to add new data to the CPR system. The overview also includes the update services used to update existing data in the CPR system.</p> |
| Explanation of concepts | <p>Annex 3 explains concepts used in connection with the CPR system.</p> |
| Use and technical specifications | <p>Annexes 4-9 contain detailed technical instructions on how to use CPR services. These annexes are aimed at systems developers who are to use the individual services.</p> |
| Setting up the CPR client | <p>Annex 10 contains guidelines on how to set up the CPR client so that it can run under different set ups. For instance, Citrix or file server. This annex is aimed at persons responsible for ICT who install CPR clients.</p> |

3. CPR services, overview

Search and update services

The CPR system distinguishes between search services and update services. Using these services makes it possible to search for information and update data in the CPR system. The individual CPR services contain all data processing, including 100% controls of input data.

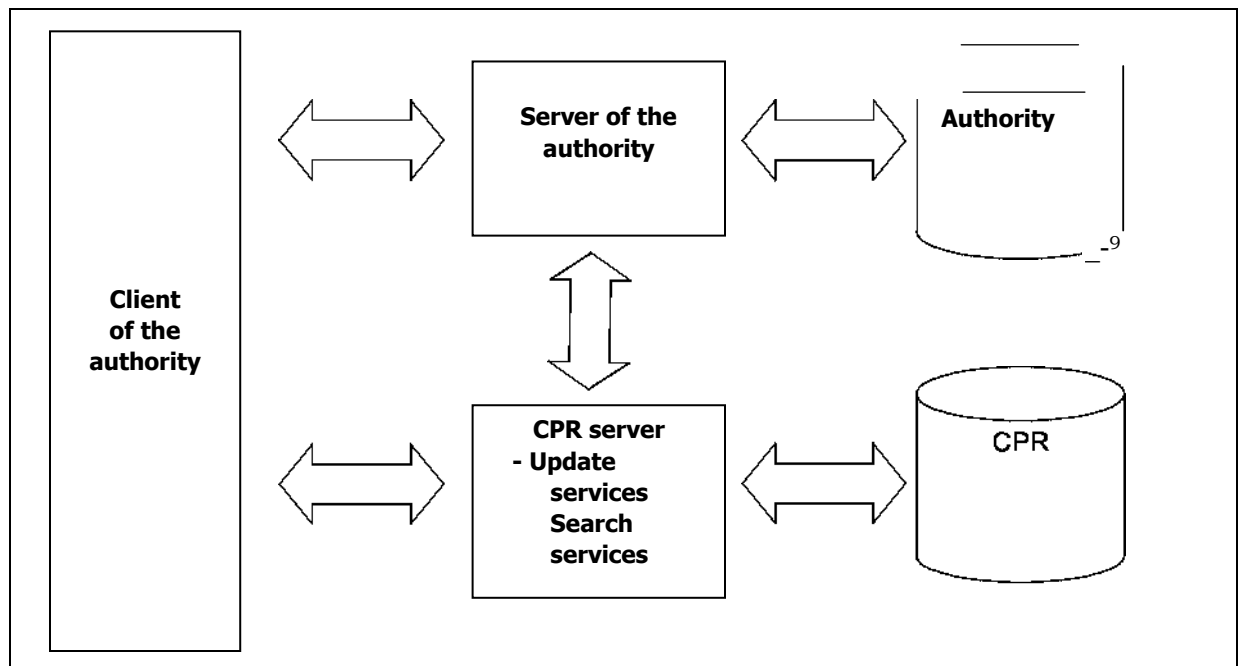


Figure 1. The client has access to the CPR via search or update services

Search services

Search services are used to retrieve information from the CPR which the authorities need in their own systems.

Update services

Update services are used when the authorities want to update information directly in the CPR from their own case processing system.

Security

The individual authority is only allowed to update parts of the information registered in the CPR.

Users who are to be granted access to CPR data need security clearance from the CPR Office for update services as well as search services.

If users do not have access to a service that they believe they should have access to, the CPR Office should be contacted. The CPR Office can either

grant users access to the search service or explain why users do not have access.

Other options

If authorities have other requests for search or update services than those stated in this manual, it will be possible to develop such services in consultation with the CPR Office.

3.1 Search services

There are two different types of search service which can be used according to the authorities' needs.

Look-up from a specific key

3.1.1 Look-up

This type of service is used to procure information about a specific object, for example a person or a street. The service is called with a key, for example civil registration number, authority code or street code, and depending on the search service selected, the information requested is returned.

Note that fields without data are also returned.

The following is a list of the look-up services the CPR can supply:

Civil registration number as key:

- Address - current and former
- Protection - current and former
- Composition of household
- Marital status - current and former
- Family, custody, information about mother/father
- Order to move
- Membership of the Evangelical Lutheran Church in Denmark - current and former
- Birth data, occupation, guardianship
- Place of registration of birth - current and former
- Municipal circumstances
- Municipal memoranda etc.
- Contact address
- Names - current and former
- Summary information on a person
- Master data on a person
- Master data on a person, limited data
- Startup data on a person
- Separations - current and former
- Nationality - current and former
- Supplementary address
- Former civil registration numbers
- Electoral information, electoral address
- Information about guardianship

Geographical look-up:

- Authority
- Street - current and former, street memoranda, districts,

Street reference register.

Other

- Updates made on a person in a given time interval
- Texts on miscellaneous codes

Annex 1 includes detailed information on the data supplied by the individual search services.

For each search service an authority wants to use, a specification will be supplied in which it will be possible to see the necessary keys and how the search result will be delivered.

3.1.2 Search

Find personal data on the basis of e.g. address, name or date of birth

This type of service is used to procure the keys required to identify objects, e.g. a person. On the basis of known information, a relevant search is called, which returns a list of objects meeting the criteria.

The following lists the services that the CPR Office can supply for searches:

- Address search:
The person(s) is/are found on the basis of the person's current or former address or parts hereof, possibly in combination with current name or parts hereof and/or gender, and, if the address is a former address, in what period the person lived there.
- Search for date of birth:
The person(s) is/are found on the basis of date of birth, possibly in combination with gender, current or former name or parts hereof, status, nationality and place of registration of birth.
- Name search:
The person(s) is/are found on the basis of current or former name or parts hereof and gender, possibly in combination with age, status, nationality, municipality of residence and/or region.

For all the above searches, the service returns a list of persons who meet the search criteria entered. In addition to civil registration number, the list will also contain name, information about name/address protection and status for the individual persons as well as further information depending on the search chosen and on whether standard information or expanded information has been selected.

Find information
about streets, districts
or authorities

Geographical searches:

- Streets can be found using the criteria of municipality, parish, postal district or name of city.
- Authorities can be found using parts of the authority name

Help searches

Other searches:

- The following searches are used as help searches:
 - Information about street name using municipality code or postal code and street code or parts of street name
 - Information about postal code and postal-district name using postal code or parts of postal-district name
 - Information about authority code and authority name using authority code or parts of authority name.

Annex 1 contains detailed information about the data contained on the individual lists.

For each search service the authority wants to use, a specification will be supplied containing the necessary search criteria and how the search result will be delivered.

Annex 1 contains an overview of the search services supplied by the CPR, described at data level.

3.2 Update services

There are two different types of update services.

- Services for reporting incidents
- Services for maintaining data

Incidents are the events in society resulting in information having to be registered, such as moving, marriage or death. There is a CPR service for each incident. When the incident has been registered, the information is considered as data which can be maintained individually.

In order to procure the exact keys for maintaining data, it may be necessary to call a search service first. The search service will return the information necessary to create the key (e.g. civil registration number). This applies particularly to maintenance of previous information, in which the correct occurrence of information will have to be selected before the actual update can be made.

3.2.1 Services for reporting incidents

Reporting incidents

Current information always has to be registered in connection with reporting incidents.

In connection with certain reporting services, access can be granted to other services which are also included in the case processing. This means that access can be granted to a service that the authority only has access to as a consequential incident of the original incident.

Primary and secondary incidents

The CPR Office uses the term primary incident for the original incident and secondary incident for the incident following the original incident.

The following lists the different types of incident contained in the CPR:

- Adoption
- Addressing name
- Protection
- Death
- Widow(er)
- EU electoral address
- Paternity

- Moving
- Order to move
- Evangelical Lutheran Church in Denmark
- Disappearance
- Custody
- Recovery
- Re-entry
- Entry with and without civil registration number
- Municipal circumstances
- Municipal memoranda
- Contact address
- Certified name, change of name
- Registered partnership - date of registration, annulment, cancellation
- Separation - registration, cancellation
- Divorce
- Nationality
- Occupation
- Supplementary address
- Assignment of civil registration number - birth
- Assignment of civil registration number - tax registration number
- Assignment of civil registration number - ATP civil registration number
- Assignment of administrative civil registration number
- Alien identification number (Udl.nr.)
- Departure
- Under guardianship/guardian
- Right to vote
- Marriage - registration, annulment
- Guardian

Annex 2 contains the primary and secondary incidents which are possible to access.

Maintenance of CPR data **3.2.2 Services for maintaining data**

These services are used to maintain data in the system. In this context not incidents, but data, is to be maintained.

For the server to be able to find the row of data which the client wants to process, the unique keys must be specified when the update service is started/initiated.

The client will have to use a search service to procure the necessary keys (e.g. civil registration number).

Data can be maintained as follows:

Correcting errors

Change current or former information

This type of service is used to correct incorrect data. Data will be marked as corrected such that it can later be documented that there has been an incorrect registration.

Undo an incorrect registration

Undo current or former information

Such services are used to undo information which has been registered incorrectly on a given person.

When executing an undo, the data will not be deleted, but marked as undone such that it can later be documented that there has been an incorrect registration.

Reporting 'new' former information

Report former information

Information can already be 'former' at the time of registration, because more recent changes in the same information have been registered before the report of the 'former' information.

Such information is not reported as incidents, but as data. An example: a current change of address is called a move, but a former change of address is called a report of former address data.

The following lists the types of data which can be maintained in the CPR:

Personal data

- Address data
- Marital status data
- Evangelical Lutheran Church in Denmark data
- Disappearance/retrieval data
- Place of registration of birth
- Municipal data
- Name data
- Civil registration number data
- Other personal data
- Separation data
- Family relationship data
- Nationality data
- Departure/entry data

Annex 2 contains the update services for maintenance of CPR data which will be possible to access.

The change
consists of
the
following

Sara2740 -
Reference
added to
new Annex
13 with
description
of error
numbers