

Passport Application Checklist (over 18)

The Norwegian Embassy in London

**All documentation must be prepared and ready for review at your appointment.
Please ensure that this checklist is completed and signed prior to submission.**

Information in the passport system is taken directly from the [National Population Register](#) (Folkeregisteret), and must be up to date before you can be issued a passport. This includes name, place of birth/country of birth, and citizenship. Please ensure your information is up to date [here \(skatteetaten.no\)](#) or by contacting [Skatteetaten](#).

We kindly request that you style your hair in a manner that allows your ears and eyebrows to be clearly visible. Please do not apply henna to your fingertips before an appointment, as this may prohibit biometric collection.

Documentation required for adults (18 and over):

- ☐ **Passport form**
- ☐ **Passport**
 - You must present your old passport, even if it has expired. If your passport expired more than 3 months ago, please bring other valid government-issued photo ID or your birth certificate with the name(s) of your parent(s) appearing.
 - If applicable, you must also present passports from other countries of which you are a citizen.
- ☐ **Proof of legal residency in the UK**

Present one of the following alternatives:

 - Valid UK visa
 - Valid UK passport
 - [‘Share Code’](#) to prove your immigration status in the United Kingdom:

- _____
- ☐ **Debit or credit card (not American Express)** to pay the application fee. Cash payments are not accepted.

If applicable, you must also submit:

- ☐ Letter from UDI confirming you have **retained your Norwegian citizenship (bibehold)**.
- ☐ Letter from UDI confirming you have **reclaimed your Norwegian citizenship (gjenerverv)**.
- ☐ Citizenship Certificate from British authorities (e.g. **Certificate of Naturalisation**).

The Embassy must ensure that all requirements are met and that there are no legal obstructions to issuing a passport. For some applications this may entail longer processing times, and additional information/documentation may be requested. See more information on our website: [Norway in the United Kingdom \(norway.no/en/uk/\)](#)

- ☐ I am aware that my application may be rejected if my application is incomplete.
- ☐ I understand that the Embassy is not responsible for loss or damage to passports sent using Royal Mail Special Delivery services.
- ☐ I understand that it is my responsibility to inform embassy staff of any valid visas in my passport before submitting it for cancellation.

Place/date

Applicant signature