

Passport Application Checklist (under 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 before submission.**

Information in the passport system is taken directly from the [National Population Register](#) (Folkeregisteret), and must be up to date before a passport can be issued. This includes name, place of birth/country of birth, and citizenship. Please ensure that the parent(s) and child's information is up to date on [this link](#) or by contacting [Skatteetaten](#).

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

Documentation required for minors (under 18):

☐ Passport form

☐ Passport

- You must present your child's most recent Norwegian passport, even if it has expired. If their passport expired more than 3 months ago, please bring their original birth certificate with the name(s) of the parent(s) appearing.
- If applicable, you must also present passports from any other countries of which they are a citizen.

☐ Passport of the parent(s) accompanying the child to the appointment, valid and original

☐ Parental consent from both parents

- Both parents registered with parental responsibility must give consent in person at a Norwegian embassy or a police station in Norway, presenting their valid and original passport. If only one parent is accompanying the child to the appointment, the other parent must give consent prior to the child's appointment.
- A parent with sole parental responsibility must accompany the child to the appointment.
 - See more information about parental consent for passports on our [website](#).

☐ Proof of legal residency in the United Kingdom

Present one of the following alternatives:

- Valid UK visa
- Valid UK passport
- ['Share Code'](#) to prove the child's 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:

- ☐ *Citizenship Certificate from British Authorities (e.g. **Certificate of Naturalisation**) for the child, and/or for the Norwegian parent(s) if she/he has become a British citizen and has not registered the citizenship in the Norwegian National Population Register.*
- ☐ *Letter from UDI confirming your child has **retained their Norwegian citizenship(bibehold)**.*

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 \(norway.no/en/uk/\)](#).

By signing this document, I acknowledge that:

- I am aware that my application may be rejected if it 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

Parent's signature

Place/date

Parent's signature