

# Personal Number Application Checklist

The Norwegian Embassy and Consulates General in Houston, New York and San Francisco

## Documentation required for minors (under 18).

- Application letter** (sample on following page).
- Original or notarized copy of the minor's **birth certificate**.
- If the minor is a dual citizen, their **U.S. passport** or a notarized copy of it (if they have one).
- Original or notarized copies of **both parents' passports**. (If they do not have passports, a valid ID is required; still bring any expired passports).
- Original or notarized copies of the **U.S. permanent resident card, U.S. visa or American passport** of the Norwegian parent(s).
- If the parent(s) did not become an American citizen by birth, they need to bring their **Certificate of Naturalization**.
- If applicable, also bring proof of **Retention of Citizenship** for the Norwegian parent(s).
  
- It is required that married couples register their marriage with the Norwegian Tax Administration in Norway themselves **before** applying for a personal number for their child. Please send your marriage certificate with an **apostille** along with copies of your passports to the Norwegian Tax Administration in Norway (Skatteetaten). Address: Postboks 9200 Grønland, 0134 Oslo, Norway. [www.skatteetaten.no](http://www.skatteetaten.no)
  
- If the parents were not married at the time of the child's birth, they will have to establish the paternity or co-maternity in Norway themselves **prior** to applying for a personal number for their child. Visit NAV's website where you can download the application form and read the information about how to establish paternity or co-maternity: <https://www.nav.no/en/home/relatert-informasjon/paternity-or-co-maternity-established-abroad>

## In special cases

- Death certificate, if either parent is deceased
- Court order etc., if different from parents listed on birth certificate
- Recognition of adoption from Bufdir/Bufetat, if the child is adopted

## Documentation required for adults (18 and older).

- Application letter** (for sample, please see following page). Please include the full names and birth dates of both parents in the application letter.
- Original or notarized copy of **valid photo ID**, e.g. driver's license (if the applicant do not have a passport).
- Original or notarized copy of valid **U.S. permanent residence card/visa** (non-US citizens).
- For dual citizens, the **U.S. Passport** or a notarized copy of it.
- Original or notarized copy of **birth certificate**.
- Original or notarized copy of **passport(s)** and **green card, visa, naturalization certificate, or retention of citizenship** from the parent(s) from which your Norwegian citizenship derives.
- If applicable, your **retention of citizenship**.

If you are over the age of 22 and you have not applied for retention of citizenship, please contact us for information.

If you have reclaimed your Norwegian citizenship and need a personal number, please contact us for information.

## Sample application letter

To: Skatteetaten  
Postboks 9200 Grønland  
0134 Oslo  
Norway

From: *(your name and address)*

Re: Application to obtain Norwegian personal number  
*Søknad om norsk personnummer*

*[I/We]* hereby apply for a Norwegian personal number for *[myself/our child]*, *[last, first, middle names]*,  
DOB *[dd.mm.yy]*, for the purpose of applying for a Norwegian passport.

### **For adults applying on their own behalf**

My parents' full names and DOBs are:

*[parent's full name and DOB]*

*[parent's full name and DOB]*

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*[applicant's signature]*

### **For adults applying on behalf of their children**

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*[Parent 1's signature]*

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*[Parent 2's signature]*