

National Identity Number and First 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 your appointment.**

Before your appointment, please visit the Norwegian Tax Administration's website to answer a few questions which will assist you in preparing the necessary documentation: [National identity number to get a passport - Skatteetaten](#). For children born outside the United Kingdom, or in Scotland, please contact the embassy by email prior to booking an appointment.

Information in the passport system is taken directly from the [National Population Register](#) (Folkeregisteret). This includes name, place of birth/country of birth, and citizenship(s). Please ensure that the Norwegian parent(s)'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. In case it is not possible to capture a passport photo that fulfils the Norwegian Police's [criteria](#) during your appointment, you will be required to come back to the Embassy after the national identity number has been issued for the passport photo. In this case, you will be asked to provide a photo of your child at your appointment for identification purposes.

Documentation required for minors (under 18):

- ☐ **Passport form**
- ☐ **Original birth certificate** stating the name(s) of the child's parent(s).
 - If the birth certificate is not issued by Norway or the United Kingdom, it must be legalised.
- ☐ **Valid and original passport(s)** of the parent(s) attending the appointment, and of the child if they hold another passport
- ☐ **Parental consent from both parents**
 - Parental consent must be provided in person, and can be provided at the appointment. If only one parent attends the appointment, the other parent must give their consent in person prior to the appointment.
 - A parent with sole parental responsibility must accompany the child to the appointment.
- ☐ **Proof of legal residency in the UK for Norwegian parent(s)**

Present one of the following alternatives:

 - Valid UK visa
 - Valid UK passport
 - [‘Share Code’](#) to prove the parent's immigration status:

- ☐ **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 the child/Norwegian parent has **retained Norwegian citizenship (bibehold)**.
- ☐ Norwegian parent's Citizenship Certificate from British authorities (e.g. **Certificate of Naturalisation**).
- ☐ Documentation to prove that the Norwegian parent is **exempt from retention of Norwegian citizenship (Statsborgarrettslova 1950 §8)**.
- ☐ Legalised death certificate, if either parent is deceased.
- ☐ Recognition of adoption from Bufdir/Bufetat, if the child is adopted.
- ☐ Court order (specific issue order), if parental responsibility differs from that listed on the birth certificate or in the Norwegian National Population Register (Folkeregisteret).

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 the application may be rejected if the application is incomplete.
- ☐ I understand that the Embassy is not responsible for loss or damage to passports sent using Royal Mail Special Delivery services.

Place/date

Parent's signature

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Parent's signature