

Checklist for application for Norwegian personal number for passport

The Royal Norwegian Embassy in Addis Ababa

Make sure to prepare the documents listed below before your appointment. The whole process will take longer if documentation is missing. It might also lead to the application for personal number for passport being denied. See [our website](#) for more information about the whole process and look through the Norwegian Tax Authority's [checklist](#) before booking an appointment at the Embassy.

Documentation requirements:

- ☐ **Valid passport (must include photo, date of birth, and signature) of the parent(s) attending the appointment**
- ☐ **Consent by both parents**
 - If both parents are listed on the birth certificate, both parents must consent to the application for personal number for passport.
 - If the father cannot attend the appointment, consent can be given at a Norwegian police station or at a Norwegian Embassy. A certified true copy of the passport of the father will also have to be presented at the appointment or sent to us prior to the appointment.
- ☐ **Original birth certificate**
 - The birth certificate must be legalised by the relevant Ministry of Foreign Affairs before the appointment.
 - Original documents must be presented to the Embassy to carry out the necessary inspections. If needed, the documents will be kept for further inspections by an ID and document expert and the documents will then be returned once the application is complete.
- ☐ **2 passport-sized photo of the child and the parent(s) attending the appointment to accompany the application**
- ☐ **Proof of legal residency (for Norwegian citizens)**
 - Valid Ethiopian passport/visa/residence permit.
 - Valid Djiboutian passport/visa/residence permit.
- ☐ **If the parents are not registered as married in Norway (cf. the Norwegian Population Registry), you must bring a marriage certificate or documentation of the mother's civil status at the time of the child being born**
 - The document must be legalised by the relevant Ministry of Foreign Affairs.
 - Original documents must be presented to the Embassy to carry out the necessary inspections. If needed, the documents will be kept for further inspections by an ID and document expert and the documents will then be returned once the application is complete.
- ☐ **Documentation of paternity if the parents are not registered as married in the Norwegian Population Registry**
 - If the father is registered as living in Norway (cf. the Norwegian Population Registry) and he attends the appointment at the Embassy, he can sign a paternity declaration at the Embassy.
 - If the parents are not married and the dad is in Norway, the mother will fill out a form at the Embassy which will be sent to NAV in Norway. They will contact the father to establish paternity.
 - If the parents are married abroad, but the marriage is not registered in Norway (cf. the Norwegian Population Registry) and the father is not attending the appointment, the father should contact his closest tax office in Norway to sign a paternity declaration. The declaration needs to be sent from the tax office by mail to the Embassy in good time before the appointment, as the mother needs to sign the original declaration during the appointment.
 - If the Norwegian parent is registered in the Norwegian Population Registry as living outside of Norway, the parents must apply for recognition of paternity declared abroad with NAV, see more information about this process [here](#).
- ☐ **Reference number from Oslo University Hospital for the DNA-testing**
- ☐ **The fee for the passport application must be brought to your appointment at the Embassy in cash**
 - See more information about the Embassy's fees [here](#). Note! The fees are updated regularly to reflect the current exchange rate – please make sure to check if the fees have been changed right before your appointment.