



**ROYAL NORWEGIAN  
MINISTRY OF FOREIGN AFFAIRS**

The Royal Ministry of Foreign Affairs presents its compliments to the Heads of Mission resident in Oslo and has the honour to kindly inform about the new Residence Card Foreign Mission intended for personnel posted to foreign missions in Norway and who require a visa to enter Norway.

The Residence Card Foreign Mission will, as of today, replace the residence permit sticker that is affixed in the passport. Please note: Holders of a valid residence sticker will still be able to enter the Schengen-area on this sticker, and will only receive a Residence Card Foreign Mission upon the expiry of this sticker.

The Residence Card Foreign Missions holds biometrical data, like photo, signature and fingerprints.

When travelling, holders of this card must always bring both their residence card and passport, as well as their diplomatic ID-card issued by the MFA.

It is important that personnel check that the information on the card is identical to that given in their passport. If there are any errors or discrepancies, the Mission should report this to the Section for Diplomatic Relations in the Ministry of Foreign Affairs.

Please note:

- The card is personal and must not be surrendered to anyone else.
- The card is not valid as proof of identity.
- The card shows how long the personnel are exempted from the general requirement to hold a residence permit in Norway, and the restrictions that apply to their residence here.
- The card does not entitle the holder to take any other employment outside the mission.
- The card does not entitle the holder to social security benefits from the Norwegian authorities.
- If you already have a valid sticker in your passport you do not need, and will not get a residence card until the sticker expires.

Heads of Mission  
resident in Oslo

To obtain a Residence Card Foreign Missions, please send to the Section for Diplomatic Relations:

- Notification: Personnel must be notified and accepted by the Ministry of Foreign Affairs.
- Passport(s)
- Photos: Two recent, colored, non-retouched passport photos according to ICAO standard: [www2.icao.int/en/MRTD/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf](http://www2.icao.int/en/MRTD/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf)
- Registration form: The new version of the registration form duly filled out. Please download from [www.government.no/en/dep/ud](http://www.government.no/en/dep/ud) - Diplomatic Relations. Please note that the same registration form is used for notifications, applications for identity cards and also for Residence Card Foreign Missions, and please use one form per person. The registration form must be signed by the Head of Mission and stamped with the Mission's official stamp. The applicant must sign with a black felt pen. If not a black felt pen is used, the registration form will be returned to the mission.
- Expired Residence Card Foreign Missions: on renewal
- Meet in person at the Ministry to give biometrical data for the card. If exempted from capture of fingerprints, there is no requirement to meet in person, and the card may be collected at the Ministry only.

The Ministry will send a verbal note with acceptance of the newly arrived personnel and acceptance of application for Residence Card Foreign Missions.

#### Diplomatic agents and consular officers

Diplomats and their dependent family members are exempted from the requirement of capture of fingerprints and are therefore not required to meet in person at the Ministry if they do not wish to do so. If the diplomats and their dependent family members do not wish to present themselves in person, please indicate this in the verbal note and the registration form. The Residence Card Foreign Missions may be collected at the Ministry at a later stage.

#### Members of the Administrative and Technical staff

Members of the Administrative and Technical staff will follow same procedure as for diplomatic agents.

#### Children under 6 years

Children under the age of 6 years of age are exempted from the requirement of fingerprints and signature.

#### Children between 6 and 10 years

Children between the age of 6 and 10 years of age are exempted from the requirement of signature. Dependent family members of diplomatic agents or administrative/technical staff are also exempted from giving fingerprints.

#### Service staff and private servants

There are no exemptions for members of service staff and private servants, and they must all present themselves at the Ministry for capture of biometrical data (including fingerprints).

Please bring

- Passport(s)
- Copy of the main page of the passport(s)
- Copy of the verbal note with the Ministry's acceptance
- Identity card issued by the Ministry, if applicable or expired Residence Card Foreign Missions, if renewal.

Where and when to go

Personnel who shall give biometrical data to obtain this card, should present themselves at Ministry of Foreign Affairs,

Address: Kronprinsensgate 10,

Entrance: Det Kgl. Utenriksdepartement, Konsulatseksjonen

Tuesdays: 10.00 – 10.15: Diplomatic staff and Adm/Technical staff

10.15 – 10.45: Service staff and private servants

When the card is produced it may be collected at the Ministry.

The Residence Card Foreign Missions cannot be prolonged, since the card's validity is identical with the period as the personnel has been notified and accepted by the Ministry. Renewal of Residence card foreign mission presupposes a renewal of the period of notification and acceptance by the Ministry of Foreign Affairs. Thus, if the Residence card foreign missions expires and renewal is necessary, the mission must therefore forward a verbal note with the required attachments to the Ministry, requiring a new card. The same applies if personnel change position or passport. It is important to request a new card at least one month before the expiry date of the present card.

If a residence card is lost in Norway, it is important to report this to the police immediately. If a residence card is lost outside Norway, it must be reported to the nearest Norwegian mission immediately and personnel who are subject to visa requirements should apply for a seven days entry visa if needed. The Embassy must further send a verbal note with necessary attachments to the Ministry of Foreign Affairs to request a new card.

When the posting in Norway is over, the card will be needed for departure. Immediately afterwards, the card must be returned to the Section for Diplomatic Relations in the Ministry of Foreign Affairs through your Mission in Norway, or it should be delivered to the nearest Norwegian mission.

After the end of the posting to Norway, the card will no longer be valid for travel in the Schengen area. It will no longer be possible to cross the external border of the Schengen area with the card.

The Royal Ministry of Foreign Affairs avails itself of this opportunity to renew to the Heads of Mission resident in Oslo the assurance of its highest consideration.

Oslo, 15 November 2013

