

U.S. NATIONAL SUPPORT ELEMENT



QUICK REFERENCE CHECKLIST FOR NEW ARRIVALS

Initial Contact:

Receive "Welcome to Norway" notification from NSE, with assigned sponsor's contact information and access to Newcomers Briefing.

Visit the www.426stavanger.com/newcomer-support for additional resources.

Pre-Arrival:

- ☐ Establish contact with assigned sponsor.
- ☐ **Important:** Apply for Official passports, for you and accompanying dependents.
- ☐ **Required:** Book Appointment for a Norwegian "P-Number".

What is a P-Number? A P-Number is a number that is assigned to foreign nationals residing in Norway. You may equate this number to the U. S. social security number.

Why is it necessary to have a P-Number? A P-Number will be how you will interact with the Norwegian authorities and utilize many different agencies. For example, scheduling appointments within the provided healthcare network, importing/registering your vehicle and establishing a Bank ID through your Financial institution of choice.

P-Number Application Process:

The application is to be done by the service member. It is recommended that service member hand carry copies of marriage, birth certificates, and PCS Orders . Refer to attached documents within the compiled PDF.

1.) 48 days prior to entry (See Attachment 6 for Booking Appointment Step by Step Process)

- a. Book an appointment at the Service Centre for Foreign workers (SUA) for an ID Control for all accompanied dependents **listed on the orders**.
- b. Each dependent needs to be present in person.
- c. Please schedule appointment 30 days after your projected arrival date to allow time to secure housing. If you secure housing early, you can reschedule the appointment to an earlier date.
- d. Booking Appointment Link: <https://www.skatteetaten.no/en/contact/offices/book/>

2.) Preparation for Norwegian Tax Administration Appointment *hard copies & originals must be provided at the appointment including passports*

- a. **Prior to appointment**, complete the "Moving to Norway" application (**Attachment 7**) - The Norwegian Tax Administration document. Link: <https://www.skatteetaten.no/en/person/national-registry/moving-to-norway/?547932=548016> (**How-to Guide in Attachment 6**)
 - i. RF1401ENG - Moving to Norway (bring hard copy)
 - ii. Ministry of Defense status letter provide by: Host Nation Support (Sponsor will coordinate)
 - iii. Tenancy/Rental or purchase agreement for housing (bring hard copies)
 - iv. Proof of Marriage (if applicable, **see attachment 8**). For the meeting you should also register your married status. This will strengthen the link between family members in the system. Complete the RF-1569 Declaration of Marriage form and both parties to the marriage must individually complete a version of the form. If all are present at the appointment you do not have to bring the marriage certificate to your ID check appointment.(bring hard copy)
 - v. Parental Responsibility Agreement (**see attachment 9**) (if Applicable) Complete a separate Parental Responsibility Agreement form for each child. (bring hard copy)
 - vi. Bring passports & color scanned hard copies
- b. **What to expect at ID Control Appointment**
 - i. A full ID check will be performed for each family member using their passports.
 - ii. Any family members aged 18+ must also signed the Move to Norway document at the appointment (SUA will print out what needs to be signed).
 - iii. The P-Number documents will be mailed to your registered home address. **Ensure all your dependent's names are listed on your mailbox.**

- **Required:** Provide complete hotel request form to Housing Director no later than 50 days prior to arrival. Schedule an appointment with housing no later than 2 days after arrival. Form is attached within the compiled PDF. If you have any questions or need to seek additional accommodations, contact the Housing Director below:

Housing Director
William Kolnes
DSN: 314-224-0577
COMM: +47 5195 0577
Email:

US SCRA laws protecting military members from issues like lease breaking upon receipt of PCS orders are not applicable to leases in Norway. Therefore, it is highly recommended that you do not enter into any lease agreements prior to arriving and without coordination through the Housing Director.

- **Important:** Email a copy of your PCS orders to the post office to open an APO AE post box can be done no earlier than 90 days prior to arrival. Upon arrival, member will receive a box brief prior to being issued their combination.

Post Office
TSgt Franklin, Jacob (Postmaster)
SrA Shira, Seth (COPE)
DSN: 314-224-0554
COMM: +47 5195-0554
Email: 426ABS.post.office@us.af.mil

- For Accompanying School-Aged Dependent contact the School Liaison Officer to schedule an over the phone appointment to prepare and discuss your options no later than 90 days prior to arrival. Refer to the attached Stavanger Education Handbook within the compiled PDF.

School Liaison Office
Faith Madsen
DSN: 314-224-0506
COMM: +47 5195-0506
Email:

- **Important:** Traveling with Pets? Contact the losing transportation office (TMO) as soon as possible to ensure flight availability. Review the Host Nation pet import requirements and the necessary forms the links can be found on the www.426stavanger.com/newcomer-support website for newcomer support under the pet's banner. **If your pet is non-compliant with the host nation requirements upon arrival, the animal will be quarantined for up to six months or can be refused entry into Norway at a significant cost to the member.**
- **Required:** Email completed "JWC HRM APMS input form" no later than **2 weeks prior to your arrival** to 426ABS.CSS.SupportStaff@us.af.mil *If you are US Army, please send the form to the US Army NSE for processing*. Make sure you **SIGN** the form and curtesy copy your sponsor in the email. Your sponsor will coordinate with the respective service

representative and the JWC HRM to make your appointment and deliver the APMS input form. Form is attached within the compiled PDF (Attachment 2).

Arrival:

- Sponsor will meet you at the Stavanger Airport and arrange transport to your hotel.
 - Communicate the requested size of vehicle to accommodate your family and luggage.
 - Discuss base transportation and familiarize yourself with the public transportation system.
 - “Kolumbus Reise” on the app store for iPhone and Android contains arrival and departure for public transportation.
 - You may purchase a bus card at the Byterminalen in Stavanger Sentrum, or use the “Kolumbus Billett” app for iPhone or Android for a digital ticket.

Duty Day after Arrival:

- Begin in-processing with sponsor
- Obtain in-processing checklist from respective service representative.
- Review Post Arrival Welcome Packet & Complete 426 ABS Checklist in attachment 10 and 11.

USAF	USA	USN & USMC
TSgt Ansara, Keisuke	SFC Brown, Kaneshia	(Vacant/Sponsor)
SrA James, Justin	SSG Harris, Laval	
Civ Abrudan, Simona		
+47 5195-0544/x0590	+47 5195-0556	

Additional Post Arrival Actions:

- Obtain NATO badge for access to the compound
 - Sponsor will meet member at the main gate to escort him/her to the NATO security office for badging.
 - After receiving your NATO badge, report to the main guard office to see Olav Belsvick to add necessary access requirements to your badge.

Host Nation Security Office
OR-2, Emma Snilsberg
Comm: +47 5134-3257
Email: esnilsberg@mil.no

- Request a status letter from the JWC HRM office prior to applying for a Bank.
- Complete housing appointment no later than 2 duty days after arrival with Mr. Kolnes prior to starting permissive leave for house hunting.
- Contact Finance Office for information regarding advance pay to cover first month's rent and housing security deposit. This request requires a signed lease and can be requested within 3 days upon move in.

Finance Office
TSgt Genobles, Bryan
DSN: 314-224-0539

COMM: +47 5195-0539
Email:

Important Information regarding vehicle registration:

Vehicle Registration Process:

□ **Step A:** At your earliest convenience, contact the Traffic Management Office (TMO) and provide copies of your NATO ID, D-number, current registration, and vehicle title (Certificate of Origin or title equivalent if there is a lien on the vehicle). This documentation is needed in advance to gain clearance once your vehicle arrives. It can take approximately 60 to 75 days for vehicles to arrive to Norway. *If a vehicle is needed you may elect to rent a vehicle from the local economy or through the 426th ABS Services Flight.

□ **Step B:** Once the vehicle has been customs cleared and arrives on base, a comprehensive vehicle inspection will undergo prior to signing over the vehicle to your possession. During the inspection you will identify any discrepancies annotated on the origin Form 788. If discrepancies are annotated and you wish to file a claim, you will receive a claims pamphlet for you to initiate the claims process directly through the shipping company (IAL). You will then receive original customs documents that will need to be taken with you to both the Customs Office and Traffic Station.

□ **Step C:** Please note, if you do not have valid registration or insurance (at least third-party liability insurance), you cannot drive your vehicle off-base under any circumstances. Your options for insurance while driving on non-Norwegian plates are:

- 1.) Foreign or Norwegian (private companies or through your bank) insurance provider grants coverage on non-Norwegian plates in Norway. Keep in mind, USAA does not cover your vehicle in Norway.
- 2.) Temporary 30-day insurance purchased at the Stavanger Customs Office. Stavanger Customs Office: Kontinentalvegen 31, 4056 Tananger. Open Mon-Wed-Fri 0800 to 1200.
- 3.) Temporary 1-day plates for the day of the EU inspection can be obtain/purchased at Statens Vegvesen. Note: If you have a lien on your vehicle, you will have to obtain full coverage rather than the third-party insurance. (Ref: Vehicle Registration Handbook page: 14-15)

If you are arriving during the winter season, your vehicle should have “winter tires” (tires with at least 3mm of tread). Even if you have insurance, if you are in a vehicle accident and you do not have the proper tires, your insurance may not cover the damages.

□ **Step D:** Book an appointment with Statens Vegvesen for the 2-year EU inspection and vehicle registration. Specify that you are registering a U.S specification NATO vehicle. You must pre-pay for the inspection within 3 days of the appointment being confirmed by Statens Vegvesen via email. This must either be done by a Norwegian Debit card or via Norwegian online banking. (Ref: Vehicle Registration Handbook page: 8) Statens Vegvesen (DMV/Inspection) Location: Christian August Thorings Veg 12, 4033 Stavanger

Step E: After your EU inspection and registration completion, you will collect your Norwegian plates at the Statens Vegvesen upon notification. In doing so, you will be required to hand over your Original Title or equivalent and old vehicle plates. Our office will pick-up your U.S. plates and keep them under lock and key until you PCS out.

Step F: You will need to obtain a toll brick for your vehicle, please register with Tolls (AutoPASS) via <http://www.flytpass.no>. From the homepage, choose “Users outside Norway”, and proceed by creating a new user. Once completed, login, and ensure your information is put into the system. The company will mail you the toll brick to your address. Once received, place inside the upper portion of your windshield so the toll crossing points can read your brick accurately when passing by. (Ref: Vehicle Registration Handbook page: 13,17)

Step G: An “EU” approved Safety Triangle and Traffic Vest (CE EN471 or EN1150) must be kept in the vehicle and accessible for the driver. See below for examples of vest and triangle.

Step H: You will also need to purchase Norwegian Car insurance during your time here. This can be done through your Norwegian bank as well.

Example of Safety Triangle and Traffic Vest



How to activate your cellphone in Norway:

There are several cellphone companies in Norway such as Telenor, Telia, ICE, MyCall, etc. Research each company and find the cellphone provider that best suits your needs while stationed in Norway. Do you plan on using the same phone or getting a new phone? If you plan on using the same phone you need to make sure that the phone's SIM card is unlocked by the current cellphone provider so that you can replace the old SIM card with the new one. If you plan on getting a new phone, then you just need to go to a cellphone store here in Norway. No matter whether you're going to use the same or get a newer phone you need to go to a cellphone store.

Below are documents that the store may require but remember, each vendor may have different requirements when setting up an account. It's best to bring all the documents below just in case they ask.

- NATO ID card
- Passport
- P-number documentation
- Bank account number
- Unlocked cellphone (if you plan on using your current phone)

Country code: +47 (Calling from the U.S.: 011+47+XXXX-XXXX) Commercial prefix: 5195 or 5287
 DSN prefix: 314-224-XXXX or 606-323-XXXX

USAF	USA
426th ABS Commander Lt Col Daniel A. Hayes Work: 224-0525 Comm: +47 5195-0525 Email:	Senior Army Officer COL Michael Biankowski Work: 606-323-9605 Comm: +47 5287-9605 Email: michael.biankowski@jwc.nato.int
426th ABS Superintendent MSgt Kyle A. Johnson Work: 224-0503 Comm: +47 5195-0503 Email: 1	
Air Force Personnel Office TSgt Ansara, Keisuke SrA James, Justin Civ Abrudan, Simona DSN: 224-0544/x0588/x0593 Comm: +47 5195-0544/x0588/x0593 Email: 426ABS.CSS.SupportStaff@us.af.mil	Detachment Sergeant SFC Brown, Kaneshia SSG Harris, Laval DSN: 314-224-0556 Comm: +47 5195-0556 Emails:
USN	USMC
Senior Naval Officer CDR Jon Sunderland Work: 606-323-8854 Comm: +47 5287-8854 Email: jon.sunderland@jwc.nato.int	Senior Marine Officer Major Joshua Marano Work: 606-323-9635 Comm: +47 5287-9535 Email: joshua.marano@jwc.nato.int
School Liaison Officer	Housing Office
Mrs. Faith Madsen Work: 314-224-0506 Comm: +47 5195-0506 Email:	Mr. William Kolnes Work: 314-224-0577 Comm: +47 5195-0577 Email:
Traffic Management Office	Medical Patient Liaison
Work: 314-224-0573 Comm: +47 5195-0573 Email: 426abs.paxproperty@us.af.mil	Mrs. Jacqueline Bester Work: 314-224-0564 Comm: +47 5195-0564 Email: