



FORSVARET

Forsvarets logistikkorganisasjon

Leasing av ICP-MS spektrometer 2021021991

Del 1 – Bilag 6: Guide for Clearance of Foreign Citizens Visiting Norway

GUIDE FOR CLEARANCE OF FOREIGN CITIZENS VISITING NORWAY – INSTRUCTIONS

1. Introduction

A visit to any Norwegian Defence Unit or establishment requires clearance in advance.

Nations with service attachés accredited to Norway present their requests through their military representation to Headquarters Defence Command Norway.

Nations not having such representation, present their requests to the Royal Ministry of Foreign Affairs.

2. Definitions

2.1 Establishment

A common term for military camps, bases, stations, headquarters, ships, training establishments, construction sites, storage plants and depots.

2.2 Foreign citizens

Foreign citizens are defined as one or more military or civilian persons of non-Norwegian nationality. (Military units participating in a scheduled exercise are not included).

3. Request for visits

Requests for visits to the Norwegian Defence Research Establishment (NDRE) or to Norwegian Defence Estate Agency (NDEA) should be submitted directly to the agency concerned.

For visits within the framework of a bilateral agreement (MOU), the directions in the agreement are to be followed.

All other requests for visits¹ should be forwarded to:

**Forsvarsstaben
Oslo mil/Akershus
N - 0015 Oslo
Norway**

¹ For this purpose use document *Request for Visit*



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Requests for visits should be presented to the relevant authority not later than 30 days prior to the entry into Norway.

- Note: When planning a visit, please avoid the period from week 25 to week 33 inclusive (mid June to mid August), weekends and national holidays.

The request must contain the following information:

- a. Rank/title
- b. Family name and given names
- c. Nationality
- d. Home address
- e. Date of birth
- f. Passport number/ID card number
- g. Defence establishment to be visited
- h. The purpose of the visit
- i. Date and duration of visit
- j. Previous agreement for the visit
- k. Security clearance (for citizens from NATO nations with whom Norway has a security agreement)
- l. If using a military vehicle when entering Norway, the following information is required:
 - type of vehicle
 - registration number
 - time and place of entry and departure
 - road numbers to be used
- m. Request for permission to wear uniform is desired.

4. Procedure for a visit application, security clearance and the implementation of a visit

4.1 A military Commander's visit

Visits in this category are subject to the approval of Chief of Defence Norway. Military commanders are defined as general/flag officers of 2 stars and above. The visit of a military commander of non-allied nation in lower rank is also subject to the same approval.

4.2 Visits related to existing agreements (MOU)

Visits in this category are cleared and implemented in accordance with the agreement.

HQ DEFENCE COMMAND NORWAY (HQDEFCONOR)/Secretariat will be advised.

4.3 NATO visits related to general cooperation

Visits in this category are subject to the approval of Chief of Defence Norway or designated authority.



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An application for a visit should be directed to HQDEFCONOR/Secretariat. It should be there no later than 30 days prior to the applied visit.

HQDEFCONOR/Secretariat will without delay present the application to the relevant authorities, including the Security Staff, to establish whether the visit can be made or not. If so, the matter will be presented to Chief of Staff/HQDEFCONOR for approval. HQDEFCONOR/Secretariat will then advise the applicant of the decision. If the visit is approved, further coordination and compilation of a visitor's programme will be made in collaboration with the institutions to be visited.

If the visit comprises several staffs, units or other institutions, a main programme will normally be compiled by HQDEFCONOR/Secretariat. If considered practical, the main programme could be compiled and implemented by Service Staffs, Materiel Commands etc.

In addition local programmes will be made if necessary.

4.4 NATO training or exercise visits

Visits in this category are approved by COMJTFNON/COMSONOR.

4.5 Accredited attaché visit

Visits in this category are normally approved by the Chief of Defence Norway and staff handled by the Foreign Liaison Office (FLO). Short, informal visits by attachés from allied countries to HQDEFCONOR and units in the Oslo area are subject to clearance by the FLO in cooperation with HQDEFCONOR/Security.

4.6 Commercial/trade visits

Visits in this category are subject to the approval of the Chief of Defence Norway or designated authority.

Procedures for visits in this category are found under paragraph (4.3) above.

4.7 Information and/or study visits

As above.

NOTE: After the local commander has given his permission for the visit, the unit/person to be visited will appoint a Point of Contact (POC). The Appointment of a POC should be regarded as a permission to deal directly with that person for the further planning of the visit.