



**Procedures for clearance for foreign individuals, foreign military and civilian government vessels, military-aircraft and land movements visiting in Norway**

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## **Procedures for clearance for foreign individuals, foreign military and civilian government vessels, military-aircraft and land movements visiting in Norway**

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## **1 INTRODUCTION**

### **1.1 Purpose**

The purpose of this document is to state procedures regarding request for clearance to Norway.

### **1.2 Scope of application**

This guide describes the procedures on how to apply for clearance on:

- Individuals visiting Norway.
- Foreign military and government vessels.
- Foreign military aircraft
- Land movements.

This guide does not cover visits by service attaches accredited to Norway; and their staffs. Those regulations are given in "Guide for Foreign Service Attaches and Foreign Military Representatives in Norway".

Note that units operating organic air assets, AUVs, remotely operated vehicles (submersible) and divers must state this in their request.

## 2 CLEARANCE OF INDIVIDUALS

1. Visits to the Norwegian Armed Forces units defence related establishments and industry are subject to advance permission, regardless of its origin - by invitation or own initiative.
2. Nations with diplomatic accreditation to Norway shall present their visit requests through their representation to the Norwegian Defence Security Agency. Nations not having such representation must present their requests to the Royal Ministry of Foreign Affairs.
3. Requests for visits  
All applications for visits should in general be forwarded to:  
*Norwegian Defence Security Agency*  
*Postal address: Oslo, mil/Akershus, NO-0015 Oslo*  
*Visiting address: Akershus fortress, bldg. 65*  
*Fax: 47 2309 7639*  
*E-mail (unclassified): [nodsa.rfv@mil.no](mailto:nodsa.rfv@mil.no)*
4. Requests for visits should be presented to the relevant authority no later than 14 days prior to entry into Norway.  
Note: When planning a visit, please avoid the period from week 25 to week 33 inclusive (Norwegian summer holiday period), weekends and national holidays.
5. The typed request should be in Norwegian or English and are to include 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) Unit, establishment or industry to be visited
  - h) The purpose of the visit
  - i) Date and duration of the visit
  - j) Previous agreement for the visit
  - k) Security clearance (for citizens from NATO nations or nations that have a security agreement with Norway).
  - l) If using foreign military vehicles in Norway, the following information is required:
    - o Type of vehicle
    - o Registration number
    - o Time and place for entry into, and departure out of Norway
    - o Short description of route to be followed (road numbers)
  - m) Requests for permission to wear uniforms, if desired (not applicable to NATO countries).

### 3 DIPLOMATIC CLEARANCE OF FOREIGN MILITARY AND CIVILIAN GOVERNMENT VESSELS

1. In accordance with STANAG 1100 and the Royal Decree of 2 May 1997 all foreign naval ships, Non-military government owned or operated vessels, auxiliary vessels and any other ship demanding immunity as a naval vessel are subject to diplomatic clearance before visiting Norwegian territorial waters.
  - a) The request for diplomatic clearance should be forwarded through diplomatic channels a minimum of 7 days prior to the visit. However, in order to provide satisfactory service to the visiting vessel, it is desirable that such requests be presented at least 5 weeks prior to the visit.
  - b) The request for diplomatic clearance of nuclear powered vessels should be forwarded through diplomatic channels a minimum of 14 days prior to the visit. However in order to provide satisfactory service to the visiting vessel, see paragraph 1a. above.

A copy of the Royal Decree of 2 May 1997 is enclosed (Annex A) and regulations of 27 June 2008.

2. Requests for diplomatic clearance of vessels mentioned in paragraph 1 above, and belonging to a NATO member nation should be addressed to:

*The Norwegian Joint Headquarters (NJHQ)*  
*J3-Naval Ops*  
*Postbox 33, 8058 Tverlandet, Norway*  
*Fax +47 7553 6307*  
*E-mail: [foh.sjo@mil.no](mailto:foh.sjo@mil.no)*

3. Requests for diplomatic clearance of vessels mentioned in paragraph 1 above, and not belonging to a NATO member nation should be addressed to:

*The Royal Norwegian Ministry of Foreign Affairs*  
*7 juni plass 1, postbox 8114 dep, n-0032 Oslo, Norway*  
*E-mail: [post@mfa.no](mailto:post@mfa.no)*  
*Copy: [besoksek@mfa.no](mailto:besoksek@mfa.no)*

4. The request for diplomatic clearance is to include the following information:
  - a) Name of vessel and Pennant No
  - b) Nationality
  - c) Type
  - d) Displacement
  - e) Dimensions (in meters) and propulsion. (Any recent modifications increasing the draught must be taken into account)
  - f) Commanding officer:
    - o Rank
    - o Name
    - o Date of birth
    - o Seniority-date in present rank
  - g) Crew (number in respective categories)

- h) Passengers (name and reason for accompanying the ship)
- i) Parts to be visited or territorial waters to be used in transit
- j) Time of entry and departure given in GMT (UTC) or local time, and position.
- k) Type of visit:
  - Routine
  - Informal
  - Formal
- l) Reason for the visit
- m) Requests for all activities with submersibles, small boats or diving activities must be sent to, and approved by NJHQ prior to entering NTW.
- n) Organic fixed wing and rotary wing aircrafts, and the use of these assets within NTW/NT air space, is to be cleared with NJHQ J3 AIR according to procedures for diplomatic clearance of aircrafts
- o) Assistance required:
  - Pilot
  - Tug, time and place of rendezvous
  - Mooring assistance
  - Telephones
  - Services needed (supplies, water, garbage)
- p) Proposed programme while in port.

5. Short notice diplomatic clearance request.

If a situation arises which requires short notice diplomatic clearance, contact NJHQ J-3 Naval on phone: +47 7553 6370 (duty officer 24/7).

#### 4 DIPLOMATIC CLEARANCE OF AIRCRAFT

1. In accordance with Royal Decree of 2 May 1997, all military flights within Norwegian airspace in peacetime requires diplomatic clearance. For nations that signed the technical arrangement (TA), dated 1<sup>st</sup> of June 2013, regarding clearances for participants' military transport aircraft in their respective nations airspace or territory, special rules and regulations will be handled according to said TA.
2. For military aircraft belonging to NATO member nations, Sweden, Finland and Switzerland the request for clearance is to be submitted at least 48 hours (week-end not included) prior to departure time to:

*The Norwegian Joint Headquarters (NJHQ)*

*J-3 Air*

*Postbox 33,8058 Tverlandet, Norway*

*Fax +47 7553 6307.*

*E-mail: [foh.luft@mil.no](mailto:foh.luft@mil.no)*

3. Request for diplomatic clearance is not to be forwarded through the Aeronautical Fixed Telecommunications Network (AFTN).
4. Clearance requests for flights considered politically significant are to be submitted at least 72 hours prior to departure time. Flights considered politically significant include, but are not limited to the following:
  - Flights to/over Svalbard
  - Flights employing ECM or aerial photo equipment
  - Transport flights carrying explosives or other dangerous cargo
  - VIP flights requiring special handling.
5. Flights originating in Norway may forward requests for flight approval via Station Wing Operations Center.
6. NATO military helicopters moving to and/or from vessels will remain subject to normal clearance procedure(s).
7. Approved clearance requests for aircraft to NATO member nations, Sweden, Finland and Switzerland will be given a NJHQ clearance number which must be included in block 18 of the International Civil Aviation Organization (ICAO) flight plan.
8. Requests for diplomatic clearance of military aircraft belonging to any other nation should be forwarded from the respective embassy to the Royal Ministry of Foreign Affairs well in advance but not less than 72 hours prior to departure time.
9. Requests for all flights into Norwegian airspace are to include:
  - a) Nationality and service of aircraft
  - b) Number, type, registration and callsign of aircraft.

- c) Number of persons on board and pilot's name(s)
  - d) Route of flight and estimated time of entering and leaving Norwegian Flight Information Region (FJR), including last airfield before landing in Norway and first airfield after leaving Norway.
  - e) Home base of the aircraft
  - f) Airfields/weapon ranges to be used ETA I ETD
  - g) Purpose of flight
  - h) Amplifying remarks or information concerning paragraph 15.d. above.
10. Valid period for the diplomatic clearance number issued by NJHQ J3-Air is the day the flight is given permission to enter Norwegian airspace and within working hours, if nothing else has been stated in the message where diplomatic clearance has been granted.
11. In case of a technical problem or any other reasons that causes the flight to be delayed beyond the valid period for diplomatic clearance, a new request must be forwarded to NJHQ J-3 Air. NJHQ J-3 Air can be contacted on civilian telephone +47 7553 6926 or +47 7553 6900 (duty officer (24/7) for direct coordination.
12. Cancellation of a flight which has been given diplomatic clearance:  
If a flight for any reason is cancelled, NJHQ J-3 Air is to be notified by Email/fax or phone as soon as possible.
13. Prior Permission Required (PPR):  
Normally no PPR is required for the use of Royal Norwegian Air Force (RNoAF) stations. A NJHQ clearance number will include approval for use of the air stations in question – according to the message approval.
14. Short notice diplomatic clearance request:  
If a situation arises which requires short notice diplomatic clearance, contact NJHQ J-3 Air on phone: +47 7553 6926 or +47 7553 6900 (duty officer 24/7).
15. Use of Air Force stations outside normal working hours:
- a) Due to personnel and funding limitations, non-operational air traffic cannot be accepted outside normal working hours.
  - b) Normal working hours for Norwegian military air stations are:
    - During summertime: 0530z - 1330z hrs, Monday through Friday, Saturday, Sunday and holidays closed.
    - During wintertime: 0630z ~ 1430z hrs, Monday through Friday, Saturday, Sunday and holidays closed.
  - c) Nations requesting or planning visits by VIPs, military schools, participation in athletic events etc, involving special flights and the use of military air stations, are kindly requested to make their authorities aware that clearance for use of military air stations outside the above mentioned time frames cannot be granted.
  - d) Some airports have dual civilian/military administrations (Sola, Gardermoen, Værnes, Rygge, Evenes, Bodø and Bardufoss). Civilian operating hours may



differentiate from the military. Civilian handling must therefore be specially requested. Arrangements for civilian handling must be made directly to civilian airport authorities and airline companies. Norwegian military authorities assume no responsibility for security and financial liability. If civilian handling is requested, this must be clearly stated in the request for diplomatic clearance.

## 5 CLEARANCE OF LAND MOVEMENTS

1. Clearance of Land movements are regulated in Allied Movement publication 3 (B) (AMovP-3(B)).

This is a standardized procedure followed by most NATO member nations in order to simplify the procedures.

Defence Staff Norway has authorized NJHQ to staff these requests.

The request is to be submitted to the National Movement Coordination Centre (NMCC) at National Joint Headquarters (NJHQ), if conditions dictate for a movement bid, notification or a forecast is to be submitted.

2. The following criteria/conditions dictate a MOVVID, MOVNOTIF or a Forecast to be submitted:
  - a) More than 4 vehicles are entering NOR territory.
  - b) Any vehicle which exceeds the national specified dimension and weight limits.
  - c) In case of a border crossing movement on controlled routes.
  - d) The Transport of Dangerous Goods (in accordance with AASTP 2/national/international regulations).
  - e) Sensitive and military equipment of high value.

3. The Form ROADMOV is to be used for the submission of the following messages:

- a) Road Movement Bid (MOVVID):

The MOVVID must be submitted to the National Movement Co-ordination Centre (NMCC) responsible for issuing the Credit for the Bid by using the MOVVID Form and in case of the Transportation of Dangerous Goods by using the Dangerous Goods Form for each vehicle. The documents are to be prepared in accordance with the Instructions for Completion respectively.

The NMCC responsible for the processing of the MOVVID is to process it in accordance with military road traffic regulations, and all appropriate international agreements and national regulations.

When a Road Movement Bid is initiated, details are to be given on the transport of the number of weapons (by type), any ammunition or explosives, and any bulk fuel being moved. A Safety Plan has to be developed in accordance with national regulations, and in liaison with countries being transited through, and visited.

- b) Road Movement Credit (MOVVID):

The NMCC or appointed authority on whose territory the movement starts will grant the Road Movement Credit by using the same report format as for Road Movement Bid.

- c) Notification of Movements (MOVNOTIF):

For the execution of the deployment, transportation for sustainment and re-deployment of national forces, the Sending Nation or NMCC should:

Inform the military staff responsible for creating / amending the national DDP, in order to enable them to update the DDP and by this inform the involved AMCC and NMCCs.

The MOVNOTIF form contains the same information as the MOVVID form.

Send the MOVNOTIF to the involved NMCCs.

d) Forecast of Movements (FORECAST)

As soon as military authorities have developed their Movement Plans, they are to inform the military authority responsible for the co-ordination of Movements & Transport in the other involved nations.

The Information Exchange Requirement (IER) within NATO and between NATO nations is based on Allied Joint Publication – 4.4 (AJP-4.4) "Allied Joint Movement and Transport Doctrine", Chapter 9. The Information Exchange Requirement (IER) with other HNs may be based on a Memorandum of Understanding (MOU) or a Technical Arrangement (TA), in which the POC, timeframe and other relevant detail is specified.

The FORECAST form contains the same information as the MOVVID form.

4. Request for visits

Visits to Norwegian Armed Forces units, defence related establishments and industry are subject to advance permission, regardless of its origin – by invitation or own initiative.

All applications for visits should in general be forwarded to:

*The Norwegian Joint Headquarters (NJHQ)*

*J-4 Mov*

*Postbox 33, 8058 Tverlandet, Norway*

*Fax: +47 7553 6407.*

*E-mail: nmcc@mil.no*

Requests for visits should be presented to relevant authority not later than 14 days prior to the entry into Norway.

5. MOVVID, MOVNOTIF and FORECAST to be submitted to NMCC/NJHQ not later than 10 WORKING DAYS prior to the movement (in order to be able to staff the request and to co-ordinate with other authorities – if applicable)

## **6 Annexes**

### **6.1 Annex A**

Regulations relating to access to, passage through and stops in Norwegian territory in peacetime by foreign military and civilian government vessels and aircraft.

### **6.2 Annex B**

Regulations for the use of radio installations on board naval vessels and military aircraft belonging to foreign non-belligerent powers during their stay in or in transit across Norwegian territory.

### **6.3 Annex C**

Regulations regarding use of active sonars in Norwegian territorial waters.

### **6.4 Annex D**

Road movement bid / credit.

## **7 Effective date**

Procedures for clearance for foreign individuals, foreign military and civilian government vessels, military-aircraft and land movements visiting in Norway is effective as of 2013-12-01.

Procedures for diplomatic clearance for foreign individuals, foreign military and civilian government vessels, and military-aircraft and land units visiting in Norway as of 2013-09-15 is repealed from this date.