

## Form for custodial parent

You must always complete the additional information form (NAV 54-00.15) along with this application form. The first part of this form (page 1) provides general guidance. The second part (page 2) provides guidance on how this form and the form for supplementary information are to be completed. Pages 3 and 4 are the sections of the application form which must be completed. These pages must be enclosed with the form for supplementary information to the national insurance office where you live.

## Applications for support payments

The national insurance office will act as the support enforcement agency and handle the application. If one of the parties lives abroad, the form must be sent to the National Office for Social Insurance Abroad, PO Box 8138, Dep, 0033 Oslo. However, if you are the custodial parent and live in Norway, and are making a claim for advance payment, you must send your claim to the national insurance office where you live.

## For your guidance

### Advance payments

Children below 18 years who do not live with both parents, may, under certain conditions, receive advance payment. The support must then be paid through the National Insurance Service. Advance payment will be paid at the beginning of each month. It will be paid only when support is not paid on time or when support is less than the advance. The advance is means-tested and may be paid as 50, 75 or 100 percent of the full advance rate. Advance recipients with incomes superior to 320 times the full advance payment rate will not be entitled to advance (except where the child lives together with a recipient who is not one of the parents).

You are entitled to advance payment even if paternity has not been established, or if the child's father is unknown.

### Setting of child support and extraordinary support

Child support will be set based on what it costs to care for the child (the cost of support). Costs will be split between the parents based on their incomes. The non-custodial parent's share of these expenses constitutes the child support.

A party's income will be settled by discretion if

- the party does not provide requested documentation, or if there are reasons to believe that the party is withholding information relevant to the decision.
- the party has no reasonable justification for having a lower income than he or she could obtain, or possibly for having no income at all

When the national insurance office sets the support, the non-custodial parent must still retain a certain minimum amount of his/her income to maintain him/herself and any children within own household. This may mean that the support could be reduced or completely eliminated. When the national insurance office sets the amount of support, the non-custodial parent will not pay more than 25 percent of his/her income in child support.

When the non-custodial parent pays support for several children and does not have to pay this in full, the reduction will be split proportionately between the children.

If the child has its own annual income of more than 30 times the full monthly advance rate, this will be taken into account when support is set. If that income is more than 100 times the full monthly advance, the child will be considered to be self-supporting. In that event the national insurance office cannot order the non-custodial parent to pay support.

If the non-custodial parent spends on average at least two days in every month with the child, support will be reduced.

If the non-custodial parent receives government allowances where child supplement is included, or receives care supplement from the Defense Forces, the support, prior to any deduction for time spent with the child, will never be set lower than the amount of child supplement received. If the custodial parent receives a

government allowance where child supplement is included in the benefit, the support, prior to any deduction for time spent with the child, will never be set higher than the support cost less the child supplement.

The support will be settled on an individual basis if

- one of the parties resides in, or works in, and pays tax to another country than Norway
- support is set on a temporary basis
- the child is cared for by others or the child gets married.

Claims for support of children over 18 years may be submitted if the children are attending what is considered regular schooling.

You and the custodial parent can submit an alteration claim to the national insurance office. The national insurance office will adjust the support only if the alteration amounts to at least 12 percent of the current support.

Extraordinary support is a single payment that can be set to cover special expenses, for example expenses for dental treatment or confirmation. Expenses must be supported with documentation.

### Collection of child support

Both the custodial parent and the non-custodial parent may apply to have set or agreed child support collected through the National Insurance Service. An application for collection through the national insurance service does not need to be submitted with the support settlement application.

### Effective date

As far as the setting of the advance payment, the child support and the collection of support are concerned, there are provisions determining the effective date of a decision. If you are late making a claim, you should be aware that the decision might take effect from a date different from the one you believe to be correct. A decision always takes effect from the first day of the month.

### Fees

When the national insurance office sets or alters child support, each of the parents will normally be charged a fee. In some instances where the national insurance office opens a case on its own initiative, a fee might also be charged. Parties who have a personal income below 110 times the full advance payment, will be exempted from the fee on application.

### Payment of support collected through the National Insurance Service

The non-custodial parent will pay the support to the National Insurance Service Agency for the Recovery of Maintenance Payment, and not to the local national insurance office. The custodial parent will receive all payments of support from this agency (including advance payment).

## Guide to complete the application form

We provide guidance below in respect of some sections of the form that you have to complete. Please also refer to comments relating to some of the individual sections. If there are several non-custodial parents, you will have to complete **one application for each of them**. Please note that missing documentation could lead to the information not being taken into account when the decision is being made.

**Children more than 18 years old:** If you are the child entitled to support, and if you are more than 18 years old and are filling in the form yourself, you shall only fill in the three first lines in section 1. In section 5 you must state that you are the child entitled to support. Section 2 has to be filled in with information about yourself. You must complete the remaining part of the form in full. If you are applying for support from both of your parents, you have to fill in one form for each application.

### Section 1

It is important that you complete all the sections requiring an answer. If you and/or the child/children are not Nordic citizens, but have residence permits, you must attach these to the application. Please state in section 5 when you and your child/children arrived in Norway.

In the last question of the section you are asked whether there are planned stays abroad for the child, or yourself and the child. If the answer is yes, you must provide details in section 5 about whether living abroad applies to both you and the child, and what the reason for the stay is. You must also state whether the child is a member of the national insurance with pension cover during this period. The entitlement to advance payment may cease when living abroad.

### Section 2

Details of each child being cared for must be provided in this section. If the application covers more than four children, you must complete an additional form. It is sufficient to complete section 2 and the first line of section 1.

Unless the national insurance office already has documentation for previously set or agreed support, this documentation must be submitted. Administratively set amounts means that the support has been set by the national insurance office or by the national insurance county office. A court settlement is a contractual agreement between you and the non-custodial parent that has been entered into after legal negotiations and confirmed by court settlement records.

### Section 3

It is important that you complete all boxes as far as possible.

### Section 4

When you are stating the date from which the claim is to apply, you must always put the first day of the month.

### Section 4.1

When advance payment is to be paid, the payment of support must be made via the National Insurance Service. Consequently, you cannot get money from the non-custodial parent that is equivalent to the payment of support. The same will apply if the non-custodial parent covers expenses for you, like house rent. If the non-custodial parent has already covered such expenses for the period you are claiming advance payment for, you must provide details of this in section 5 (amount etc.). Any ongoing direct payments must cease.

### Section 4.4

After the age of 18 support is normally granted only while the child is attending further education. If the claim is submitted after the child has reached 18 years, the child must apply himself/herself. School attendance must be documented.

### Section 4.7

State the reasons for the claim in section 5.

### Section 4.8

If the non-custodial parent has not paid support, you can ask for the accrued debt to be collected via the National Insurance Service. It is important that you inform us of any support payment you receive directly from the non-custodial parent, and specify this if possible. More information about debts can be entered in section 5.

### Section 4.9

If you receive advance payment, support must always be collected via the National Insurance Service. You may also request that future support payments are collected. See also comments to section 4.8.

### Section 4.11

State in section 5 which of the children the application for extraordinary support concerns.

### Section 5

You can use this section to provide various supplementary details. If there is insufficient space, you can provide the details on a separate sheet and attach it to the application. In that case, this should be stated in section 5.

## Guide to complete the form for supplementary information

We provide guidance below in respect of some sections of the form that you have to complete. Please also refer to comments relating to some of the individual sections. The national insurance office does not take into account information not supported by documentation. If applications are being submitted in respect of several cases, you must complete **one form for each case**. When an application relates to extraordinary support, you must complete sections 1, 4, 5, 6, 7 and 9.

**Children more than 18 years old:** If you are the child entitled to support, and if you are more than 18 years old and are filling in the form yourself, you shall only fill in section 1, 2, 7 and 9. If you are applying for support from both of your parents, you have to fill in one form for each application.

### Section 2

It is important that you complete all the boxes carefully. Copies of settlements or official decisions on access arrangements must be attached in respect of the child/the children to whom the non-custodial parent has access.

### Section 3

You are required to document the maximum number of hours per week the child can be in the childcare scheme. If you do not receive childcare benefit, you must provide documentation of any childcare expenses. You must also provide evidence of any childcare expenses for any of your own children other than the non-custodial parent's child/children. Give more details in section 5 of the application form.

### Section 4

You must complete this section if you have income from business. As income documentation you must submit your last tax statement of account, tax assessment or tax return.

If your income varies considerably each year, you may submit documentation for several years.

### Section 5

You must provide evidence of salary/wage income by providing pay slips for the last three months. Any capital income must be documented in the same way as capital expenditure (see section 6).

### Section 6

You must complete this section if you have capital expenditure that is deductible from capital income. You may provide your last tax statement of account, tax assessment or tax return as documentation of such expenses.

### Section 7


You must complete this section when the child/children has/have their own income. It is important that all the boxes are completed.

**Form for custodial parent****Applications for support payments**

Please read the information on pages 1 and 2. You must complete one form for **each non-custodial parent** (see guidance notes). The form for supplementary information (NAV 54-00.15) must also be completed.

<b>For the national insurance office</b>	Date received
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**1 Information about you and your child/children**

Surname, first names				D.o.b./ ID no. (11 digits)				
Residential address				Postcode and Post Office				
Municipality				Private telephone no.		Work telephone no.		
Are you married to a person other than the non-custodial parent?		Yes	No	Were you living with the other parent of the child at/after the birth?		Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Only answer if one of the parties is living abroad</b>				Are you married to, separated or divorced from the non-custodial parent?				
		Yes	No			Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Date of</b>		Actual cessation of cohabitation		Formal separation		Formal divorce		
Education				Occupation/position				
Employer (name and address). State here if you are self-employed								
Tick your tax class (Please enclose documentation)								
						<input type="checkbox"/> Tax class 1	<input type="checkbox"/> Tax class 2	
<b>Only answer if you are applying for advance payment</b>	Are you married, have you entered into an official partnership, or have you cohabited in circumstances akin to marriage for more than 12 of the last 18 months?				Yes	No	If yes, from when?	Date
					<input type="checkbox"/>	<input type="checkbox"/>		
	Will the child/children be living in Norway for more than 12 months?				Yes	No		
					<input type="checkbox"/>	<input type="checkbox"/>		
	If the child/children was/were born in Norway, have you lived or will you be living in Norway for more than 12 months?				Yes	No		
					<input type="checkbox"/>	<input type="checkbox"/>		
	If the child/children is/are not Nordic country citizen(s), does/do the child/children have a residence permit?				Yes	No	If yes	From
				<input type="checkbox"/>	<input type="checkbox"/>			
If you are not a Nordic citizen, do you have a residence permit?				Yes	No	If yes	From	To
				<input type="checkbox"/>	<input type="checkbox"/>			
How many of your own children supported by you are living in your household? (State no. of children receiving support and other children)							Number	
Are there plans for the child or you and the child to reside abroad (see guidance notes)?				Yes	No	If yes	From	To
				<input type="checkbox"/>	<input type="checkbox"/>			

**2 Details of children covered by the application. Attach copies of previous support decisions**

Surname, first names				D.o.b./ID no. (11 digits)				Present child support per month			
<b>Support last set by</b>		Contract	Judgment/settlement	Adm. settlement	Set abroad	Date last set					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Do you receive a benefit which includes child supplement for this child?				Yes	No	If yes, from where?					
				<input type="checkbox"/>	<input type="checkbox"/>						
Surname, first names				D.o.b./ID no. (11 digits)				Present support per month			
<b>Support last set by</b>		Contract	Judgment/settlement	Adm. settlement	Set abroad	Date last set					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Do you receive a benefit which includes child supplement for this child?				Yes	No	If yes, from where?					
				<input type="checkbox"/>	<input type="checkbox"/>						
Surname, first names				D.o.b./ID no. (11 digits)				Present support per month			
<b>Support last set by</b>		Contract	Judgment/settlement	Adm. settlement	Set abroad	Date last set					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Do you receive a benefit which includes child supplement for this child?				Yes	No	If yes, from where?					
				<input type="checkbox"/>	<input type="checkbox"/>						
Surname, first names				D.o.b./ID no. (11 digits)				Present support per month			
<b>Support last set by</b>		Contract	Judgment/settlement	Adm. settlement	Set abroad	Date last set					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Do you receive a benefit which includes child supplement for this child?				Yes	No	If yes, from where?					
				<input type="checkbox"/>	<input type="checkbox"/>						

**3 Details about the non-custodial parent**

Surname, first names		D.o.b./ID no. (11 digits)	Telephone no.
Residential address		Postcode and Post Office	Municipality
Education		Occupation/position	
Employer (name and address). State here if the non-custodial parent is self-employed			
Does the non-custodial parent have a lower income than the earning ability suggests?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, state reasons in section 5			

**4 Information about the application**

<b>I am applying for (tick)</b>	4.1	<input type="checkbox"/> Setting of advance payment	Date from	4.2	<input type="checkbox"/> Alteration of advance payment	Date from
	4.3	<input type="checkbox"/> Setting of support	Date from	4.4	<input type="checkbox"/> Setting of support beyond 18 years of age	Date from Date to
	4.5	<input type="checkbox"/> Setting of supplementary support (Before 1 January 2009)	Date from	4.6	<input type="checkbox"/> Fee exemption (exemption is granted if personal income is less than 110 times the full advance payment rate)	
	4.7	<input type="checkbox"/> Alteration of support	Date from	4.8	<input type="checkbox"/> Collection of outstanding liabilities	NOK As at
	4.9	<input type="checkbox"/> Collection of current support	Date from	4.10	Support received until now	NOK As at
	4.11	<input type="checkbox"/> Setting of extraordinary support		4.12	<input type="checkbox"/> Collection of extraordinary support	
	Has a dual domicile been decided to Section 36 of the Children Act in respect of the child/children?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please provide a copy of the agreement on the dual domicile for the child/the children concerned	
Does one of the parties live or work abroad and pay tax there?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, give information in section 5		
Is one or more of the children supported by other than the parents?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, give information in section 5		

**5 Other information. See guidance notes**

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**6 Signature, confirmation, etc.**

If the support is to be paid via the National Insurance Service Agency for the Recovery of Maintenance Payment, state the account number to which you would like support transferred		Account no.
If support is to be transferred to a bank abroad, please state name and address of bank, and any bank code	Name, address and bank code of foreign bank	
<b>I have read the information and guidance notes on pages 1 and 2</b>		
Date and signature		

**For the use of the National Insurance Office for assessment purposes or observations**

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Please read the guidance notes on page 2 of the application form (NAV 54-00.05 and NAV 54-00.08)

## Supplementary information

(Attachment to NAV 54-00.05 and NAV 54-00.08)

For the national insurance office

Date received

### 1 Personal details

Surname and first names of person providing details	D.o.b./ID no. (11 digits)
Surname and first names of the other party	D.o.b./ID no. (11 digits)

### 2 Time spent with the child/children

(If access arrangements are decided by written agreement or an official decision, a copy must be enclosed)

First name of the child	Does the child stay overnight with non-custodial parent?		If yes, how many nights on average per month?	If no, does access amount to at least 2 days a month on average?		Information about how the arrangement concerning time spent with the child is decided		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Verbal agreement <input type="checkbox"/>	Written agreement <input type="checkbox"/>	Official agreement <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3 Details about childcare for the supported child/children (to be answered by the custodial parent only)

First name of the child	<input type="checkbox"/> No childcare arrangement	<input type="checkbox"/> Child care at school before and after school hours (SFO)	<input type="checkbox"/> Other childcare arrangement	Childcare arrangement, hours per week
Do you receive childcare benefit from the National Insurance for this child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Actual childcare expenses per month less living expenses (to be answered only if you do not get childcare benefit, must be documented)	NOK per month
First name of the child	<input type="checkbox"/> No childcare arrangement	<input type="checkbox"/> Child care at school before and after school hours (SFO)	<input type="checkbox"/> Other childcare arrangement	Childcare arrangement, hours per week
Do you receive childcare benefit from the National Insurance for this child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Actual childcare expenses per month less living expenses (to be answered only if you do not get childcare benefit, must be documented)	NOK per month
First name of the child	<input type="checkbox"/> No childcare arrangement	<input type="checkbox"/> Child care at school before and after school hours (SFO)	<input type="checkbox"/> Other childcare arrangement	Childcare arrangement, hours per week
Do you receive childcare benefit from the National Insurance for this child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Actual childcare expenses per month less living expenses (to be answered only if you do not get childcare benefit, must be documented)	NOK per month
First name of the child	<input type="checkbox"/> No childcare arrangement	<input type="checkbox"/> Child care at school before and after school hours (SFO)	<input type="checkbox"/> Other childcare arrangement	Childcare arrangement, hours per week
Do you receive childcare benefit from the National Insurance for this child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Actual childcare expenses per month less living expenses (to be answered only if you do not get childcare benefit, must be documented)	NOK per month

### 4 Details of income from business activities

	Year
Estimated personal income and sickness benefit that replaces such income	NOK per year
Business income	NOK per year
Loss in year of income	NOK per year
Loss carried forward from previous years	NOK per year
Remuneration for work to partner in partner-assessed company where no personal income is calculated	NOK per year
When did you start up the business you are currently running?	Date or year
Please estimate the size of future income from the business compared with the year for which you are providing information	

**5 Details of income other than from business activity**

Salary/wage income (gross pay)		NOK per year
Overtime pay to be expected, and/or payment in kind		NOK per year
National insurance benefits	What kind?	NOK per year
Pensions other than from the national insurance	What kind?	NOK per year
Share dividends		NOK per year
Interest income		NOK per year
Rental income		NOK per year
Profit on sale	What kind?	NOK per year
Details of other income		NOK per year

**6 Details of deductions from income**

Interest expenses		NOK per year
Loss on sale	What kind?	NOK per year
Other expense details		NOK per year

**7 Details of child/children's own income** (to be answered by the custodial parent only)

First name of the child	What kind of income? State name of employer	NOK per year
First name of the child	What kind of income? State name of employer	NOK per year
First name of the child	What kind of income? State name of employer	NOK per year
First name of the child	What kind of income? State name of employer	NOK per year

**8 Details about application for remittance of support debts** (to be completed by the non-custodial parent only)

Tax (PAYE (pay-as-you-earn), prepaid tax)		NOK per year			
Living expenses (house rent, joint property expenses, municipal charges, electricity, heating etc.)		NOK per year			
Interest and instalments on house loans		NOK per year			
<b>Hire purchase agreements (instalments) and debts other than house loans</b>	Creditor	Item	Amount of instalment NOK	Instalments per year	Interest per year NOK
	Creditor	Item	Amount of instalment NOK	Instalments per year	Interest per year NOK
	Creditor	Item	Amount of instalment NOK	Instalments per year	Interest per year NOK
<b>Assets (bank deposits, securities, home, leisure property, car, boat, etc.)</b>	Type	Value NOK	Type		Value NOK
	Type	Value NOK	Type		Value NOK
	Type	Value NOK	Type		Value NOK
Other expense details. State here the amount of your mortgage debt and other liabilities					

**9 Signature and confirmation that you have read the information regarding the application form**

Date and signature
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# Documents to be enclosed when applying for child support and advance support payment

The section on income applies to applications for child support and applications for advance support payment alike. The other sections apply only to applications for child support.

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## Required documentation in connection with all applications may include:

### Information about income from both the custodial parent and the non-custodial parent

- Both parents must submit a copy of their most recent tax settlement (or tax return) so that NAV can see what type of income they have. These documents also show capital expenditure. Self-employed people with income only from their business do not generally need to submit any other documentation of income, but it may be necessary to submit tax settlements for more than one year if income tends to vary.
  - Employees must submit payslips showing their pay for at least the last three months.
  - At the beginning of the year, the wage and deduction statement (lønns- og trekkoppgave) from the employer for the previous year may be submitted instead of payslips.
  - Pension income not paid through NAV must be documented.
  - If the person lives on social assistance, documentation of this must be provided.
  - It must be established whether the child has income exceeding 30 times the full advance support payment. Documentation of higher income must be provided.
  - See the first point. Capital expenditure need only be documented if capital income exceeds NOK 10,000 per year.
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### Agreement or decision concerning child access

- If the non-custodial parent has access to the child, but there is no agreement or official decision concerning access, both parties must provide information about the amount of time they spend with the child, for example in the relevant box on the additional sheet in the application form.
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### Dual domicile agreement

- This only applies if the parents have signed a contract pursuant to section 36 of the Children Act.
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### Child care costs

- Information must be provided about the extent of the child care (maximum number of hours per week).
  - The scope of the expenses must be documented.
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## In connection with applications for 18 year support

### Confirmation of attendance at upper secondary school and/or apprenticeship contract

- If the child has an apprenticeship contract, documentation must be provided of not only the child's current income, but also expected income after 6, 12 and 18 months' apprenticeship.
  - In addition to documented information about the child's income and that of the non-custodial parent, documented information about the other parent's income must also be provided.
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## In connection with applications for extraordinary child support, the following must also be enclosed:

### Documentation of expenses and, as applicable, documentation that the expenses are necessary

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The non-custodial parent must also enclose

### Confirmation of previously paid child support

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