

Avinor ID - Card - General Information

Access to certain areas of Norwegian airports is restricted in the interest of passenger security and safety. Diplomats do not enjoy any privileges in connection with access to restricted areas of an airport under the Vienna Convention on Diplomatic Relations. The airport authority may issue access cards for restricted areas of Oslo Airport for embassy staff. Only staff whose official, non-private, duties require them to have frequent access should apply for a card.

Such special access cards may for example be issued to embassy personnel authorized to deal with or to carry the diplomatic bag. The cards may be used for official business only. They cannot be issued for private use such as meeting or accompanying family members.

The issuance of *short validity visitor's cards* was terminated in 2024.

Applications for access cards must be submitted electronically in Avinor's application portal. The permanent access cards are named "Local ID-card" on Avinor's application website. Please note that holders of an ID-card issued by the Norwegian Ministry of Foreign Affairs are required to upload a scanned copy of the front side of the ID-card when submitting the online application for an airport access card. Also note that a photo of the applicant must be uploaded in the online application. The photo must be in accordance with all the photo requirements detailed on Avinor's webpage.

In the online application, choose '*Foreign Missions*' as the **Contractor**, and the *respective mission* as the **Employer**. At the same time the mission must upload a scan of a letter signed by the Head of Mission confirming the application, the name and position of applicant, as well as certifying that the staff member has an official need for the card for official duties.

Please note that a permanent access card for restricted areas of Oslo Airport is no longer valid if it has not been used for a period of six months. Only personnel whose duties require them to have frequent access should therefore apply for a permanent card.

To obtain an access card, the applicant is required to complete a short online course on health and safety, including fire safety, and environment.

The courses are accessed via Avinor's website: ID card - Avinor.

A valid D-number and login with electronic identification (MinID or BankID) is required to access the online course and is also required for all applicants to sign the terms of service of Avinor before a card may be handed over to the applicant. Approved cards are sent by post to the office address of the Mission.

Permanent cards that have expired due to inactivity should be reactivated by the card holder in Avinor's web portal here: ID card - Avinor. Login with electronic identification (MinID or BankID) is required for reactivating an expired card.

Access cards are only valid if used together with officially approved identification (card holders must present their passport as well as the ID card issued by the Norwegian Ministry of Foreign Affairs, if they have one). Access card holders may not use the card when travelling him/herself. When travelling only valid tickets/boarding passes can be used as an admission pass to the restricted areas at the airport.

Card holders must return cards by post within 14 days of the end of their posting or when the validity of an issued card has expired.

Postal address: Avinor Oslo Lufthavn ID-kontoret, Pb. 150, 2061 Gardermoen.

A fee of 1250 NOK is issued to card holders for cards not returned. Return of cards is important to reduce the risk of loss or misuse by unauthorized persons.

Applicants who are Norwegian nationals or permanent resident in Norway are subject to a background check and must present a police certificate (utfyllende politiattest) before they can attend the health and safety course. A fee is payable for the background check. Embassies are exempted from all other fees normally payable for other card applicants.

All embassies are treated equally in regard to access rights to the airport, and the number of ID-cards per embassy also follows an equal treatment principle, relative to mission size and official need for access.

The process to obtain an ID-card may take time, please apply for an ID-card in due time before actual need, at the least seven working days in advance of the planned use.

Please note that all communication regarding access cards for the restricted areas of Oslo Airport (Gardermoen) should go directly between the Mission and Avinor's ID-office.

Misuse of a card by a card holder will be reported by Avinor to the Ministry of Foreign Affairs and will be followed up by the latter. Serious cases may lead to withdrawal of cards.

For airport parking, see 20.5. in the Ministry of Foreign Affairs' "Diplomat in Norway" online guide.

How to apply – Step-by step

Go to ID card - Avinor

1. "Apply for ID-card"
2. "Local ID-card"
3. Use the form marked with "I have a Norwegian social security number or D-number", use BankID or MinID to log in
4. Fill in the application, please note:
 - Location – Oslo Lufthavn
 - Employer – Embassy of..
 - Contractor – Foreign Missions
 - Attachment – A scanned copy of the ID-card issued by the Norwegian Ministry of Foreign Affairs + a signed letter by the Head of Mission confirming the applicant's name and position and official need for an Airport ID-card
 - Valid to – maximum of three years
 - Photo – Please read the photo requirements in the application. Must not be a photo of another photo, must adhere to all requirements (passport picture standard)

After submitting the application Avinor will process it and assign online training to the applicant. Online training will be found on ID card - Avinor when available. Note that there is more than one course to complete, and that the applicant must return to ID card - Avinor to start each course.

When all the necessary steps have been completed, the ID-card is produced and sent to the applicant's address. Please read the letter attached to the ID-card to correctly activate the card.

If you have any questions, please contact idkontor@avinor.no