

Notification of moving to, from and within Svalbard

1 Type of move, duration and moving date

To Svalbard ☐	From Svalbard ☐	Within Svalbard ☐	Duration of stay:	Over 6 mos. ☐	Over 12 mos. ☐	Date of move:							
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2 Former address

Municipality/Country	Street	No.	Letter	Apt.No.	P.O. Box	Postcode	Town/city
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3 New address

Municipality/Country	Street	No.	Letter	Apt.No.	P.O. Box	Postcode	Town/city
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4 Persons that are moving

Name		Date of birth (dd, mm, yy)	ID-number (5 digit)	Marital status	Citizenship	Employer/educational institution
Surname	First name and middle name					

5 Other residents at the address

6 ID-control

☐ PPT. ☐ DL. ☐ National ID-card ☐ Shown Tax Office

7 Signature

Date	Signature	Phone number	E-mail
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For The Tax Office

Received	Registered
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The duty to report relocation

Everyone who moves is obligated to notify the Svalbard Tax Office within 8 days after the relocation has taken place.

The relocation notification must be signed by the person who has the duty to report, or by someone authorized by the person with the duty to report. For individuals under 18 years old, it is the guardian or nearest relative who is responsible for ensuring that the notification is signed and sent to the tax office.

It is punishable by law to fail to report relocation. The same applies if incorrect information is provided.

Excerpt from the most important residency rules

- A person shall be registered as a resident of Svalbard when he or she taken up residence on the archipelago and intends to stay here for at least 6 months.
- A person shall report relocation from Svalbard when he or she has taken up residence outside the archipelago and intends to stay there for at least 6 months.
- Individuals who are registered as residents of Svalbard shall report when they change their address in Svalbard.

Right of appeal

The registration of relocation is an administrative decision that can be appealed to the Directorate of Taxes. The appeal must be submitted through the tax office in Svalbard within three weeks.

Section 1 - Type of relocation, duration of stay, and relocation date

Tick the type of relocation. The duration of stay is indicated at the time of relocation. Registration in the population register is carried out when the duration of stay is over 6 months. If the stay exceeds 12 months, tax liability arises based on residency; refer to a separate information brochure on taxation.

The relocation date must always be provided. If the relocation date is in the future, the relocation will not be registered in the population register until it has occurred.

Sections 2 and 3 - Departure/Arrival address

Write the departure/arrival municipality if the departure/arrival country is Norway; otherwise, only write the departure/arrival country. Street, house number, and any letter must always be filled out.

Apartment number

If the house has multiple apartments, the apartment number should be provided as part of the residential address. In houses with multiple apartments, each apartment should have been assigned an address label indicating the apartment number. This address label should be affixed to the door frame. The apartment number consists of five characters, one letter and four digits. The letter H stands for main floor, U for basement floor, K for cellar floor, and L for loft floor. The first two numbers indicate the floor where the entrance to the apartment is located, and the last two numbers indicate the apartment's number on that floor.

Section 4 Persons relocating

All individuals moving to the same residence can report their relocation on the same form. Spouses, partners, and parents can sign on behalf of each other, and parents can sign for their minor children.

Last name, first name, optionally middle name, and social security number (or 11- digit D-number for individuals without a Norwegian social security number) must be provided for all individuals. If the social security number is unknown, the date of birth must be filled out. Additionally, for relocation to or within Svalbard, gender, marital status, citizenship, and employer/study location in Svalbard must be provided.

The following options are available for marital status:

Single/Married/Widow/Widower/Divorced/Separated/Registered partner

Section 5 Other residents at the address

When relocating to Svalbard/address change, provide information on any family members already living at the Svalbard address or individuals with whom you will share the apartment.

Section 6 Identification check

As a verification that the relocation has been reported by the correct person, a copy of the passport or equivalent identification document should be enclosed, or presented in person if applicable. A copy of a bank card should not be enclosed as it contains account and control numbers.