

Certification of true copy of passport – identification of person with role in company

Company name:	Norwegian organisation no.:
Personal Information:	
Name:	Date of birth:
Address:	
Country / city /zip code:	
Place of birth:	Citizenship:
Place, date:	Signature:

**Place your passport in this box and copy the passport together with this form.
Copies that are taped or in some other way attached to the form will not be approved.**

FOR THE PERSON CERTIFYING THE "TRUE COPY" OF PASSPORT:

I certify that I have checked the identity document(s) according to the formal requirements on page 2 and verified the identity and the legal name of this person, and that this person has signed the form before me:

Place, date:	Company, position:
Name:	Stamp and signature:
Address:	
Phone:	Email:

Formal requirements for certification of true copy of passport:

NB: The person who certifies the «true copy» of a passport must always ensure that the following criteria are fulfilled:

- Make sure the passport is valid – passport is the only approved ID.
- Always be physically present with the person who is verifying his/her identity.
- Make sure that the photo in the passport matches the person who is verifying his/her identity.
- The passport must be copied in colour.
- Make sure the photo and all information are readable and clearly displayed.
- The certification must be written on this document and cannot be included as an attachment.
- The form must be stamped and signed by the person certifying the copy. Make sure the stamp and signature do *not* cover information displayed in the passport copy.
- «True copy» can only be confirmed by a:
 - Notary public
 - Police office
 - Lawyer
 - Auditor
 - Real Estate Agent
 - Banking and financial institution
- The original copy must be sent to DNB by post – copies of certification copies will not be accepted!