

Veiledning til utfylling av skjemaet Krav om dagpenger ved arbeidsledighet // Instructions for filling in the Unemployment Benefit Claim Form

These instructions are intended to help you fill in the form "Krav om dagpenger ved arbeidsledighet" (Unemployment Benefit Claim Form). The form is only available in Norwegian and must be filled out in Norwegian.

These instructions correspond to the instructions provided at the back of the form (page 5ff), but the fields and text from the form have been provided here (in Norwegian) and translated to English after //.

You must be registered as unemployed [to apply for unemployment benefit](#). Applications for unemployment benefit accompanied by the required documentation must be sent to your NAV office. In other words, there is a special application process for unemployment benefit; simply registering as a job seeker is not enough.

1 Personopplysninger // Personal information

Here you must provide all the information necessary for your NAV office to contact you with offers of work or measures, and pay you your unemployment benefit. If you are temporarily living at an address other than the one you are registered under in the National Population Register, you must provide your current temporary address.

The following fields must be filled in:

Etternavn // Family name

Fornavn // First name

Fødselsnummer (11 siffer) // Personal identification number (11 digits)

Fast bosted (iflg. folkeregisteret) // Permanent address (according to the National Population Register)

Postnr. // Postcode

Poststed // Town/City

Opholdsadresse // Temporary address

Telefonnummer: // Telephone number

Mobiltelefonnummer: // Mobile phone number

E-postadresse // Email address

Jeg ønsker e-post fra NAV om utbetaling m.m. - Ja // I want to receive email notifications from NAV about payments, etc - Yes

Konto som dagpengene ønskes utbetalt over // The bank account you want your unemployment benefit paid into

Velger du å få utbetalt dagpengene over konto, vil utbetalingen skje raskere. // If you choose to receive unemployment benefit payments by bank transfer, payments will be quicker.

Barn // Children

You are only entitled to child supplement for children who are members of the Norwegian national insurance scheme. As a rule children resident in Norway are members. Children must live here for more than one year to be regarded as resident. People who are out of the

country for more than 12 months or more than six months per year in the space of two or more consecutive years are not members of the Norwegian national insurance scheme. In some circumstances child supplement can be paid for children resident in the EEA area. Contact your NAV office for more information. If you have more than four children, use field 8 on page 4 to provide additional information. The question concerning who is responsible for the day-to-day care of the child/children should only be answered if the parents do not live together.

NAV asks for the following information in the form:

Barn Egne barn (biologiske barn og adoptivbarn) under 18 år som er bosatt i Norge og forsørgeres av søkeren. Den som betaler bidrag, anses også som forsørger. // **Children** Own children (biological and adopted children) under 18 years old who are resident in Norway and supported by the claimant. People paying child maintenance are also regarded as providers.

Navn // Name

Fødselsnummer (11 siffer) // Personal identification number (11 digits)

Barnets lønn/pensjon // Child's pay/pension

Den andre forsørgerens navn: // Name of other provider

Fødselsnummer: // Personal identification number

Mottar den andre forsørgeren dagpenger? Ja Nei Vet ikke // Does the other provider receive unemployment benefit? Yes No Do not know

Hvem har den daglige omsorgen for barnet/barna? Mor Far Delt // Who is responsible for the day-to-day care of the child/children? Mother Father Shared

(siste spørsmål skal bare besvares hvis foreldrene ikke bor sammen) // (the last question should only be answered if the parents do not live together)

The grey field must be filled in by your NAV office, not by the claimant.

Informasjon // Information

English translation of the text in the form:

Read the "Unemployment Benefit" brochure carefully before filling in the form.

Fill in the form accurately. If you provide incorrect or incomplete information, this may result in a demand for repayment, loss of entitlement to unemployment benefit for up to 26 weeks, and criminal liability.

The claim form can be sent by mail or delivered personally to your NAV office. The date you register as a job seeker will generally be counted as the date of your claim. If the information or documentation you provide is incomplete, this will delay the processing of your claim. **If your NAV office decides that it is taking an unreasonably long time for the completely filled in claim form and the required documentation to be submitted, the date these are finally submitted will be regarded as the date of the claim.**

To be entitled to unemployment benefit you must register as a job seeker with your NAV office, be looking for work, and be quickly able to accept any work you are physically or mentally suitable for. As a general rule you must be willing to accept a job regardless of whether it is fulltime or part-time, or in an occupation other than your previous occupation.

You must also be willing to work anywhere in the country, meaning you must if necessary be willing to move to another place of residence.

If there are specific reasons that restrict your ability to accept fulltime work or to accept work outside the district in which you live, these must be stated in writing. Health reasons must be confirmed by a doctor's certificate. If you need childcare, you must be able to arrange this short notice.

You must answer the following questions:

Har du lest orienteringen ovenfor? Ja Nei // Have you read the orientation above? Yes No

Har du mottatt og lest brosjyren "Dagpenger"? Ja Nei // Have you received and read the "Unemployment Benefit" brochure? Yes No

Den som fremmer krav, plikter å sette seg inn i den informasjonen som gis i kravskjemaet og brosjyren «Dagpenger». // Claimants have a duty to familiarise themselves with the information provided in the claim form and the "Unemployment Benefit" brochure.

2 Arbeid m.m. // Work, etc

a) On the form:

Her skal du føre opp alle arbeidsgivere du har hatt de siste 12 månedene. Før også opp egen virksomhet, skole, kurs og annet de siste 12 månedene. Bruk eget ark om nødvendig. // List all the employers you have had in the last 12 months. You must also list all self-employment, schooling, courses and other information covering the last 12 months. Use a separate sheet if necessary.

Arbeidsgiver m.m. // Employer, etc

Tidsrom // Period

Sluttårsak // Reason for leaving

Instructions:

State what you have been doing over the last 12 months. If you have had more than one employer or have been occupied with various things, this information will in some cases be necessary to determine your ordinary working hours. Information about your working hours in the last 12 months must be documented if this is necessary to determine your correct ordinary working hours.

b) On the form:

Arbeidsløs eller redusert arbeidstid fra og med dato: // Unemployed or working reduced hours from and including (date):

Instructions:

State the date of the first day you were unemployed or started working reduced hours.

c) On the form:

Oppsigelsestid, med eller uten lønn, til og med dato: // Period of notice, with or without pay, until and including (date):

Instructions:

State the last day of your period of notice, regardless of whether you have received pay during your period of notice or not. If your original period of notice was shortened by agreement in connection with the end of your employment, ignore this.

d) On the form:

Har du fått tilbud om å fortsette hos arbeidsgiveren, men på et annet arbeidssted i Norge? Ja Nei // Has your employer offered you continued employment, but in another place of work in Norway? Yes No

- e) On the form:
Har du lønn eller krav på lønn? Ja, til og med: Nei // Are you receiving pay or are you entitled to pay? Yes, up to and including: No

Instructions:

If you receive pay or are entitled to pay for a period after the end of your employment, you must describe this on a separate sheet.

- f) On the form:
Har du avtjent militær- eller siviltjeneste i tre av de siste 12 månedene? Ja Nei // Have you performed compulsory national military service or compulsory civilian national service in three of the last 12 months? Yes No

Instructions:

If you have performed compulsory national service in at least three of the previous 12 months, you may be entitled to unemployment benefit pursuant to special rules. Ask NAV for more information

3 Egen næring // Self-employment

- a) On the form:
Driver du gårdsbruk eller annen næringsvirksomhet? Ja Nei Hvis ja, fyll ut egen blankett NAV 04-03.03. // Do you farm or carry out other business activities? Yes No If yes, you must fill in special form NAV 04-03.03.

Instructions:

If you farm, you must fill in a special statement concerning your employment in form NAV 04-03.03.

- b) On the form:
Har du hatt inntekt fra arbeid i fangst eller fiske de siste tre årene? Ja Nei // Have you received income from hunting at sea or fishing in the last three years? Yes No

Instructions:

Entitlement to unemployment benefit based on hunting at sea or fishing is conditional on you being unemployed after having had work other than hunting at sea or fishing for at least 12 weeks. Documentation of such work must be presented.

- c) On the form:
For søkere over 64 år: // For claimants over 64 years old
Har du hatt inntekt som selvstendig næringsdrivende de tre siste avsluttede kalenderårene? Ja Nei Hvis ja, se veiledningen // Have you received income as a self-employed person in the last three full calendar years? Yes No If yes, see the instructions below

Instructions:

Applies to people over the age of 64. As a general rule income from self-employment does not entitle you to unemployment benefit. This does not apply to people over 64. Ask your NAV office for more information about these special rules.

4 Permittering // Lay offs

On the form:

(Fylles bare ut dersom du er permittert) // (Only fill in this section if you have been laid off)

- a) Arbeidsgivers navn: // Employer's name
- b) Permittert fra dato: til dato: // Laid off from (date): To (date):
- c) Hva er årsak til permitteringen? // State the reason for your lay off
- d) Arbeidsgivers lønnsplikt, fra dato: til og med dato: . Vet ikke // Employer's duty to pay you, from (date): Up to and including (date): . Do not know
- e) Permitteringsgrad: Heltidspermittert Deltidspermittert % // Degree of lay off: Fully laid off Part laid off: %

Instructions:

You must send in the advance notification of your lay off if you have been laid off. This must also state when the employer's period ends. The reason for the lay off must be documented. A copy of your employment contract must also be enclosed.

5 Konkurs // Bankruptcy

On the form:

(Fylles bare ut dersom sluttårsaken er konkurs) // (Only fill in this section if you left due to bankruptcy)

- a) Arbeidsgivers navn: // Employer's name:
- b) Bostyrers navn: // Liquidator's name:
- c) Har du søkt eller skal du søke lønnsgarantiordningen? Ja Nei // Have you applied or are you going to apply to the wage guarantee scheme? Yes No

Instructions:

If you left because of bankruptcy and have applied to the wage guarantee scheme, you must sign a repayment declaration on form NAV 04-03.07 before payments of unemployment benefit can be made.

6 Økonomiske/samordningspliktige ytelser // Financial/coordinated benefits

On the form:

Under dette punktet skal du krysse av for om du har noen økonomiske ytelser som kan ha betydning for retten til dagpenger. Får du, eller har du søkt om følgende ytelser i Norge eller i et annet EØS-land? // Under this point tick off whether you receive any financial benefits that might affect your entitlement to unemployment benefit. Do you receive, or have you applied for, the following benefits in Norway or another EEA member state?

- a) Sykepenger Ja Nei // Sickness benefit Yes No
- b) Arbeidsavklaringspenger (AAP) Ja Nei // Work assessment allowance Yes No
- c) Uførepensjon Ja Nei // Disability pension Yes No
- d) Svangerskapspenger Ja Nei // Pregnancy allowance Yes No
- e) Foreldrepenger ved fødsel og adopsjon Ja Nei // Parental benefit in the event of birth or adoption Yes No

- f) Alderspensjon fra folketrygden Ja Nei // Retirement pension from the Norwegian national insurance scheme Yes No
- g) Stønad under arbeidsløshet fra Garantikassen for fiskere Ja Nei // Unemployment benefit from the guarantee fund for fishermen Yes No
- h) Avtalefestet pensjon, AFP, fra offentlig eller privat pensjonsordning Ja Nei // Contractual early retirement scheme from a public or private pension scheme Yes No
- i) Pensjon fra off. tjenestepensjonsordn. Ja Nei // Pension from a public sector pension scheme Yes No
- j) Alderspensjon fra privat tjenestep.ordn. Ja Nei // Retirement pension from a private occupational pension scheme Yes No
- k) Redusert uførep. fra off. pensjonsordn. Ja Nei // Reduced disability pension from a public pension scheme Yes No
- l) Vartpenger Ja Nei // Interim pay Yes No
- m) Ventelønn Ja Nei // Stand off pay Yes No
- n) Etterlønn fra arbeidsgiver Ja Nei // Pay after termination of your employment from your employer Yes No
- o) Garantilott fra Garantikassen for fiskere Ja Nei // Guarantee share from the guarantee fund for fishermen Yes No
- p) Har du fått, får du, vil du få eller kan du kanskje få én eller flere utbetalinger/andre økonomiske goder fra tidligere arbeidsgiver? Ja Nei Hvis ja, hva? // Have you received, are you receiving, will you receive, or might you receive one or more payments/other financial benefits from a former employer? Yes No If yes, what?
- q) Dagpenger fra et annet EØS-land Ja Nei // Unemployment benefit from another EEA member state Yes No
- r) Annen ytelse Ja Nei Dersom ja, hva slags ytelse? // Other benefits Yes No If yes, what sort of benefit?

Hvis svaret er ja på et av spørsmålene over, oppgi hvem som utbetaler ytelsen: // If you have answered yes to one of the questions above, state who is paying the benefit:

Instructions:

- a) Sickness benefit is a benefit from the National Insurance to members on sick leave due to a sickness or injury and who have a doctor's certificate. You must have previously been in work to be entitled to sickness benefit.
- b) Work assessment allowance is a benefit from the National Insurance to guarantee income in a transition period where, as a result of illness or injury, you have a need for employment schemes, medical treatment or other follow-up from NAV in order to find work.
- c) Disability pension is a benefit from the National Insurance to members who have suffered a permanent reduction in their earning ability or work capacity due to sickness, injury or a disability.
- d) and e) Pregnancy allowance and parental benefit are benefits from the National Insurance to members who prior to a birth or adoption have had pensionable income.
- l) Interim pay is the same as stand off pay, see letter m) below.
- m) Stand off pay is a special benefit that can be paid to employees made redundant in the public sector who have been terminated and are not personally to blame for their termination. The benefit is relevant in the event of staff reductions.
- n) Pay after termination of your employment from an employer is money that is fully or partly intended to cover lost income during a period when the employee is not covered by an

employment contract and which the employer has previously agreed to pay in writing or verbally. The employer must have undertaken to pay it before the employment relationship is ended. Payments agreed in connection with a termination of employment are not regarded as pay after termination of employment. People receiving pay after termination of employment will be able to receive unemployment benefit to the extent that the unemployment benefit exceeds the pay after termination of employment being received.

- p) Payments or other financial benefits from a previous employer include financial benefits of any kind that do not come under any of the other benefits listed in the claim form.

7 Reell arbeidssøker - Kan du ta arbeid? // Genuine job seeker – can you accept work?

On the form:

Som hovedregel må du være villig til raskt å ta ethvert arbeid du er psykisk og fysisk skikket til å utføre innen et hvilket som helst yrke, hvor som helst i Norge og uavhengig av om det er på heltid eller deltid. Les mer om vilkårene i brosjyren «Dagpenger» og på NAVs nettsider www.nav.no. // As a rule you must be willing to quickly accept any work you are physically or mentally suitable for in any kind of occupation, anywhere in Norway, and regardless of whether it is fulltime or part-time. You can read more about these conditions in the "Unemployment Benefit" brochure and on NAV's website: www.nav.no.

Punktene skal fylles ut i samråd med NAV-kontoret ditt: // The points below must be answered in consultation with your NAV office:

- a) Er du villig til å ta ethvert arbeid i et hvilket som helst yrke? Ja Nei Dersom svaret er nei, må du oppgi årsaken: // Are you willing to accept any work in any occupation? Yes No If you answer no, you must state the reason why.
- b) Er du villig til å ta arbeid hvor som helst i Norge, selv om det fører til at du må pendle eller flytte? Ja Nei Dersom svaret er nei, må du oppgi årsaken: // Are you willing to accept work anywhere in Norway, even if this means you have to commute or move? Yes No If you answer no, you must state the reason why.
- c) Er du villig til å ta arbeid uavhengig av om det er på heltid eller deltid? Ja Nei Dersom du bare søker deltidsarbeid, må du oppgi grunnen: // Are you willing to accept work regardless of whether it is part-time or fulltime? Yes No If you are only seeking part-time work, you must state the reason why.

For å ha rett til dagpenger må du kunne arbeide minst 50 % av det som er normalt for yrket ditt. Før opp den maksimale arbeidstiden du ønsker å arbeide pr. uke: // To be entitled to unemployment benefit you must be able to work at least 50% of what is considered normal for your occupation. State the maximum number of hours you want to work per week:

- d) Er det noe arbeid du av helsemessige grunner ikke kan ta? Ja Nei Dersom svaret er ja, må du føre opp årsaken og legge ved legeerklæring: // Is there any work you are unable to accept for health reasons? Yes No If the answer is yes, you must state the reason why and enclose a doctor's certificate.
- e) Er du under utdanning, også for eksempel ved å delta på kurs eller lese på egen hånd? Ja Nei Du må søke på eget skjema NAV 04-06.05 om å få godkjent utdanning med rett til dagpenger. // Are you studying, including participating in courses or studying independently? Yes No If yes, you must apply on a special form, NAV 04-06.05, for approval to study with entitlement to unemployment benefit.

Instructions:

You must be a genuine job seeker to be entitled to unemployment benefit. To be regarded as a genuine job seeker you must be fit for work and ready and willing to:

- accept any work paid according to tariff or customary rates,
- accept work anywhere in Norway,
- accept work regardless of whether it is fulltime or part-time,
- participate in an employment scheme anywhere in Norway.

Job seekers who are over 60 years old can, if the person concerned wishes, limit themselves to only seeking part-time work or work in their hometown.

Exemptions from the general rules can also be granted if social considerations associated with health or responsibility for caring for small children or close relatives requiring care so dictate.

If you limit yourself with respect to working hours or place of work, you will have to bring this up with your NAV office and have your limitations approved before unemployment benefit can be granted.

If you are studying at an educational institute or on you own, you must clarify with your NAV office whether or not your studying is compatible with an entitlement to unemployment benefit. You must apply on a special form, NAV 04-06.05, for approval to study with entitlement to unemployment benefit.

8 Tilleggsopplysninger // Supplementary information

List information you believe may be of importance for the processing of your application.

On the form:

Ønsket målform: Bokmål Nynorsk // Language form wanted: Bokmål Nynorsk

Kravskjemaet må være fullstendig utfylt før dagpenger kan innvilges. // The claim form must be fully filled in before unemployment benefit can be granted

9 Underskrift // Signature

On the form:

Jeg bekrefter at opplysningene er korrekte. Jeg er kjent med at det å gi urette eller ufullstendige opplysninger kan føre til krav om tilbakebetaling av mottatte dagpenger, straffansvar og tap av retten til dagpenger i inntil 26 uker. // I hereby confirm that the information provided is correct. I am aware that providing incorrect or incomplete information may result in a demand for the repayment of received unemployment benefit, criminal liability, and the loss of entitlement to unemployment benefit for up to 26 weeks.

Sted og dato Underskrift // Place and date Signature

Instructions:

Your signature confirms that the information you have provided is correct and complete.

10 Vedlegg til kravskjemaet // Claim form enclosures

On the form:

Unemployment benefit will not be granted before a completely filled in claim form and all the necessary enclosures have been submitted.

Your NAV office will electronically collect income information from the Tax Office, cf. Section 19 of the Labour Market Act. The information is based on the pay and deduction slips your employer(s) have submitted in the last three calendar years. Income from the preceding calendar year is first available in March, so if you apply for unemployment benefit before 1 March, you will have to document your income in the preceding year yourself with payslips.

When you are informed of a decision about your unemployment benefit, you must check that the income reported to us is correct. If our information is incorrect, you must contact your NAV office as soon as possible and document any changes.

Other enclosures:

- confirmation of reasons for leaving employment in the last six months
- your last employment contract prior to reductions in working hours when your employment/terms of employment have lasted for at least six months, or a completed form NAV 04-08.03, which can be obtained from your NAV office or printed out from our website: www.nav.no.
- documentation of your working hours in the last 12 months, if you have not had a contract stipulating fixed weekly working hours for at least six months before the reduction in working hours
- if you have been laid off you must enclose your lay off notification – a copy of your employment contract must also be enclosed
- if you are continue to be laid off after the earlier stated period, a new lay off notification must be submitted

Read more about enclosures on: <http://www.nav.no/154882.cms>.