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NAV Aa-registeret
Postboks 4330
2308 HAMAR

Registering employment in the NAV State Register of Employers and Employees

1. Employee's personal details (all fields are required)

1.1 National identity number or D-number	
1.2 Surname	1.3 First name and any middle names

2. Information about the employer (all fields are required)

2.1 Company's organisation number (Multiple businesses must use the company number)	
2.2. Name	2.3 Address

3. Employment details

3.1 Reporting commencement of employment or changes in employment? ☐ Commencement of employment ☐ Changes in reg. employment		3.2 Date employment started or changed (ddmmyyyy)	
3.3 Expected working hours per week	3.4 Occupational code (seven digits)	(See the list on www.ssb.no/emner/06/yrker)	3.5 Change of organisation number (Within a single employer)
3.6 Reporting termination of employment (or leave lasting longer than 14 days)? ☐ Termination of employment		3.7 Date employment ended (ddmmyyyy)	
3.8 Are you reporting maritime employment? ☐ Yes ☐ No			

4. For maritime employment only

4.1 Ship Register		
☐ NOR	☐ NIS	☐ Foreign
4.2 Trade area		
☐ Domestic	☐ International	
4.3 Type of wessel		
☐ Cruise ship	☐ Oil platform	☐ Other

5. Signature

5.1 Date (ddmmyyyy)	5.2 Employer's signature	5.3 Contact person's telephone no.

- The employer shall report to the NAV State Register of Employers and Employees all employment relationships that are intended to last **more than seven days** and entail an average of **at least four hours' work per week**.
- If an employee is on a **leave of absence with or without pay** for longer than 14 days, this shall be registered as termination of employment, and a new commencement report must be submitted once the period of leave is over.
- I you are reporting a maritime employment and the employee does not have a Norwegian national identity number or D-number, you must in addition to this form **apply for a D-number** using the special form NAV 25-01.12.
- Reports must be sent to the NAV State Register of Employers and Employees by the **Friday of the week after** the employment relationship started, changed or ended.
- Read more about your duties as an employer on our website www.nav.no/aaregisteret.