

Claiming Unemployment benefits whilst laid off

Submitting paperwork to NAV digitally

Regarding claims for unemployment benefit whilst laid off, owing to the current Covid 19 we have written the following advice, which is correct at the time of writing.

You should if possible submit the forms digitally to do this you will need to first purchase Buypass ID. This will encrypt your documents, which then allows Nav to accept digital submissions. If you do not purchase Buypass you will have to submit the paperwork via regular post at this time we are not certain how long post will take from out with Norway to get delivered.

Buypass id the following link will take you directly to the order page of a smart card.

<https://www.buypass.no/bporder/access.do>

Once there put in your Norwegian ID followed by first, last name (click to continue) put country as Storbritannia and put in your address.

If you have had buypass before you will not need the card reader otherwise click to order with a card reader, Then submit email address, check details are correct.

Finally click accept terms and proceed with payment at this stage please use non Norwegian bank details or it places you in a different procedure for residents, You need to either use a credit card or foreign bank account.

Buypass is approximately ninety pounds but as this allows for electronic submissions, it saves in time regarding the application and also when you have to register every fourteen days. Which again if submitting via regular post can lead to delays in receiving benefits, so our advice this is ninety pound worth spending.

Once processed you have to verify identity for Buypass to be issued, either a librarian or police officer can sign your verification paperwork.

Once you have Buypass you can submit all paperwork to Nav digitally.

If currently not notified of a layoff

This is for each individual to decide upon but owing to the current Corona situation, you should consider purchasing Buypass it is valid for three years, so you have the device if a lay off situation does occur in your company, Then there will be less delay in submitting your application for unemployment benefits and registering as a job seeker, again that is up to each individual.

Nav Paperwork

The first step is to register yourself as a job seeker, this can be done the moment you have received your lay-off notification, you do not have to wait until the first day that you are officially laid off.

see link. ([unemployment benefits register as jobseeker](#)).

The central switchboard is +47 55 55 33 33 or for NAV International +47 21 07 37 00

Claims from NAV is an individual responsibility, the employer has the responsibility to report and furnish the correct documentation to NAV and the individual employee. The local club, see the need that the trade union has to assist where possible, and will support as best they can.

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The following link will take you direct to the submissions page.

<https://www.nav.no/soknader/en/person/arbeid/dagpenger>

Attached are some of the docs that will be required to claim benefits. NAV 04-01.04 (attached in both languages) which is essentially the main application form to claim “dagpenger” in the case of lay-offs, this can be filled out online so you should not need to print or scan and attach when submitting.

Then you have the cross-border status declaration, which is the form NAV 04-13.01, also attached in both languages that you will need to scan and attach to send with your claim if you are a cross border worker

The form NAV 04-08.04(Norwegian only) must be filled in by the company, with just a small section for the employee’s personal details, this is a confirmation/declaration of the reason for the lay-offs. This form your employer should have issued when notifying of layoff.

The individual employee shall as a main rule make themselves available for work, being a serious job-seeker is a pre-requisite, relocating, travelling etc for work is expected and the box should be checked . Once the application has been processed and accepted, NAV generally do not push those that live outside of Norway to relocate for work when laid-off, it seems more of a procedural part with accepting the application than anything else.

If that box is not checked the application is denied, which then leads to delays appeals re submissions so payment of benefits are delayed, so please ensure you confirm you will make yourself available for work.

As we are suggesting to fill in a digital submission and that will take a short amount of time if you do not already have the Buypass device, prior to layoff notification.

You should put aside time to contacting Nav discussing your case so they have a record on file that you are in process of submitting an application. They can also help with registering as a job seeker. As you will not be able to electronically prior to receiving the Buypass Id, Also you will not be able to attend a Nav office in person.

Here is a short-list of what needs to be included with your application, Nav might request additional documentation

- Your employment contract(s).
- The lay-off notice from Employer to the individual employee
- The signed protocol between Employer and CLUB covering the lay-off provisions.
- NAV 04-08.04, which the Employer has to complete, it is a confirmation of the reason for the lay-off situation.
- Confirmation/documentation of the last offshore periods with adjoining period onshore/rest period, this is detailed on page 2 of the NAV 04-08.04, which the employer will have to complete.
- The main application form to claim “dagpenger” is NAV 04-01.04 needs to be filled out, individual’s responsibility.
- If you are a cross-border worker, you will need to fill out NAV 04-13.01, attached.

Once the application is accepted, you need to stay on top of any communication from Nav and remember to register with Nav every fourteen days as required.

If you have any problems with submitting required paperwork or you are denied benefits please take contact in the first instance with your local club and if they are unable to assist, then we can get assistance from the central union.

Best Regard
Industri Energi

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