

## Procedures for Au Pair Application (Norway & Denmark)

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1. The host family downloads the contract from UDI (if from Norway) / Ny I Danmark (if from Denmark) website and signs it.
2. The host family brings the signed contract to the Philippine Embassy in Oslo or the Honorary Philippine Consulate General in Copenhagen for attestation. He/she is requested to present a valid identification (ID) card or copy of passport.
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2. The host family brings the signed contract to the Philippine Embassy in Oslo or the Honorary Philippine Consulate General in Copenhagen for attestation. He/she is requested to present a valid identification (ID) card or copy of passport.
3. The host family sends the attested contract to the au pair for the latter to sign and submit to the Norwegian Embassy in Manila (Note: The Norwegian Embassy in Manila also processes visa applications for those in the Philippines wishing to travel to Denmark)
4. The Norwegian Embassy processes the application
5. Once the application is approved and the visa is obtained, the au pair obtains an Overseas Employment Certificate (OEC) from the Philippine Overseas Employment Administration (POEA) after submitting the following to the latter:
  - Au pair contract signed by the au pair and the head of the host family duly authenticated by the Philippine Embassy in Oslo, Norway or the Philippine Honorary Consulate General in Copenhagen Denmark.
  - Copy of passport with the stamped valid au pair visa.
  - Pre Departure Orientation Seminar (PDOS) certificate issued by the Overseas Welfare Administration (OWWA).
  - Valid "fit for work" medical examination result.

### Important Notes for Host Families:

1. To avoid sending the contract back and forth, please bring the contract to the Philippine Embassy or Philippine Honorary Consulate General first before sending it to the au pair. The Embassy/Honorary Consulate General only needs to attest the identity of the host family and not the au pair's.
2. Host families who are from places far from Oslo or Copenhagen may send the contract by mail accompanied by a copy of the host family's identification (ID) card and/or passport data page bearing a similar signature to that affixed in the contract to the following address:
3. Lastly, **please do not fold the contract**. Use an appropriate envelope to avoid folding the contract.

#### Philippine Embassy

P.O. Box 322 SENTRUM  
0103, Oslo  
Norway

#### Honorary Consulate General of the Philippines

Jægersborg Alle 16  
2th, 2920 Charlottenlund  
Denmark

- An authentication fee of **197.50 NOK (or its equivalent in Danish Krone if in Denmark)** can be paid in cash upon personal appearance at the Embassy or Honorary Consulate General. If the contract is sent by mail, the same fee plus an additional postage fee may be paid through the following:

If contract is sent via mail to the Philippine Embassy in Oslo:

Embassy's bank account details: **DnB NOR Account No. 5083.05.14756 with IBAN NO4950830514756 and SWIFT CODE DNBANOKKXXX**. If the host family wishes the Embassy to send the contract back to the former by mail, an additional 200 NOK (for those in Norway) / 250 NOK (for those in Denmark) will be needed to cover the cost of postage.

If contract is sent via mail to the Honorary Consulate General in Copenhagen:

Honorary Consulate General's bank account details: **Danske Bank Account No. 9543 4776 460540 with IBAN DK4930004776460540 and SWIFT CODE DABADKK**. If the host family wishes the Honorary Consulate General to send the contract back to the former by mail, an additional 100 DKK will be needed to cover the cost of postage.

- Please note that host families who choose to transact business with au pair agencies should do so on their own responsibility. The Embassy, the Honorary Consulate General and the Philippine government have not authorized any agency to recruit au pairs in their behalf.

Ref. : <http://philembassy.no/news-item/procedures-for-au-pair-application-norway-denmark>