

**UTL****ÚTLENDINGASTOFNUN**
DIRECTORATE OF IMMIGRATION**D-107**

Mótttekið:

Málsnúmer:

APPLICATION FOR RESIDENCE AND WORK PERMITS FIRST PERMITS

Please duly complete the application and be sure to sign it.
An incomplete application may lead to delays in processing or rejection of the application.

Applicant

Applicants may be situated in Iceland when submitting the application and while it is being processed, provided that the applicant either has a valid visa or has not used up his/her visa-free days in the Schengen Area. However, this does not apply to visa-obliged applicants who apply for a residence permit due to shortage of labour, they may not be situated in Iceland when submitting the application and while it is being processed.

Name	
Date of birth (dd.mm.yy.)	

Please select the permit applied for (choose only one type of permit).

☐ Work requiring expert knowledge	☐ Shortage of labour
☐ Athlete	☐ Collaboration or service contract

This form is for an individual, 18 years or older, who has received a job offer in Iceland.

What documents must be included with the first application?

Information on necessary supporting documents and document requirements can be found on the Directorate's website. It is important to read the information thoroughly. You can also use the checklist at the end of this form.

How to apply?

Applications can only be submitted in paper form.

They can either be sent by regular mail to the Directorate of Immigration or delivered to the drop box in the Directorate's reception in Dalvegur 18, 201 Kópavogur. It is necessary to first pay the processing fee by bank transfer and submit the payment receipt with the application for confirmation. An unpaid application will be returned to the applicant.

Applications can also be handed in and paid for in the Directorate's reception or at the offices of District Commissioners outside the capital area.

Application processing

It is the applicant's responsibility to submit satisfactory documents with an application. If satisfactory documents are not received, this may lead to delays in processing or rejection of the application.

Applications and supporting documents are not assessed upon reception and registration. The Directorate of Immigration contacts the applicant or his/her agent if further documents or information is needed for processing the application.

Information about processing time can be found on the Directorate's website.

1. Residence permit

Provide information on whether you are applying for a first residence permit or a change on the basis of a residence permit.

I am applying for:

- ☐ a) A first residence permit
- ☐ b) A permit on a new ground

2. Ties with Iceland or other Schengen countries

If your application will be denied and you are still in Iceland the Directorate of Immigration is obligated to issue an expulsion. With a decision on expulsion the Directorate generally issues a period of voluntary departure. If you do not leave the country within the given period of voluntary departure an entry ban is activated, which is usually valid for the entire Schengen-area. Hereby you are given the opportunity to provide information that may be relevant to the expulsion decision and to object to that decision. If you do not fill in this part of the application form, it is regarded as you do not object to an expulsion if your application will be denied. If there are any changes in your circumstances, it is important that you inform the Directorate as soon as possible so that can be taken into account.

Do you have any ties with Iceland or other countries within the Schengen-area? ☐ Yes ☐ No

If yes, what ties?

Are there any reasons that could lead to that a decision on an expulsion and an entry ban to the Schengen-area would be considered an unfair measure towards you or other members of your family? ☐ Yes ☐ No

If yes, what reasons?

3. Applicant's details

Given name					
Surname					
Former names (if applicable)					
Gender (as in passport)	Marital status				
☐ Female	☐ Cohabitation	☐ Married			
☐ Male	☐ Unmarried	☐ Widow/widower			
☐ Non-binary/other	☐ Separated	☐ Divorced			
Place of birth (city)					
Country of birth					
Current nationality/nationalities					
Are both or one of your parents Icelandic citizens?	☐ Yes	☐ No			



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Address, email and telephone number in home country

The information will be used to contact the applicant; therefore it is important that the information is correct. If the information changes during the processing of the application, the Directorate of Immigration should be notified by email utl@utl.is.

Address	
Postal code and place	
Country	
Telephone number	
Email address	

Address and telephone number in Iceland

A condition for the issuance of residence permits is that applicants state their place of stay in Iceland. The stated address will be registered as their legal domicile by Registers Iceland. The information will also be used to contact the applicant; therefore it is important that the information is correct. If the information changes during the processing of the application, the Directorate of Immigration should be notified by email utl@utl.is. After a permit has been issued any changes of address must be reported to Registers Iceland.

Address and apartment number (if applicable)	
Postal code and place	
Telephone number	
☐	Address not yet known. Notification of residence in Iceland will be handed in after arrival in Iceland (e.g. when the applicant attends the required photoshoot).

4. Residence**Residence abroad**

Where have you lived during the past five years?

Country	Date from (dd.mm.yy.)	Date from (dd.mm.yy.)
1		
2		
3		
4		
5		
6		

Residence in Iceland

When do you intend to come to Iceland?	State the date (dd.mm.yy.)	
☐ Have arrived in Iceland	When did you arrive? (dd.mm.yy.)	
Have you ever applied for a visa to come to Iceland?	☐ Yes ☐ No	
Have you previously applied for a residence permit in Iceland?	☐ Yes ☐ No	
Have you been in Iceland before? If yes, then when and how long? (If you need more space for further information, please use section 11 in this form).	☐ Yes ☐ No	



5. Applicant's spouse

If a spouse intends to apply for a residence permit in Iceland, he/she must submit his/ her own application.

Given name			
Surname			
Former names (if applicable)			
ID number/Date of birth			
Citizenship		Email address	
Date of marriage (dd.mm.yy.)		Date of the registration of cohabitation (dd.mm.yy)	

6. Applicant's children under the age of 18

If applying for a residence permit in Iceland for a child, a separate application for the child must be submitted.

☐	I do not have children under the age of 18								
	Given name	Surname	ID number/ Date of birth	Citizenship	Gender (as in passport)			Is the child in Iceland?	
					Boy	Girl	Non-binary/other	Yes	No
1.					☐	☐	☐	☐	☐
2.					☐	☐	☐	☐	☐
3.					☐	☐	☐	☐	☐
4.					☐	☐	☐	☐	☐
5.					☐	☐	☐	☐	☐
6.					☐	☐	☐	☐	☐

7. Applicant's parents

If applying for a residence permit in Iceland for a parent, a separate application for the parent must be submitted.

Parent 1			
Gender (as in passport)	☐ Male	☐ Female	☐ Non-binary/other
Given name			
Surname			
Former names (if applicable)			
Date of birth (dd.mm.yy.)			
Date of death, if applicable (dd.mm.yy)			
Citizenship			
Address			
Postal code and place			
Country			

Parent 2			
Gender (as in passport)	☐	Male	☐ Female
Given name			
Surname			
Former names (if applicable)			
Date of birth (dd.mm.yy.)			
Date of death, if applicable (dd.mm.yy)			
Citizenship			
Address			
Postal code and place			
Country			

8. Language skills, education and career

Language skills

Native language	
Other languages	

Education

Please check all the applicable boxes, only stating education that is completed.

☐	None or less than primary school		
☐	Primary school	Year of graduation:	
☐	Trade school	Year of graduation:	
☐	Secondary school	Year of graduation:	
☐	Secondary school additional levels	Year of graduation:	
☐	University, less than BA/BS degree	Year of graduation:	
☐	University, BA/BS degree	Year of graduation:	
☐	University, master's degree	Year of graduation:	
☐	University, doctor's degree	Year of graduation:	

Other education, educational training, employment, rights, special education, etc.

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Fields of study, highest education

Check only one box.

☐	General studies	☐	It and communication
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☐	Education	☐	Civil engineering, production and construction
☐	Arts and humanities	☐	Agriculture, forestry, fisheries and veterinary studies
☐	Social science, journalism and information theory	☐	Health
☐	Business, administration and law	☐	Welfare
☐	Science, mathematics and statistics	☐	Service

Record of employment

Employers' names and addresses

	From-to		Job title	
	From-to		Job title	
	From-to		Job title	
	From-to		Job title	

9. Information about employer

Name of company				
ID number				
Email				
Address				
Contact person				
Telephone address				
Postal code and place				
Planned employment period				
Occupation				
Reasons for hiring				
Does the employer provide accomodation	☐	Yes	☐	No
Has the regional employment office been contacted?	☐	Yes	☐	No
If yes, which?				

10. Criminal record

Applicants must submit a criminal record certificate issued by their country of residence. The certificate may not be older than 12 months when submitted.

A. Have you been fined or sentenced to imprisonment?

☐	No
☐	Yes



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If yes, state the offence

In what country?

When?

What penalty did you receive?

B. Do you have the status of a suspect in a police investigation?

☐ No

☐ Yes

If yes, state the offence:

In what country?

When?

C. Have you been subjected to a re-entry ban into the Schengen Area?

☐ No

☐ Yes If yes, in what country?

Is the ban still in effect?

☐ No If no, when was it in effect?

☐ Yes If yes, when does the ban expire?

11. Additional information

If you have further information of significance regarding your application, please state it in the box below.

12. Visa

Visa

Do you have a valid visa to the Schengen-Area?

☐

Yes

☐

No

If yes, what is the validity on the visa?



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This section only applies to those who are not in Iceland. If you need a visa to come to Iceland, indicate in what country/city you would prefer to get your visa. Iceland is not represented everywhere, and you may need to pick up the visa in another country than you live in.

13. Agent

You only need to fill in this part of the application if you want to give power of attorney to an agent during the processing of this application. You can only have one agent at a time. If you wish to cancel or change your agent, you must communicate this in writing to the Directorate of Immigration.

Information about your agent?

Name	
ID number/Date of birth	
Address	
Phone number	
Email address	
Security number*	

***A four digit security number** must be provided for the purpose of obtaining information about the applicant's case from the Directorate of Immigration. The security number should be treated like a password and only be known to the person concerned.

14. Did you remember everything?

The Directorate recommends that you use the checklist below to make sure your application is satisfactory.

Checklist

☐	Payment receipt (if the application will be sent by mail or delivered to the drop box at Dalvegur 18 and therefore paid for in a bank).
☐	Passport photo (35 mm x 45 mm).
☐	Copy of passport (personal information page, signature page and stamps). The passport must be valid at least 90 days beyond the validity of the permit applied for.
☐	Copy of criminal record certificate from country of residence. The certificate may not be older than 12 months when application is submitted.
☐	Translation of the criminal record certificate by an authorized translator (only applies if foreign certificates are in another language than English or a Nordic language). If the translator has not been legally certified in Iceland, the original of the translation must be legally authenticated.
☐	Health insurance confirmation , valid for three months, with a minimum coverage of ISK 2,000,000 (from an insurance company authorized to operate in Iceland).
☐	Support documents confirming secure support during the period of stay. Information on the amount of support and what documents can demonstrate secure support can be found on the Icelandic Directorate of Immigration website, www.utl.is .
☐	Employment contract. An employment contract must be in original and signed by both the employer and the applicant.
☐	Service or collaboration agreement if applicable.
☐	Educational records and diplomas if applicable.



☐ Applicant and employer have signed the application.

I wish that the Directorate contacts me through:

☐ Email

☐ Regular mail

15. Date and signature

The Directorate of Immigration may obtain further information about you from domestic and / or foreign parties if this is necessary for the application in order to ensure that the information is correct and / or to verify the validity of certificates. The Act no. 90/2018 on Data Protection and the Processing of Personal Data is always respected when gathering information. The Directorate of Immigration, the Immigration and Asylum Appeals Board, Registers Iceland, child protection authorities and the police are permitted to process and combine personal information in accordance with the instructions of the Act on Foreigners and Act on Data Protection and the Processing of Personal Data. In addition, the same parties may obtain information from the tax authorities, the Directorate of Labor and municipalities' social services to ensure that your stay is legal.

If a residence permit is granted, the Directorate of Immigration will forward information to Registers Iceland that is necessary for registration in the National Registry.

Information about you may be used in the processing of later applications and / or applications from family members to ensure that the information is correct. During the period of validity of a residence permit, the Directorate of Immigration may examine your data if information about changed circumstances or the validity of documents is received. Incorrect or misleading information can lead to a residence permit rejection, revocation and possibly an expulsion. Incorrect provision of information to the Directorate of Immigration is a violation of the Act on Foreigners and punishable under the General Penal Code no. 19/1940.

The Directorate of Immigration's Data Protection Policy is available on the Directorate's website.

Applicants who move to Iceland from certain countries must undergo a medical examination within two weeks of arrival in Iceland in accordance with Icelandic law and instructions of the Directorate of Health. If you do not go for a medical examination, a residence permit will not be issued.

☐

I confirm that I have read the information above and that the information I have provided regarding the application for a residence permit is true and correct.

I agree to undergo a medical examination within two weeks of arrival in Iceland in accordance with Icelandic law and instructions of the Directorate of Health, if applicable.

Place, date and signature of applicant

Place	
Date	
Applicant's signature	

Place, date and signature of employer

Place	
Date	
Employer's signature	

Who filled out the application?

☐	Applicant		
☐	Agent		
☐	Other	If other, who?	

Connection to the applicant?



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