

## APPLICATION FORM REGARDING AU-PAIR PLACEMENT

Please fill out this form carefully and remember to sign it. An application form that is not filled out in a satisfactory manner may result in delays of the procedure or in the application being denied.

### For whom is the application form?

The form is intended for individuals aged 18-25 wishing to come to Iceland and work as an au-pair in the home of a family that has no family ties with the applicant. An au-pair is expected to carry out light household chores and babysit in return for pocket money, however, the au-pair is not to carry out full work in the home and receive wages for such work.

### Rights

- An au-pair may not be in Iceland when applying for the permit unless the applicant is subject to non-visa requirement.
- The permit may be granted for one (1) year, however, never longer than the period of validity of the au-pair contract with the host family.
- The permit will generally not be renewed.
- An au-pair cannot apply for a work permit and may therefore not work outside or inside the home.
- The residence permit is not a basis of a permanent residence permit.

### What documents must accompany the application?

See further the information regarding data requirements on the website of the Directorate of Immigration.

- Written contract between the au-pair and the host family. See the contract on the website of the Directorate of Immigration.
- Passport photograph (35 mm x 40 mm).
- Photocopy of the passport.
- Confirmed original of a foreign criminal record certificate.
- Translation by an authorized translator of a criminal record certificate if applicable.
- Medical-expense insurance.
- Maintenance documents by the host family.

### How is an application submitted?

An application may be submitted and paid for at the reception desk of the Directorate of Immigration or at the office of a district commissioner outside of the Reykjavík capital area. If the applicant is in Iceland, he/she must appear in person. If an application is sent by mail a payment receipt must be enclosed.

Please note that if the applicant submits an application in person he/she should bring his/her passport along.

### Information about the processing fee

A fee must be paid for the processing of an application for a residence permit and the application will not be processed without payment. An application that has not been paid for will be returned to the applicant. Further information about the processing fee is in part 14 of the application form and also on the website of the Directorate of Immigration.

### Objectives regarding time of procedure and process

The Directorate of Immigration expedites as possible its processing of applications in accordance with the Administrative Procedures Act no. 37/1993. If the applicant provides all the required information in the application form and submits satisfactory accompanying documents with the application, the processing of the application will take less time.

### The Directorate of Immigration contacts the applicant or his/her representative if further documents are needed for processing the application.

Please note that the reception-desk personnel of the Directorate of Immigration do not assess applications or accompanying documents.

### Other information

Further information about applications and processing time is on the website of the Directorate of Immigration ([www.utl.is](http://www.utl.is)).

### To be filled out by the Directorate of Immigration

Er umsóknin undirrituð af umsækjanda?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Er umsóknin í frumriti?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Hafa allar umbeðnar upplýsingar verið veittar (þ.m.t. heimilisfang, netfang og símanúmer)?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Fylgir ráðningarsamningur á milli au pair og vistfjölskyldu?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Fylgir ljósrit af persónusíðu, rithandarsýnishorni og öllum stimpluðum síðum vegabréfs?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei

## 1. Application for a residence permit and period of validity

State information about the period you wish the permit to apply to and whether this is a first permit or a permit on a new ground. Note that a permit can only be granted for one (1) year, however, not longer than until the end of the period of validity of the contract between the au-pair and the host family.

If either you or the host family cancels the contract you may enter into a contract with a new family in which instance a new application must be submitted to the Directorate of Immigration. All requirements for a residence permit must be met and the total period of stay with host families in Iceland may not exceed one (1) year.

### I apply for:

- a) First residence permit
- b) Extension of a contract with a host family
- c) Permit on grounds of a contract with a new host family

### I request the period of validity of the residence permit being:

From - start date (dd.mm.yy.)	
To - end date (dd.mm.yy.)	

If you request a permit on grounds of a contract with a new host family you must provide information about the reason/s you want to change host families:

## 2. The applicant

Given name			
Surname			
Former names (if applicable)			
Date of birth (dd.mm.yy.)			
<b>Gender</b>	<b>Marital status</b>		
Male <input type="checkbox"/>	Cohabitation <input type="checkbox"/>	Widow/widower	<input type="checkbox"/>
Female <input type="checkbox"/>	Unmarried <input type="checkbox"/>	Separated	<input type="checkbox"/>
	Married <input type="checkbox"/>	Divorced	<input type="checkbox"/>
Place of birth (city)			
Country of birth			
Current nationality/nationalities			
Former nationality (if applicable)			
Are both or one of your parents Icelandic citizens?	Both <input type="checkbox"/>	One <input type="checkbox"/>	Neither <input type="checkbox"/>
<b>Address, email and telephone numbers in the home country</b>			
This information will be used to contact the applicant; therefore it is important that the information is correct. If the information changes during the procedure of the application you are kindly requested to notify the Directorate of Immigration of this using the email: utl@utl.is			
Address			
Postal code and city			
Country			
Telephone number			
Email address			

**Address, email and telephone numbers in Iceland**

A requirement for a residence permit being issued is that the applicant has stated his/her address in Iceland. Declared address will be registered as the applicants domicile at Registers Iceland. The information will also be used to contact the applicant; hence it is important that the information is correct. If the information changes during the processing of the application you are requested to immediately notify the Directorate of Immigration of this using the email: utl@utl.is After a permit has been issued any changes of address must be reported to Registers Iceland.

Address	
Postal code and city	
Telephone number	
Email address	

Address has not been provided. Information about address submitted after arrival in Iceland (for example, during photographing).

**3. Information about passport and residence**
**Passport**

Please note that a valid passport is required and the period of validity of the passport must be at least three (3) months longer than the validity of the residence permit. Photocopies of the passport's personal information page and the signature page must be submitted with the applications.

Passport number	
Other travel documentation, state which	
Country in which the passport is issued	
Issued by	
Date of issue (dd.mm.yy.)	
Date of expiry (dd.mm.yy.)	

Does not have a valid passport (Why not? Kindly explain in **part 11** of this form).

**Visa**

Do you have a valid visa for entering the Schengen Area? Yes  No

If yes, what is the visa's period of validity?

**Residence abroad**

Where have you lived over the last five (5) years?

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

**Residence in Iceland**

You may not be in Iceland when applying for the residence permit, unless you are exempted from the visa requirement.

If you need a visa to travel to Iceland and are in Iceland when the application is lodged, the application will be refused.

When do you intend to come to Iceland?	State the date (dd.mm.yy.)	<input type="text"/>
Have arrived in Iceland <input type="checkbox"/>	When did you arrive? (dd.mm.yy.)	<input type="text"/>
Have you ever applied for a visa to come to Iceland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you previously applied for a residence permit in Iceland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been in Iceland before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, when and how long?	<input type="text"/>	

#### 4. Applicant's spouse/cohabiting partner

An au-pair residence permit does not grant any right to family reunification.

##### Applicant's spouse or cohabiting partner

I don't have a spouse or cohabiting partner

Given name

Surname

Former names (if applicable)

Birth date (dd.mm.yy.)

Nationality

Date of marriage (dd.mm.yy.)

Date of the registration of cohabitation (dd.mm.yy.)

#### 5. Applicant's children

An au-pair residence permit does not grant any right to family reunification.

##### Applicant's children

I do not have children

	Given name	Surname	Date of birth (dd.mm.yy.)	Nationality	Gender		Is the child in Iceland?	
					Female	Male	Yes	No
1.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 6. Applicant's parents

Au-pair residence permit does not grant any right to family reunification.

##### Applicant's father

Given name

Surname

Former name (if applicable)

Date of birth (dd.mm.yy.)

Date of death (dd.mm.yy.), (if applicable)

Nationality

Address

Postal code and city

Country

**Applicant's mother**

Given name	
Surname	
Former name (if applicable)	
Date of birth (dd.mm.yy.)	
Date of death (dd.mm.yy.), (if applicable)	
Nationality	
Address	
Postal code and city	
Country	

**7. Host family and the au-pair placement in Iceland**

**Host family**

	Given name	Surname	ID no.(Kennitala)	Nationality
1.				
2.				
3.				
4.				
5.				

**Further information**

**Why do you wish to come to Iceland as an au-pair?**

**How did you choose the host family?**

**Why did you choose this host family?**

**Did you know the host family before you applied for a residence permit?****8. Applicant's relatives in Iceland**

Write here whether you have relatives in Iceland and whether you have family ties with the host family. Family ties between an au-pair and a host family are not permitted. An application will be denied if there are family ties between the applicant and the host family.

<input type="checkbox"/>	I have no family ties with the host family.				
<input type="checkbox"/>	I have no relatives in Iceland.				
<input type="checkbox"/>	I have the following relatives in Iceland:				
	Given name	Surname	Date of birth (dd.mm.yy.)	Nationality	Please state relationship/kinship
1.					
2.					
3.					
4.					
5.					
6.					
7.					

**9. Language skills, education and professional experience**
**Language skills**

Native language	
Other languages	

**Education level**

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

<input type="checkbox"/>	None or less than primary school		
<input type="checkbox"/>	Primary school	- Year of graduation:	
<input type="checkbox"/>	Secondary school	- Year of graduation:	
<input type="checkbox"/>	Secondary school, additional levels	- Year of graduation:	
<input type="checkbox"/>	University, less than BA/BS degree	- Year of graduation:	
<input type="checkbox"/>	University, BA/BS degree	- Year of graduation:	
<input type="checkbox"/>	University, master's degree	- Year of graduation:	
<input type="checkbox"/>	University, doctor's degree	- Year of graduation:	

**Fields of study, highest education**

Check only one box.

<input type="checkbox"/>	General studies	<input type="checkbox"/>	IT and communication
<input type="checkbox"/>	Education	<input type="checkbox"/>	Civil engineering, production and construction
<input type="checkbox"/>	Arts and humanities	<input type="checkbox"/>	Agriculture, forestry, fisheries and veterinary studies
<input type="checkbox"/>	Social science, journalism and information theory	<input type="checkbox"/>	Health
<input type="checkbox"/>	Business, administration and law	<input type="checkbox"/>	Welfare
<input type="checkbox"/>	Science, mathematics and statistics	<input type="checkbox"/>	Service

**Studies over the last five (5) years**

	School	Country	From (dd.mm.yy.)	To (dd.mm.yy.)	Studies
1.					
2.					
3.					
4.					
5.					

**Professional career over the last five (5) years**

	Employer	Country	From (dd.mm.yy.)	To (dd.mm.yy.)	Job title
1.					
2.					
3.					
4.					
5.					

**10. Criminal record**

Please submit a criminal record certificate from the country or countries where you have resided over the last five (5) years. The criminal record certificate must be received in original format, be lawfully confirmed (i.e. apostille or double confirmation), and may not be older than six (6) months when submitted to the Directorate of Immigration. If the certificate is in another language than English or one of the Nordic languages, a translation must accompany the original, translated by an authorized translator. See further [www.utl.is](http://www.utl.is).

**A. Have you been fined or sentenced to imprisonment?**

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
<b>State the offence:</b>	
In what country?	<input type="text"/>
When?	<input type="text"/>
What penalty did you receive?	<input type="text"/>

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

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
<b>State the offence:</b>	
<div style="border: 1px solid black; height: 50px;"></div>	
In what country?	<div style="border: 1px solid black; width: 200px; height: 20px;"></div>
When?	<div style="border: 1px solid black; width: 200px; height: 20px;"></div>

**C. Do you authorize the Directorate of Immigration to check your criminal record with foreign authorities?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<b>If no, state the reason why:</b>	
<div style="border: 1px solid black; height: 50px;"></div>	

**D. Have you been subject to a re-entry ban into the Schengen Area?**

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
In what country?	<div style="border: 1px solid black; width: 500px; height: 20px;"></div>
<b>Is the ban still in effect?</b>	
<input type="checkbox"/>	No. When was it in effect?
	<div style="border: 1px solid black; width: 500px; height: 20px;"></div>
<input type="checkbox"/>	Yes. When does the ban expire?
	<div style="border: 1px solid black; width: 500px; height: 20px;"></div>

**11. Additional information**

If you have further information of significance regarding your application for a residence permit in Iceland, kindly state it here in the box below.



## 12. Visa

Applies only to applicants for first residence permit.

If you need a visa to come to Iceland, where do you wish to obtain the visa?

If your application is accepted, the Directorate of Immigration may send a request for a D-visa to Danish or Norwegian embassies representing Iceland and as listed on the websites of the Directorate of Immigration and the Icelandic embassies in China and Russia.

## 13. Applicant's representative

An applicant may only have one representative at any time. An applicant wishing to replace his/her representative must submit a form to this effect to the Directorate of Immigration. If an applicant wishes to withdraw his/her authorization for representation, the applicant must send a written notification to the Directorate of Immigration stating such change. Please note that the representative may not sign the application.

### Check the box regarding authorizations

I realize that all communication (including correspondence) with the Directorate of Immigration will be with my representative and that the representative will have access to the information and data in my application.

I realize that my representative, not I, will receive information about the conclusion of my application.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I authorize the following individual to represent me regarding this application,   |
| <input type="checkbox"/> | to receive documents on my behalf,   |
| <input type="checkbox"/> | to appeal a decision by the Directorate of Immigration to the Immigration and Asylum Appeals Board in the event of my application being refused. |

### Information about the representative

Given name	<input type="text"/>
Surname	<input type="text"/>
ID number (Kennitala)	<input type="text"/>
Address	<input type="text"/>
Postal code and city	<input type="text"/>
Country	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>
<b>Applicant's signature</b>	<input type="text"/>

## 14. Processing fee

The Directorate of Immigration and district commissioners outside of the Reykjavík metropolitan area receive applications for residence permits in return for the payment of a processing fee. The amount of the fee is decided in the Act no.88/1991 on Additional Revenues of the National Treasury.

If the processing fee is not paid the application will not be processed. An application that has not been paid for will be returned to the applicant.

An application may be submitted on behalf of the applicant and paid for at the reception desk of the Directorate of Immigration or at the offices of district commissioners outside of the Reykjavík metropolitan area. An application sent by mail must be accompanied by a payment receipt and if the applicant is in Iceland he/she must appear in person.

Please note that if the applicant submits an application in person he/she should bring his/her passport along.

See further information on the website of the Directorate of Immigration ([www.utl.is](http://www.utl.is)).

## 15. Did you remember everything?

If the application form is correctly filled out and accompanied by all relevant data, this will expedite the application's procedure. It is therefore important that you check whether your application is well filled out, whether correct information is stated and whether you have submitted all necessary data.

The Directorate of Immigration recommends that you use the checklist below to ensure that your application is satisfactory.

The Directorate of Immigration may request additional data if it feels there is a need to examine whether the requirements for a residence permit are met.

## 16. Applicant's checklist

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Original written contract</b> between an au pair and the host family. See contract on our website utl.is, under forms.   |
| <input type="checkbox"/> | <b>Passport photo</b> (35 mm x 45 mm).  |
| <input type="checkbox"/> | <b>Photocopies of the personal information page and signature page of your passport.</b> The passport's period of validity must be at least three (3) months longer than the period of validity of a residence permit.  |
| <input type="checkbox"/> | <b>Confirmed original criminal record</b> certificate (from all countries where the applicant has resided over the last five (5) years, not older than six (6) months). A lawful confirmation of the criminal record certificate is required (i.e. apostille or double confirmation).   |
| <input type="checkbox"/> | <b>Translation by an authorized translator of the criminal record</b> certificate (only applies if a foreign criminal record certificate is in another language than English or a Nordic language). Certified confirmation is required of the translation if done by a translator who does not hold formal authorization in Iceland as a translator, i.e. apostille or double confirmation. |
| <input type="checkbox"/> | <b>Medical expense insurance</b> , valid for six (6) months, minimum ISK 2,000,000 (issued by an insurance company that is licensed to operate in Iceland).   |
| <input type="checkbox"/> | <b>Document of support from the host country</b> , stating minimum maintenance costs. The additional maintenance is based on 50% of the minimum maintenance for an individual, i.e. ISK 90,275 per month plus the wage costs for the au pair, ISK 60,000 for every four weeks in au pair service. For further information please see our website <a href="http://www.utl.is">www.utl.is</a> |
| <input type="checkbox"/> | <b>The applicant has signed the application.</b>  |

## 17. Date and signature

I hereby apply for an Icelandic residence permit and confirm with my signature that the information I have stated in this application form, in annexes and the accompanying documents as being true and correct. I understand that giving misleading or false information to public authorities is punishable according to the Icelandic Penal Code No. 19/1940, and could result in denial or withdrawal of a residence permit and possibly expulsion on grounds of the Act on Foreigners No. 80/2016. Violations of the Act on Foreigners are reported to the police.

I am informed of it being permissible to integrate data held by the Directorate of Immigration, the Immigration and Asylum Appeals Board, Registers Iceland and the police according to the Act on Foreigners. The Directorate of Immigration is furthermore authorized to obtain information from the tax authorities, the Directorate of Labor and the municipal social services according to the same law.

I am furthermore informed of how the Directorate of Immigration may obtain further information if necessary because of this application and as provided for by the Data Protection Act no. 77/2000.

I realize that the information I provide might be used regarding the processing of subsequent applications and/or applications by family members.

I am informed that the Directorate of Immigration forwards data to Registers Iceland as necessary for registration in Registers Iceland.

I agree to undergo medical examination within two weeks from arrival in Iceland according to applicable law and as instructed by health authorities.

**Place, date and applicant's signature**

Place	<input type="text"/>
Date of signature	<input type="text"/>
Applicant's signature	<input type="text"/>

**Who filled out the application?**

<input type="checkbox"/>	Applicant	
<input type="checkbox"/>	Representative	
<input type="checkbox"/>	Another person, who?	<input type="text"/>
	Connection to the applicant	<input type="text"/>

**To be filled out by the Directorate of Immigration**

<input type="checkbox"/>	Dvalarleyfi veitt til	<input type="text"/>
	Afgreitt	<input type="text"/>