



UTL

ÚTLENDINGASTOFNUN
DIRECTORATE OF IMMIGRATION

D-400

Móttakið:

UTL númer:

APPLICATION FOR RESIDENCE PERMIT RENEWAL

Please fill out this form carefully and remember to sign it.

An unsatisfactory application may result in delays of the procedure or in the application being rejected.

Choose the type of residence permit you want to renew:

Residence permit based on work	Residence permit based on family reunification
Residence permit for students	Other residence permit

For whom is this form intended?

This form is for permit holders who want to renew their residence permit. Please note that not all types of permits can be renewed.

Individuals who want to apply for a residence permit on a different basis than their current permit must use the application form for a first permit.

How to apply?

A [processing fee](#) must be paid before an application is submitted.

A residence permit renewal must be applied for at least four (4) weeks before the expiry of the current permit.

If an application for renewal is submitted after the expiry of the previous permit, the application will be processed as an application for a first residence permit. Please explain why a renewal application is submitted too late in part 6 of the form, if applicable.

Applications can only be submitted in paper form, either by regular mail to the Directorate of Immigration or delivered to the drop box in the Directorate's lobby in Dalvegur 18, 201 Kópavogur. Applications can also be submitted at the offices of District Commissioners outside the capital area.

The Directorate of Immigration forwards an application for a work permit to the Directorate of Labour to be processed, if applicable.

It is the applicant's responsibility to submit satisfactory documents with the application. Failure to submit satisfactory documents may result in delays of the procedure or in the application being rejected.

The Directorate of Immigration may request additional documents when deemed necessary.

1. Applicant

Given name					
Surname					
Former names (if applicable)					
ID number					
Marital status					
	Cohabitation		Married		Separated
	Unmarried		Widow/widower		Divorced
Address, email and telephone number in Iceland					
The information will 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 via utl@utl.is. After a permit has been issued any changes of address must be reported to Registers Iceland.					
Address					
Postal code and place					
Telephone number					
Email address					

2. Applicant's spouse/cohabiting partner

Not all residence permits give the right to family reunification					
	I don't have a spouse or cohabiting partner				
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)		
My spouse/cohabiting partner		Is in Iceland		Intends to apply for a residence permit	Does not intend to move to Iceland

3. Applicant's children under the age of 18

Not all residence permits give the right to family reunification					
	I do not have children under 18				
	Given name	Surname		ID number / Date of birth	
1.					
2.					
3.					
4.					



4. Stays abroad

State information about all your travels abroad during the validity of your current permit until this application's submission date.

	Country	Date from (dd.mm.yy.)	Date to (dd.mm.yy.)	Number of days abroad	Purpose of stay abroad
1.					
2.					
3.					
4.					

5. Criminal record

Have you, during the validity of your current permit, been fined or sentenced to imprisonment or do you have the status of a suspect in a police investigation?

No

Yes

State the offence:

In what country?

When?

What penalty did you receive?

6. Additional information

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

7. 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.

8. Did you remember everything?

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

Checklist – Necessary documents to accompany all renewal applications

	Payment receipt. Please state applicant's name and date of birth as an explanation for the payment.
	Photocopies of your passport's personal information page and signature page. The passport validity must exceed the validity of the residence permit applied for by at least three (3) months.
	Documents on support, confirming independent and sufficient means of support during the residence period. Support can be based on more than one factor, for example wages, own money in a bank account, study loans or grants. See the Directorate's website on the amount, period and possible means of support.
	Applicant has signed the application.

Necessary documents to accompany renewal applications for permits based on work

	Application for the appropriate work permit. In original format, signed by applicant and employer and confirmed by the relevant trade union, if necessary.
	Employment contract. Submitted in original format and signed by applicant and employer.

Necessary documents to accompany renewal applications for student permits

	Confirmation of satisfactory academic performance. University transcript and admission certificate as applicable.
	University graduation certificate. Confirmed copy of a university graduation certificate. This only applies to applications from graduates looking for employment.

9. 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 Data Protection Policy is available on the Directorate's website.

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.

Place, date and signature

Place	
Date	
Applicant's signature	

To be filled out by the Directorate

	Dvalarleyfi veitt til (dd.mm.áá)	
Afgreitt		

