

CHECKLIST FOR REQUEST FOR EXPEDITED PROCESSING OF APPLICATION FOR A RESIDENCE PERMIT BASED ON WORK

As per Article 53 of the Act on Foreigners No. 80/2016, the Directorate of Immigration may, for a service fee, grant expedited processing of applications for residence permits based on work.

The application shall be accompanied by all the same documents as required by the Directorate of Immigration to confirm that the requirements for a residence permit are met. The Directorate of Labour issues work permits in Iceland whereas the Directorate of Immigration sends applications for work permits to the Directorate of Labour to be processed. The condition for issuing a residence permit based on work is that the Directorate of Labour has granted a work permit.

The applicant is responsible for submitting the necessary supporting documents with the application. If satisfactory documents are not received by the Directorate of Immigration, it may result in delays in processing the application or in the application being refused. The Directorate of Immigration may request additional information when special circumstances warrant it.

Please see further information on the website of the Directorate (www.utl.is).

Documents to be submitted

1. **Application for a residence permit.** In original format, carefully filled out and signed by the applicant. It is important that the applicant states his/her place of residence in Iceland. If the address is not stated when the application is made the applicant must notify his/her place of residence within two (2) weeks from the applicant's date of arrival in Iceland (for example when being photographed).
2. **Passport photo** (35 mm x 45 mm).
3. **Photocopy of passport.** The period of validity must be at least **90 days** beyond the period of validity of the residence permit. This must include photocopies of the passport's personal information page and the page containing the applicant's signature.
4. **Confirmed original of a foreign criminal record certificate.** The criminal record certification must not be older than six (6) months. A criminal record certificate must be presented from all the countries where the applicant has lived for the last five (5) years. The criminal record certificate shall be issued by the highest appropriate authority in every country, i.e. the authority authorized to issue such a certificate. Note there is a requirement for apostille confirmation or double authentication.
5. **Confirmed copy or original translation by an authorized translator of the criminal record certificate.** Applies only if the foreign certificates are in other languages than English or the Nordic languages. Note there is a requirement of confirmation of translation if the translator is not an authorized translator in Iceland, i.e. apostille or double authentication.
6. **Medical expense insurance.** The applicant has to submit confirmation of a valid six month insurance with a minimum coverage of ISK 2,000,000 with an Icelandic insurance company or a foreign insurance company authorized to operate in Iceland (please see further information on the website of the Financial Supervisory Authority of Iceland).
7. **Application for appropriate work permit,** in original format, signed both by the applicant and the employer, and confirmed by the relevant trade union (if applicable).
8. **Employment contract,** in original format, signed by both the applicant and the employer. The contract must state the applicant's wages and terms of employment, and must fulfill the statutory minimum wage terms. Please indicate the applicable pension fund on the employment contract.
9. **Power of Attorney** signed by two (2) witnesses. The Power of Attorney does not have to be submitted unless the applicant wants someone other than him/her to receive information about the processing of the application by the Directorate of Immigration.

Criteria of the Directorate of Labour for granting a work permit

Residence permit based on work requiring expert knowledge:

- Has the opinion of the applicable union been obtained?
- Is the reasoning for the employment contract stated on the application for a work permit?
- Did you submit a certified copy of your diploma or confirmation of your work experience?

Residence permit based on shortage of labourers:

- Has the opinion of the applicable union been obtained?
- Is the reasoning for the employment contract stated?
- Has this job been advertised through the EURES system of the Directorate of Labour? If not, please submit a written statement as to why this was not done.

Residence permit for athletes:

- Is the sports club which the applicant intends to work for a member of the National Olympic and Sports Association of Iceland?

Residence permit based on collaboration and service contracts:

- Application for a work permit:** The applicant, the foreign employer and the Icelandic employer all need to sign the application.
- Employment contract** between the foreign employer and the applicant. Both parties need to sign the contract.
- Is a collaboration or service contract submitted with the application?
- Did you submit a certified copy of your diploma(s) or confirmation of your work experience?
- Is the reasoning for the employment contract stated in the application for a work permit?