

APPLICATION FOR A RESIDENCE PERMIT BASED ON WORK

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.

Please choose the residence permit you apply for (you can only check one option):

- Residence permit requiring expert knowledge
- Shortage of workers
- Athletes
- Collaboration and service contracts

- Qualified professionals seeking work**

Applies to applications for renewal of a residence permit of a qualified professional who has lost his/her job for as long as three (3) months since loss of job or the time his/her employment-termination notice has passed, in order to enable the relevant person seeking other employment on grounds of his/her qualifications.

For whom is the application form?

The form is only intended for individuals aged 18 or older who have acquired employment in Iceland.

What documents must accompany the application?

See further information on the website of the Directorate of Immigration about the requirements for accompanying documents and data regarding renewal of residence permits.

- 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.
- Application for appropriate work permit.
- Employment contract.

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 offices 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.

The applicant must appear in person when applying for renewal of his/her residence permit, either at the reception area of the Directorate of Immigration or at offices of district commissioners outside of the Reykjavík Capital Area. The applicant will be photographed and must submit a sample of his/her signature. The applicant should bring his/her passport along.

Information about the processing fee

A fee must be paid for the processing of the application for a residence permit. The application will not be processed until payment has been received. If payment is not received within 90 days after the application has been submitted, the application will be returned to the applicant. Applicants wishing to re-apply must submit new applications and payment of the service fee. Further information about the processing fee is contained in part 13 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 processing time of residence permits may be as long as 90 days after satisfactory data have been received, however, longer in instances of applications needing more effort in order to determine whether an applicant meets the requirements of a residence permit.

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 is contained on the website of the Directorate of Immigration (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 ljósrit af persónusíðu og rithandarsýnishorni vegabréfs?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Fylgir frumrit undirritaðrar umsóknar um atvinnuleyfi?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Fylgir frumrit undirritaðs ráðningarsamnings?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei

Rights attached to the permit

Work requiring expert knowledge

- The applicant may stay in Iceland while applying for the permit and while it is being processed provided that his/her visa is valid and his/her stay in the Schengen Area does not exceed 90 days in the past 180 day period.
- The applicant may not begin working before a work permit has been granted and he/she may not work for other employer than the one on which the work permit is granted.
- A residence permit may be granted for up to two (2) years, however, not longer than the period of validity of the work permit.
- A residence permit may be renewed for as long as two (2) years at a time, provided the requirements of the permit are still being met, however, not longer than the period of validity of the work permit.
- A residence permit of an applicant who has lost his/her job may be renewed for as long as three (3) months from the date of unemployment or the time when the employment-termination period has passed, to enable the applicant to find new employment on grounds of his/her qualifications/expertise.
- A renewed residence permit must be applied for **at least four (4) weeks** before the permit's period of validity expires.
- The residence permit contains a right to family reunification for the applicant's spouse or cohabitant after at least one year of cohabitation, applicant's children younger than 18 years old and applicant's parents who are 67 years of age or older.
- The residence permit can be the basis of a permanent residence permit.

Shortage of workers

- An applicant to whom a visa requirement applies may not be in Iceland when applying for the permit and while the application is being processed. An applicant who is exempt from the visa requirement may be in the country when applying for the permit and during its processing for as long as the non-visa requirement applies.
- The applicant may not begin working before a work permit has been granted and he/she may not work for other employer than the one on which the work permit is granted.
- A first residence permit may be granted for up to one (1) year, however, not longer than the period of validity of the work permit.
- A residence permit may be renewed for up to one (1) year at a time, provided the permit's requirements are still met, however, not longer than the validity period of the work permit.
- A renewed residence permit must be applied for **at least four (4) weeks** before the permit's period of validity expires.
- If a renewal of application is not submitted before the former permit expires it will result in a gap in the continuity of the applicant's permit and a permit on these

grounds cannot be reissued until the applicant has stayed abroad continuously for two (2) years effective from the end of the permit's period of validity.

- The residence permit does **not** contain a right to family reunification.
- The residence permit can be the basis of a permanent residence permit.

Athletes

- The applicant may stay in Iceland while applying for the permit and while it is being processed provided that his/her visa is valid and his/her stay in the Schengen Area does not exceed 90 days in the past 180 day period.
- The applicant may not begin working before a work permit has been granted and he/she may not work for other employer than the one on which the work permit is granted.
- The first residence permit may be granted for up to one (1) year, however, not longer than the period of validity of the work permit.
- A residence permit may be renewed for as long as two (2) years at a time, provided the requirements of the permit are still being met, however, not longer than the period of validity of the work permit.
- A renewed residence permit must be applied for **at least four (4) weeks** before the permit's period of validity expires.
- The residence permit contains a right to family reunification for the applicant's spouse or cohabitant after at least one year of cohabitation, applicant's children younger than 18 years old and applicant's parents who are 67 years of age or older.
- The residence permit can be the basis of a permanent residence permit.

Collaboration and service contracts

- The applicant may stay in Iceland while applying for the permit and while it is being processed provided that his/her visa is valid and his/her stay in the Schengen Area does not exceed 90 days in the past 180 day period.
- The applicant may not begin working before a work permit has been granted and he/she may not work for other employer than the one on which the work permit is granted.
- The residence permit may be granted for as long as six (6) months, however, not longer than the period of validity of the work permit.
- The residence permit may be renewed for up to six (6) months on grounds of the same contract, however, not longer than the period of validity of the work permit.
- A renewed residence permit must be applied for **at least four (4) weeks** before the permit's period of validity expires.
- The residence permit does **not** contain a right to family reunification. The residence permit **cannot** be the basis of a permanent residence permit.

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.

I apply for:

- a) First residence permit
- b) Renewal
- c) A permit on a new ground

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

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

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

2. The applicant

Given name			
Surname			
Former names (if applicable)			
Date of birth (dd.mm.yy.)			
Gender	Marital status		
Male <input type="checkbox"/>	Unmarried <input type="checkbox"/>	Widow/widower <input type="checkbox"/>	
Female <input type="checkbox"/>	Cohabitation <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"/>

Address, email and telephone numbers in the home country

This information will be used to contact the applicant; therefore it is important that this information is correct. If the information changes during the processing 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, email and telephone in Iceland

A requirement for issuance of a residence permit is that the applicant has stated his/her place of stay in Iceland, cf. Act no. 80/2016 on Foreigners. The stated address will be registered by Registers Iceland as the applicant's domicile. The information will be used to contact the applicant; hence it is important for such information being correct. If the information changes while the application is being processed, kindly notify the Directorate of Immigration of this immediately, email: utl@utl.is. After a permit has been issued changes of address will be reported to Registers Iceland.

Address	
Postal code and city	
Country	
Telephone number	

- Address not yet known. Notification on place of stay submitted after arrival in Iceland (for example, during photographing).

3. 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 application.

Passport number	<input type="text"/>
Other travel documentation, state which	<input type="text"/>
Country in which the passport is issued	<input type="text"/>
Issued by	<input type="text"/>
Date of issue (dd.mm.yy.)	<input type="text"/>
Date of expiry (dd.mm.yy.)	<input type="text"/>

Does not have a valid passport (Why not? Kindly explain in **part 10** of this form).

Visa

Do you have a valid visa into the Schengen-area? Yes No

If yes, what is the 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.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Residence in Iceland

Only applicable to those applying for a first permit

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? If yes, when and how long?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Applicant's spouse or cohabiting partner

If a spouse intends to apply for a residence permit in Iceland, the relevant person must submit his/her own application. Note that in respect of residence permits on grounds of work, only those holding residence permits on grounds of work requiring expert knowledge or residence permits for athletes have a right to family reunification.

Applicant's spouse or cohabiting partner

I don't have a spouse/cohabiting partner

Given name	<input type="text"/>
Surname	<input type="text"/>
Former names (if applicable)	<input type="text"/>
Birth date (dd.mm.yy.)	<input type="text"/>
Nationality	<input type="text"/>
Date of marriage (dd.mm.yy.)	<input type="text"/>
Date of the registration of cohabitation (dd.mm.yy.)	<input type="text"/>

Further information on my spouse/cohabiting partner

My spouse/cohabiting partner	<input type="checkbox"/> is in Iceland
	<input type="checkbox"/> is going to apply for a residence permit
	<input type="checkbox"/> does not intend to move to Iceland

5. Applicant's children

Please provide information on all your children. If a residence permit for a child is to be applied for a separate application for each child must be submitted. Note that in respect of residence permits on grounds of work, only those holding residence permits on grounds of work requiring expert knowledge or residence permits for athletes have a 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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you also applying for your child/children? Yes No

6. Applicant's parents

If a parent intends to apply for a residence permit in Iceland, the relevant person must submit his/her own application. Note that in respect of residence permits on grounds of work, only those holding residence permits on grounds of work requiring expert knowledge or residence permits for athletes have a 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. Language skills and education

Language skills	
Native language	
Other languages	

Education level			
Check every box that applies to you, however, only completed studies.			
<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

8. Stay abroad

Only applies to those renewing their residence permit.

List all travels abroad during the period of validity of your latest residence permit until the date this application is submitted.

A permit holder may not stay abroad for more than three (3) months per every 12-month period while the residence permit is valid.

The Directorate of Immigration decides whether a residence permit should be rescinded if a permit holder has stayed abroad for more than three (3) months.

Where have you stayed during the stated period?

	Country	Date of departure from Iceland (dd.mm.yy.)	Date of arrival in Iceland (dd.mm.yy.)	Number of days abroad	Purpose of stay abroad
1.					
2.					
3.					
4.					
5.					
6.					
7.					

9. 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.

A. Have you been fined or sentenced to imprisonment?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
State the offence:	
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
State the offence:	
<input style="width: 100%; height: 40px;" type="text"/>	
In what country?	<input style="width: 280px;" type="text"/>
When?	<input style="width: 180px;" type="text"/>

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

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
If no, state the reason why?	
<input style="width: 100%; height: 40px;" type="text"/>	

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?	<input style="width: 570px;" type="text"/>
Is the ban still in effect?	
<input type="checkbox"/>	No. When was it in effect?
<input type="checkbox"/>	Yes. When does the ban expire?

10. 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.

11. 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.

12. 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.

- I authorize the following individual to represent me regarding this application,
- to receive documents on my behalf,
- 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"/>
Applicant's signature	<input type="text"/>

13. Processing fee

The Directorate of Immigration and district commissioners outside of the Reykjavík Capital Area receive applications for residence permits in return for the payment of a service 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. If the fee has not been received within 90 days the application's procedure will be stopped and the application will be returned to the applicant. An applicant wishing to reapply must submit a new application and pay the service fee.

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 Capital 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.

See further information on the website of the Directorate of Immigration (www.utl.is).

14. 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.

15. Applicant's checklist for a first permit

<input type="checkbox"/>	Payment receipt (if the application has been paid for at a bank). The name of the person for whom payment is being made must be clearly stated. List the name of the applicant, his/her date of birth as a reference.
<input type="checkbox"/>	Application for a residence permit. In original format, carefully filled out and signed by the applicant.
<input type="checkbox"/>	Passport photo (35 mm x 45 mm).
<input type="checkbox"/>	Photocopies of the personal information page and signature page of your passport. 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"/>	Confirmed original criminal record 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"/>	Translation by an authorized translator of a criminal record 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"/>	Medical expense insurance , 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"/>	Application for appropriate work permit. In original format, signed both by the applicant and the employer, and confirmed by the relevant trade union.
<input type="checkbox"/>	Employment contract. Submitted in original format and signed by both the applicant and the employer.
<input type="checkbox"/>	The applicant has signed the application.

16. Applicant's checklist for a renewal of a permit

If a renewal of the residence permit is not applied for before the period of validity expires, the application will be processed as if this were an application for a first permit, not renewal.

Any accumulated rights in connection with a permanent residence permit and citizenship become void.

<input type="checkbox"/>	Application for a residence permit. In original format, carefully filled out and signed by the applicant.
<input type="checkbox"/>	Photocopies of the personal information page and signature page of your passport. 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"/>	Application for the appropriate work permit , in original format, signed by both the applicant and the employer, and confirmed by the relevant trade union.
<input type="checkbox"/>	Employment contract , if applicable. Submitted in original format and signed by both the applicant and the employer.
<input type="checkbox"/>	The applicant has signed the application.

17. Applicant's checklist regarding an application by a qualified expert seeking employment

<input type="checkbox"/>	Photocopies of the personal information page and signature page of your passport. 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"/>	Support documents , confirming secure maintenance during the period of stay.
<input type="checkbox"/>	The applicant has signed the application.

18. 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"/>