



# UTL

ÚTLENDINGASTOFNUN  
DIRECTORATE OF IMMIGRATION

D-107

Móttakið:

UTL-númer:

## RESIDENCE PERMIT BASED ON WORK

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 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 residence permit applied for (choose only one type of permit).

<input type="checkbox"/> Work requiring expert knowledge	<input type="checkbox"/> Shortage of labour
<input type="checkbox"/> Athlete	<input type="checkbox"/> 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.

The Directorate of Immigration forwards an application for a work permit and employment contract to the Directorate of Labor for processing, if applicable.

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

#### Expedited processing

The Directorate of Immigration may expedite the processing of applications for residence permits based on work when a service fee is paid.

The service fee is 48 000 ISK in addition to the general processing fee, 64 000 ISK in total. A copy of a payment receipt for both the service fee and processing fee shall accompany the application for it to receive expedited processing.

Please note that the expedited processing only covers the processing of a work permit application at the Directorate of Labor and a residence permit application at the Directorate of Immigration. It does not include an expedited issuing of an entry visa, a photo appointment, nor the expedited issuing of a residence permit card or an ID number (kennitala).

The application is normally processed within 30 days, if all the necessary documents are submitted with the application and they are assessed as satisfactory by both the Directorate of Immigration and Labor.

### Paying for expedited processing

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## 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. Applicant's details

Given name			
Surname			
Former names (if applicable)			
<b>Genger (as in passport)</b>	<b>Marital status</b>		
<input type="checkbox"/> Female	<input type="checkbox"/> Cohabitation	<input type="checkbox"/> Married	
<input type="checkbox"/> Male	<input type="checkbox"/> Unmarried	<input type="checkbox"/> Widow/widower	
<input type="checkbox"/> Non-binary/Other	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	
Place of birth (city)			
Country of birth			
Current nationality/nationalities			
Are both or one of your parents Icelandic citizens?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### 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](mailto: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](mailto: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	
<input type="checkbox"/> 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).	



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### 3. Residence

#### Residence abroad

Where have you lived during the past five years?

Country	Date from (dd.mm.yy.)	Date to (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)	
<input type="checkbox"/> Have arrived in Iceland	When did you arrive? (dd.mm.yy)	
Have you ever applied for a visa to come to Iceland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously applied for a residence permit in Iceland?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 9 in this form).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 4. 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)



## 5. 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.

<input type="checkbox"/>	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.					<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<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"/>	<input type="checkbox"/>

## 6. 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

<b>Gender (as in passport)</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> 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

<b>Gender (as in passport)</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Non-binary/other
Given name			
Surname			
Former names (if applicable)			
Date of birth (dd.mm.yy.)			
Date of death, if applicable (dd.mm.yy)			



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Citizenship	
Address	
Postal code and place	
Country	

## 7. Language skills and education

### Language skills

Native language	
Other languages	

### Education

Please check all the applicable boxes, 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

## 8. 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?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

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?

## 9. Additional information

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

## 10. 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.

## 11. 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.

## 12. Did you remember everything?

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

### Checklist

<input type="checkbox"/>	<b>Payment receipt</b> (if the application will be sent by mail or delivered to the drop box at Dalvegur 18 and therefore paid for in a bank).
<input type="checkbox"/>	<b>Passport photo</b> (35 mm x 45 mm).
<input type="checkbox"/>	<b>Copy of passport</b> (personal information page and signature page). The passport must be valid at least 90 days beyond the validity of the permit applied for.
<input type="checkbox"/>	<b>Copy of criminal record certificate</b> from country of residence. The certificate may not be older than 12 months when application is submitted.
<input type="checkbox"/>	<b>Translation of the criminal record certificate by an authorized translator</b> (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.
<input type="checkbox"/>	<b>Health insurance confirmation</b> , valid for six months, with a minimum coverage of ISK 2,000,000 (from an insurance company authorized to operate in Iceland).
<input type="checkbox"/>	<b>Documents confirming</b> secure means of financial support during the period of residence. Information about the amount required, valid means and documents required is available on the Directorate's website.

<input type="checkbox"/>	<b>Application for an appropriate work permit and employment contract.</b> Both the work permit application and the employment contract must be submitted in original, signed both by applicant and employer.
<input type="checkbox"/>	<b>Applicant has signed the application.</b>

### I wish that the Directorate contacts me through:

<input type="checkbox"/>	Email	<input type="checkbox"/>	Regular mail
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## 13. 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.

<input type="checkbox"/>	<p><b>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.</b></p> <p><b>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.</b></p>
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### Place, date and signature

Place	
Date	
Applicant's signature	

### Who filled out the application?

<input type="checkbox"/>	Applicant		
<input type="checkbox"/>	Agent		
<input type="checkbox"/>	Other	If other, who?	
Connection to the applicant?			