



# UTL

ÚTLENDINGASTOFNUN  
DIRECTORATE OF IMMIGRATION

L-803

Móttekið:

Málsnúmer:

## APPLICATION FOR EXTENSION OF A SCHENGEN VISA

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

Name	
Date of birth (dd.mm.yy.)	

#### For whom is the form intended?

The form is intended for an individual who wishes to apply for an extension of the validity of a current visa that allows them to stay in Iceland for up to 90 days in total.

#### What documents must be included with the 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 be submitted at the reception desk of the Directorate of Immigration or delivered to the drop box in the Directorate's reception at Dalvegur 18, 201 Kópavogur. They can also be sent by regular mail to the same address.

There is no processing fee required when submitting an application. A fee must be paid for the extension of a visa for serious personal reasons if the application is approved.

No fee is charged for extending a visa due to force majeure or humanitarian reasons.

#### 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.

#### Other information

Please note that you must apply for a visa extension before your current visa expires.

## 1. Ties to Iceland or other Schengen countries

If your application is rejected and you are in Iceland, the Directorate of Immigration is obligated to expel you to your home country. An expulsion decision generally entails a deadline for voluntary departure. If people do not leave the country within the deadline, a re-entry ban is activated, which normally applies to the entire Schengen-area. Hereby you are given the opportunity to provide information that may be relevant to an expulsion decision and to object to such a decision. If you do not complete this section of the application form, it will be assumed that you do not object to an expulsion if your application is rejected. In case there are any changes in your circumstances after the application is submitted, it is important that you inform the Directorate of Immigration as soon as possible for it to be considered.

Do you have any ties to Iceland or other countries within the Schengen-area?  Yes  No

If yes, what ties?

Are there any reasons that an expulsion decision and an entry ban to the Schengen-area would be considered an unfair measure towards you or other members of your family?  Yes  No

If yes, what reasons?

## 2. Applicant's details

Given name

Surname

Former names (if applicable)

**Gender (as in passport)** **Marital status**

Female  Cohabitation  Married

Male  Unmarried  Widow/widower

Non-binary/Other  Separated  Divorced

Place of birth (city)

Country of birth

Current nationality/nationalities

### Address in Iceland, email and telephone number

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

Telephone number

Email address



### 3. Passport

#### 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 visa. Photocopies of the passport's personal information page and signature page must be submitted with the application.

Passport number	
Other travel documentation, state which	
Issuing country	
Issued by	
Date of issue (dd.mm.yy)	
Date of expiry (dd.mm.yy)	

### 4. Visa extension

It should be noted that a visa is only extended in cases where the visa holder can demonstrate that:

- Force majeure or humanitarian reasons prevent the visa holder from leaving the Schengen-area before the expiry of the visa's validity or the duration of stay authorised by it, or
- There are serious personal reasons that justify the extension of the period of validity or the duration of stay.

Until what date are you applying for a visa extension, please specify the date (dd.mm.yy)

Please state the reasons for applying for a visa extension, either here or in a separate statement that should accompany the application.

### 5. Additional information

If you have any additional information that is relevant to the application, please provide it here.



## 6. 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.

## 7. Did you remember everything?

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

### Checklist

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Copies of passport</b> (of main and signature page, visas, and entry and exit stamps into and out of the Schengen area in the past year). The validity of the passport must be at least 90 days beyond the validity of the visa. |
| <input type="checkbox"/> | <b>Documents confirming the reason for the visa extension</b> , for example, a statement explaining why an extension is being requested, confirmation that your flight has been canceled, or a medical certificate, if applicable.  |
| <input type="checkbox"/> | <b>Return ticket</b> or proof of the applicant's ability to pay for his travel back to his home country.  |
| <input type="checkbox"/> | <b>Medical insurance</b> (the insurance coverage must be at least 30.000 Euros).  |
| <input type="checkbox"/> | <b>Support.</b> Documents confirming that the applicant is able to support himself financially during the stay in Iceland.  |
| <input type="checkbox"/> | <b>The applicant has signed the application.</b>  |

## 8. Date and signature

The Directorate of Immigration may obtain further information about you from domestic and / or foreign parties if it 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 collecting 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 Labour and municipalities' social services to ensure that your stay is legal.

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. Incorrect or misleading information can lead to a long-term visa rejection, revocation and possibly an expulsion. Deliberately providing incorrect 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](#).

**I confirm that I have read the information above and that the information I have provided regarding the application for extension of a Schengen visa is true and correct.**

### 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.			

