

**UTL****ÚTLENDINGASTOFNUN**  
DIRECTORATE OF IMMIGRATION**D-102**

Mótttekið:

Málsnúmer:

## RESIDENCE PERMIT FOR A CHILD APPLICATION FOR FIRST PERMIT

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 children under the age of 18 who plans to live in Iceland with their parent(s). The parent, who lives in Iceland or is moving to Iceland with the child, must have custody, and the child must be without a partner.

Please note that to apply for a permanent residence permit, a special form must be used, which can be found on the Directorate's website.

#### 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.

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

### 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. Generally, first residence permits are granted for one year.

I am applying for

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | a) A first residence permit |
| <input type="checkbox"/> | b) A permit on a new ground |

## 2. Ties with Iceland or other Schengen countries

If your application will be denied and you are still in Iceland the Directorate of Immigration is obligated to issue an expulsion. With a decision on expulsion the Directorate generally issues a period of voluntary departure. If you do not leave the country within the given period of voluntary departure an entry ban is activated, which is usually valid for the entire Schengen-area. Hereby you are given the opportunity to provide information that may be relevant to the expulsion decision and to object to that decision. If you do not fill in this part of the application form, it is regarded as you do not object to an expulsion if your application will be denied. If there are any changes in you circumstances, it is important that you inform the Directorate as soon as possible so that can be taken into account.

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

If yes, what ties?

Are there any reasons that could lead to that a decision on an expulsion 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?

## 3. Applicant's details

Given name

Surname

Former names (if applicable)

**Gender (as in passport)** **Marital status, if a child has reached the age of 15**

☐ Male ☐ Cohabitation ☐ Married

☐ Female ☐ Unmarried ☐ Widow/widower

☐ Non-binary/Other ☐ Separated ☐ Divorced

Place of birth (city)

Country of birth

Current nationality/nationalities

Are both or one of your parents Icelandic citizens? ☐ Yes ☐ 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). |

## 4. 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 10 in this form). | <input type="checkbox"/> Yes    | <input type="checkbox"/> No |

## 5. Applicant's spouse

|                          |                        |
|--------------------------|------------------------|
| <input type="checkbox"/> | Does not have a spouse |
| Given name               |                        |
| Surname                  |                        |



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|                              |  |                                                     |  |
|------------------------------|--|-----------------------------------------------------|--|
| 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) |  |

## 6. Applicant's children under the age of 18

| <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"/> |

## 7. Applicant's parents

|                                         |                          |      |                          |        |                          |                  |  |  |  |
|-----------------------------------------|--------------------------|------|--------------------------|--------|--------------------------|------------------|--|--|--|
| <b>Parent 1</b>                         |                          |      |                          |        |                          |                  |  |  |  |
| <b>Gender (as in passport)</b>          | <input type="checkbox"/> | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> | Non-binary/other |  |  |  |
| <b>Has custody</b>                      | <input type="checkbox"/> |      |                          |        |                          |                  |  |  |  |
| 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                                 |                          |      |                          |        |                          |                  |  |  |  |
| <b>Parent 2</b>                         |                          |      |                          |        |                          |                  |  |  |  |
| <b>Gender (as in passport)</b>          | <input type="checkbox"/> | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> | Non-binary/other |  |  |  |
| <b>Has custody</b>                      | <input type="checkbox"/> |      |                          |        |                          |                  |  |  |  |



|                                         |  |
|-----------------------------------------|--|
| 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                                 |  |

## 8. Language skills and education

### Language skills

|                 |  |
|-----------------|--|
| Native language |  |
| Other languages |  |

### Education

Has the child attended school?

|                          |                  |                   |  |
|--------------------------|------------------|-------------------|--|
| <input type="checkbox"/> | No               |                   |  |
| <input type="checkbox"/> | Primary school   | Specify how long: |  |
| <input type="checkbox"/> | Secondary school | Specify how long: |  |

## 9. Criminal record- if a child has reached the age of 15

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 |

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?

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



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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?

## 10. Additional information

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

## 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.



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## 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>Criminal record certificate for children 15 and older.</b> Copy of criminal record certificate 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 3 months, with a minimum coverage of ISK 2,000,000 (from an insurance company authorized to operate in Iceland). Not necessary for children that are moving to a parent in Iceland after the parent has had legal domicile in Iceland for at least 3 months.                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <b>Certified birth certificate</b> must be submitted in a legally authenticated original or as a certified copy of the legally authenticated original. Legally authenticated is either apostille certification or chain authentication. Please see the Directorate's website for more information.                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <b>Translation of the birth certificate</b> , by an authorized translator (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>Documents confirming custody.</b> Only custodial parents have the right to family reunification with their children. Documents that confirm custody are for example custody document, issued by a competent public authority, divorce papers or death certificates. If both parents hold custody of a child, a certified consent of the parent not applying for family reunification must be submitted. The documents must be submitted in a legally authenticated original or as a certified copy of the legally authenticated original. |
| <input type="checkbox"/> | <b>Translation of the custody documents</b> , by an authorized translator (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>Custodians have signed the application.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <b>Applicant has signed the application, only applies if a child is 12 years or older.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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

|                          |       |                          |              |
|--------------------------|-------|--------------------------|--------------|
| <input type="checkbox"/> | Email | <input type="checkbox"/> | Regular mail |
|--------------------------|-------|--------------------------|--------------|



### 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.

☐

**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.**

**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.**

#### Place, date and signature of applicant, if a child is 12 years or older

|                       |  |
|-----------------------|--|
| Place                 |  |
| Date                  |  |
| Applicant's signature |  |

#### Place, date and signature of custodian 1

|                        |  |
|------------------------|--|
| Place                  |  |
| Date                   |  |
| Custodians's signature |  |

#### Place, date and signature of custodian 2

|                        |  |
|------------------------|--|
| Place                  |  |
| Date                   |  |
| Custodians's signature |  |

#### Who filled out the application?

|                          |                |                          |           |
|--------------------------|----------------|--------------------------|-----------|
| <input type="checkbox"/> | Custodian      | <input type="checkbox"/> | Applicant |
| <input type="checkbox"/> | Agent          | <input type="checkbox"/> | Other     |
| <input type="checkbox"/> | If other, who? |                          |           |

Connection to the applicant?



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