



UTL

ÚTLENDINGASTOFNUN
DIRECTORATE OF IMMIGRATION

D-111

Móttekið:

Málsnúmer:

APPLICATION FOR SHORT-TERM RESIDENCE 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.)	

I am applying for short-term resident permit

On grounds of family ties to:		On grounds of being:	
☐	Spouse	☐	Artist
☐	Parent	☐	Scientist
☐	Child	☐	Athlete
☐	Sibling		

For whom is the form intended?

The form is for individuals who do not intend to establish permanent residence in Iceland but wish to stay in the country for more than 90 days, up to a maximum of 180 days. Short-term residence permits may be issued to immediate family members (spouses, parents, children, and siblings), as well as to artists, scientists, and athletes, provided that their stay does not require a work permit.

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 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.

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. 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, 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.

Address	
Postal code and place	
Telephone number	
Email address	



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Address and telephone number in Iceland

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.

Address and apartment number (if that applies)	
Postal code and place	
Telephone number	
☐	Address in Iceland not known

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 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)	

Visa

Do you have a valid Schengen visa?	☐	Yes	☐	No
If so, what is the validity period?				

4. Presence in Iceland

Have you arrived in Iceland?	☐	Yes	☐	No
If yes, when did you arrive?				
If no, when do you plan to arrive?				
How long do you plan to stay in Iceland?				
Are other family members also applying?	☐	No	☐	Spouse
	☐	Child	☐	Parent (if applicant is a child)

5. Criminal record

If deemed necessary, the Directorate of Immigration may request that the applicant submit a certified copy of the applicant's criminal record.

A. Have you been fined or sentenced to imprisonment?

☐	No
☐	Yes

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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

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?

6. Additional information

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



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7. Visa

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.

8. 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.

9. Did you remember everything?

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

Checklist

☐	Payment receipt (if the application is sent by mail or delivered to the drop box at Dalvegur 18 and therefore paid for in a bank).
☐	Passport photo (35 mm x 45 mm).
☐	Copies of passport (personal information page, signature page and stamps). The passport must be valid at least 90 days beyond the validity of the permit applied for.
☐	Documents confirming the purpose of the stay in Iceland , such as an invitation from a host, birth certificate and/or other documents confirming the relationship to the host, confirmation of a stay in an artist residency, or a written statement explaining the purpose of the stay.
☐	Return ticket or proof of the applicant's ability to pay for his travel back to his home country.
☐	Medical insurance , that is valid for the duration of the applicant's stay in Iceland, with a minimum coverage of ISK 2,000,000 (from an insurance company authorized to operate in Iceland).
☐	Support . Documents confirming 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.
☐	The applicant has signed the application.



I wish that the Directorate contacts me through:

☐	Email	☐	Regular mail
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10. 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. 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. 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 a short-term residence permit is true and correct.
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Place, date and signature

Place	
Date	
Applicant's signature	

Who filled out the application?

☐	Applicant		
☐	Agent		
☐	Other	If other, who?	
Connection to the applicant.			