

**UTL****ÚTLENDINGASTOFNUN**
DIRECTORATE OF IMMIGRATION**D-109**

Mótttekið:

Málsnúmer:

RESIDENCE PERMIT BASED ON AU PAIR PLACEMENT 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

Applicants may not be situated in Iceland when submitting the application and while it is being processed. However, applicants who do not need a visa to travel to Iceland may be in Iceland when submitting an application and while it is being processed, provided that the applicant has not used up his/her visa-free days in the Schengen Area.

Name	
Date of birth (dd.mm.yy)	

For whom is the form intended?

The form is for individuals, aged 18-25, wishing to come to Iceland and work as an au-pair in the home of a family that has no family ties with the applicant.

The applicant cannot apply before their 18th birthday or after their 25th birthday.

Special requirements for the residence permit

A residence permit based on au pair placement is considered a cultural exchange where the au pair is expected to carry out light household chores and babysit in exchange for pocket money.

The au pair is not allowed to work more than 30 hours per week. Furthermore, payment for extra work is prohibited.

It is possible to renew the au pair residence permit once.

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. Ties with 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 with Iceland or other countries within the Schengen-area? ☐ Yes ☐ No

If yes, what ties?

Would it be unfair to you or other members of your family, if you were expelled from Iceland and banned from re-entering the Schengen-area? ☐ 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					
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

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. 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	
☐	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).

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)	
☐ Have arrived in Iceland	When did you arrive? (dd.mm.yy)	
Have you ever applied for a visa to come to Iceland?	☐ Yes	☐ No
Have you previously applied for a residence permit in Iceland?	☐ Yes	☐ 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).	☐ Yes	☐ No

4. Applicant's spouse

An au-pair residence permit does not grant the right to family reunification.

Given name	
Surname	
Former names (if applicable)	
ID number / Date of birth	



UTL

ÚTLENDINGASTOFNUN
DIRECTORATE OF IMMIGRATION

utl@utl.is | www.utl.is

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

An au-pair residence permit does not grant the right to family reunification.

☐	I do not have children under the age of 18								
	Given name	Surname	ID number /Date of birth	Citizen- ship	Gender (as in passport)			Is the child in Iceland?	
					Boy	Girl	Non-binary/ other	Yes	No
1.					☐	☐	☐	☐	☐
2.					☐	☐	☐	☐	☐
3.					☐	☐	☐	☐	☐
4.					☐	☐	☐	☐	☐
5.					☐	☐	☐	☐	☐
6.					☐	☐	☐	☐	☐

6. Applicant's parents

An au-pair residence permit does not grant the right to family reunification.

Parent 1

Gender (as in passport)	☐ Male	☐ Female	☐ 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

Gender (as in passport)	☐ Male	☐ Female	☐ Non-binary/other
Given name			
Surname			



UTL

ÚTLENDINGASTOFNUN
DIRECTORATE OF IMMIGRATION

utl@utl.is | www.utl.is

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	

7. Host family and the au-pair placement in Iceland

Host family

Given name	Surname	ID number / Date of birth	Citizenship

Further information

Why do you wish to come to Iceland as an au-pair?

--

How did you get in contact with the host family?

--

Why did you choose this host family?

--



UTL

ÚTLENDINGASTOFNUN
DIRECTORATE OF IMMIGRATION

utl@utl.is | www.utl.is

Did you know the host family before you applied for a residence permit?

8. Language skills and education

Language skills

Native language

Other languages

Education

Please check all the applicable boxes, only stating education that is completed.

☐	None or less than primary school		
☐	Primary school	Year of graduation:	
☐	Secondary school	Year of graduation:	
☐	Secondary school, additional levels	Year of graduation:	
☐	University, less than BA/BS degree	Year of graduation:	
☐	University, BA/BS degree	Year of graduation:	
☐	University, master's degree	Year of graduation:	
☐	University, doctor's degree	Year of graduation:	

Fields of study, highest education

Check only one box.

☐	General studies	☐	It and communication
☐	Education	☐	Civil engineering, production and construction
☐	Arts and humanities	☐	Agriculture, forestry, fisheries and veterinary studies
☐	Social science, journalism and information theory	☐	Health
☐	Business, administration and law	☐	Welfare
☐	Science, mathematics and statistics	☐	Service

9. Criminal record

A. Have you been fined or sentenced to imprisonment?

☐	No
☐	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?

10. Additional information

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

11. Visa

Visa

Do you have a valid visa to the Schengen-Area?

☐

Yes

☐

No

If yes, what is the validity on the visa?



UTL

ÚTLENDINGASTOFNUN
DIRECTORATE OF IMMIGRATION

utl@utl.is | www.utl.is

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.

12. 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.

13. Did you remember everything?

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

Checklist

☐	Payment receipt (if the application will be 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).
☐	Copy of passport (personal information page and signature page). The passport must be valid at least 90 days beyond the validity of the permit applied for.
☐	Health insurance confirmation , valid for 3 months, with a minimum coverage of ISK 2,000,000 (from an insurance company authorized to operate in Iceland).
☐	Documents confirming the host family's 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. www.utl.is .
☐	Copy of the Au pair contract . The contract must be signed by both applicant and host family. Note that the applicant's signature must match the signature on the applicant's passport.
☐	Applicant has signed the application .

I wish that the Directorate contacts me through:

☐	Email	☐	Regular mail
--------------------------	-------	--------------------------	--------------



UTL

ÚTLENDINGASTOFNUN
DIRECTORATE OF IMMIGRATION

utl@utl.is | www.utl.is

14. 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

Place	
Date	
Applicant's signature	

Who filled out the application?

☐	Applicant		
☐	Agent		
☐	Other	If other, who?	

Connection to the applicant?	
------------------------------	--