



Application form

Application for a residence and work permit in the Faroe Islands based on salaried work

Uses

This form can be used to apply for a residence and work permit in the Faroe Islands based on **salaried work**.

The form can be used for these types of applications:

- Application for a new residence and work permit (first time application)
- Extension of a residence and work permit

How to apply

1. The **employer** (the company) completes **part 2** (sections 9-15) of this form and signs section 17.
2. The employer completes appendix 1 and encloses the required documents (see below).
3. The **applicant** (the employee) completes **part 1** (sections 1-6) and signs section 8.
4. The applicant encloses the required documents (see below).
5. **The applicant submits the entire form** (parts 1 and 2 and any required documentation), to a Danish embassy or consulate in his or her country of residence, to the police in the Faroe Islands or Denmark or to the Danish Agency for International Recruitment and Integration (SIRI).

Which documents are required?

The applicant must include the following documents:

- Copy of passport (all pages including the cover). **Note:** your passport's expiry date must be at least 3 months after your planned departure from the Faroe Islands.
- Copy of **employment contract** stating your salary and terms of employment, as well as a job description. The employment contract must not more than 30 days old.
- Copy of educational documents, if you are submitting a first time application.
- Copy of proof of authorisation to work in your field, if the job requires a Danish or a Faroese authorization and you are submitting a first time application.
- Other documents as indicated by the instructions in the form.

The employer must include the following:

- a statement by Faroese unemployment insurance agency Arbejdsloysissskipanin (ALS) that the employer has sought to hire a Faroese employee (appendix 1)

Please note that all submitted documentation must be in Danish or English. If this is not the case, the documentation must be translated into Danish or English by an authorized translator before submitting the documentation.

How to submit the application

Normally, a first time application must be submitted to a Danish representation in the applicant's home country.

A first time application can therefore only be submitted to the police in the Faroe Islands on special grounds and if the applicant is staying legally in the Faroe Islands.

An application for an extension can be submitted to the police in the Faroe Islands or in Denmark, or in SIRI's Citizen Centre. The applicant must bring his or her passport in order for the authorities to verify the identity of the applicant and the passport's validity.

A first time application or an application for an extension can also be sent directly to SIRI.

If an application is sent directly to SIRI, the applicant must later meet in person in order to receive the decision. This can be done at a Danish representation, at the police or in SIRI's Citizen Centre in Denmark. The applicant must bring his or her passport in order for the authorities to verify the identity of the applicant.

Conditions for the residence and work permit

A number of conditions must be met in order to be granted a residence and work permit in the Faroe Islands. Professional or labour market considerations must warrant a residence and work permit and the salary and terms of employment must correspond to Faroese standards. The position must normally be a full-time position (40 hours/week).

Accompanying family

If the applicant's spouse, cohabitant or child under the age of 18 wish to apply for a residence permit as an accompanying family member, application form FO2 "Application for a residence permit in the Faroe Islands as an accompanying family member" must be submitted by the family member.

The form can be found on newtodenmark.dk under "You want to apply".

For a faster reply

Your application will be processed faster if you and your employer complete this form correctly and include all necessary documentation.

For more information

More information about the rules and regulations concerning Faroese residence and work permits is available at newtodenmark.dk. If you have any questions, you are always welcome to contact the Danish Agency for International Recruitment and Integration (SIRI) and receive information about the rules and regulations or guidance on how to complete the application form (see contact information at the bottom of this page).



For official use only

Date received	Received by (name stamp and signature)	Authority (stamp)	Personal ID
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Application for a residence and work permit in the Faroe Islands based on salaried work

Part 1 – to be completed by the applicant (the employee)

1. Applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Previous nationality (if applicable)
Date of birth (day, month, year)	Personal Faroese ID-number (P-tal) (if applicable)
Personal ID (if applicable)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of birth	
Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Cohabiting	
Address in home country (street and number)	Postal code, city/town and country
Telephone number	Email address

If you are already in the Faroe Islands, you must answer the questions below regarding date of entry, address and contact information in The Faroe Islands.

Please note: If you enter an address in the Faroe Islands below and the authorities have verified your identity when you submitted your application, our decision will be sent by post to your address in the Faroe Islands. If you enter an address below and the authorities have not yet verified your identity, you will be notified as to where and when you can collect our decision.

Important: You must inform SIRI if you change your address or if your contact information changes.

Date of entry into the Faroe Islands	
Address in the Faroe Islands (street and number)	C/O (name)
Post box	Postal code and city/town
Telephone number	



2. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Your passport's expiry date must be at least **three months** after your planned departure from the Faroe Islands. You can only be granted a residence and work permit valid up until three months before the expiry date of your passport.

Passport number

Date of expiry (day, month, year)

3. The reason for the application

You must state the reason for your application. Depending on the reason for the application, you must complete different sections in the application form. Follow the instructions in the form.

The reason for the application is also important when your employer completes part 2 of the application. You must therefore inform your employer of your answer below.

What is the reason for your application? **(tick one box only)**

I want to apply for a residence and work permit in the Faroe Islands based on salaried work. I have **not previously had a residence and work permit** in the Faroe Islands based on salaried work (first time application).

> Go to section 4

I have a **new employer** in the Faroe Islands and want to apply for a new residence and work permit in the Faroe Islands based on salaried work (first time application).

> Go to section 4

I want to apply for a residence and work permit as a semi-professional **athlete or coach** (according to the sports agreement).

> Go to section 4

I want to **extend my residence and work permit** based on my continued salaried work with my current employer (extension).

> Go to section 5

4. Applicant's educational and work history

PLEASE COMPLETE IN CAPITAL LETTERS

You should only complete section 4 if you are submitting a **first time application**. If you are applying for an extension, you should go to section 5.

The questions below relate to your educational and work history. The questions are asked because residence and work permits are normally only issued to applicants with special qualifications, or if professional or labour market considerations warrant a residence and work permit.

<input type="checkbox"/> Vocational training	Number of years	Has the programme been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> Post-secondary education	Number of years	Has the programme been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you completed training/education relevant to the job you have been offered? Yes No

If **yes**, state your field of study and when you finished:

Field: _____

Date of completion: _____

Please include **a copy of your diploma**.



Work history (state name and address of your previous employers)	Period of employment (from - to)	Short job description
	—	
	—	
	—	
	—	

Other qualifications or areas of study etc. relevant for the job you have been offered:

Does the offered job require Danish or Faroese authorisation? Yes No

If **yes**, you must **include documentation of your authorisation.**

5. Sworn declaration that you continue to meet the terms of your residence permit

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to complete Section 5 if you are applying for an **extension** of your residence and work permit. If you are applying for a new residence and work permit, skip and continue with Section 6.

In order to qualify for an extension of your residence permit, you must continue to meet the terms of your current residence permit.

This means that

- your job position and place of work must have remained unchanged throughout your employment,
- you must have worked and received your salary throughout your employment and
- your salary and terms of employment must remain unchanged.

You must enclose the following with your application:

- a copy of your current employment contract including any later additions and
- documentation of received salary for the period since your previous residence and work permit.

Below you must declare whether you continue to meet these conditions

If you are unsure whether your salary and terms of employment, your job position or your place of work has changed please check box 5.B. You are required to enclose your current employment contract, which contains information about your salary and terms of employment.

You must also inform us whether you have been residing outside the Faroe Islands for extended periods of time (more than 1 month) and what the purpose of your stay abroad was.

(Tick only one box)

- A.** I solemnly swear that my salary and terms of employment, my job and my place of work remain the same.
- B.** I am unsure whether my salary and terms of employment, my job or my place of work has changed.

Note: If your salary or terms of employment, your job or place of work has changed, then you need to apply for a new residence and work permit under section 3.

6. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

7. Sworn declaration

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete. If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information.
- My residence permit can be revoked.

B. Declaration of consent to allow authorities to gather necessary information

I consent to let the Danish Agency for International Recruitment and Integration (SIRI) pass on and obtain information about my private affairs for the purpose of processing my application. Information can be passed on to or obtained from other Faroese, Danish and foreign public authorities, including the police authorities.

Such information includes:

- Any previous criminal proceedings against me.
- My family relations.
- Verification that the documents submitted with my application are genuine.

I also consent to let authorities contacted by SIRI while processing my application gather information about my private affairs for use in responding to the enquiry. This includes the Faroese Government.

C. Declaration of consent to allow the authorities release of information about my application to my reference

I give my permission to SIRI and the Faroese Government to release information about me, including personal information, to my reference (e.g. employer or place of study) and/or its representative, if it is deemed necessary for processing my application.

I also give permission to SIRI and the Faroese Government to gather information about me, including personal information, from my reference and/or its representative, if it is deemed necessary for processing my application.

D. Notification that employee and employer are subject to punishment if the employee works without a valid work permit

If a foreign employee works illegally in the Faroe Islands, i.e. without a valid work permit, both employer and employee are subject to punishment.

E. Notification that information can be released to Danish intelligence agencies and prosecuting authorities

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the public prosecuting authority. This process can be initiated by SIRI, Danish intelligence agencies or the public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in or outside Denmark or the Faroe Islands, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

F. Notification that some information will be released to Faroese authorities

SIRI is permitted to release certain information to the Faroese Government or to the Faroese Police. Such information includes:

- the grounds for issuing you a residence permit



- any waivers to the conditions for your residence and work permit granted

The police will be informed if:

- Your residence and work permit is revoked or not extended.
- Your residence and work permit lapses at some point in the future.
- You are granted a permanent residence permit.

G. Notification that Danish authorities will register information about you and your private affairs

The information you submit when applying for a residence permit will be entered in SIRI's registers. The same holds true for information submitted when applying to extend your residence permit in the Faroe Islands.

The information in SIRI's registers will be used to answer questions relating to your residence in the Faroe Islands. The Danish Immigration Service (record keeping), the police (record keeping and verification) and the Ministry of Immigration, Integration and Housing (processing of appeals) will have access to the information about you contained in SIRI's registers

Other authorities or organisations will receive information about you from SIRI's registers if the information is necessary to address questions about your residence in the Faroe Islands.

You are obliged to provide the information necessary for deciding whether you are eligible for a residence permit in the Faroe Islands.

You are entitled to access information about yourself in SIRI's registers, and you are entitled to object to any information which you believe to be incorrect. Contact the Danish Agency for International Recruitment and Integration (SIRI), Njalsgade 72A, PO box 2000, DK-2300 Copenhagen S, if we are to correct, delete or block information, which proves to be incorrect.

H. Verification of the information you submit

SIRI may seek to verify the accuracy of the information included in your application. This may happen while your application is being reviewed or after you have received your residence permit.

Verification may involve contacting other authorities.

Should authorities seek to verify your information, you may be asked to provide supplementary information.

8. Signature (applicant)

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section A-C.

If I ticked the box in Section 5. A, I also confirm that I have read and accepted the terms laid out in Section 5.

Date and place

Signature

Have you remembered everything?

If your application for a residence and work permit in the Faroe Islands is completed correctly and contains the required documents, we can process the case faster.

It is therefore important that you make certain that part 1 of this form has been completed correctly and that you have included the necessary documents.

We recommend using the checklist below to verify that the application is complete and correct.

Checklist (applicant)

Before submitting your application, please make sure you have included the following (tick the boxes):

- Copy of your passport (all pages including the cover).
- Copy of employment contract including a job description and information about your salary and terms of employment. The employment contract must not be more than 30 days old.
- Copy of educational documents including an authorised translation into Danish or English, if required, if you are submitting a first time application.
- Copy of proof of authorisation to work in your field, if the job requires a Danish or a Faroese authorization and you are submitting a first time application.
- Documentation of received salary for the period covered by your previous permit if you are applying for an extension.

Please also remember to:

- answer all questions in part 1 and
- sign and date section 8

Remember to bring your original passport when you submit the application.



Part 2 – to be completed by the employer (company) in the Faroe Islands

9. Information about the employer in the Faroe Islands PLEASE COMPLETE IN CAPITAL LETTERS

Employer (company) name	V number
Address (street and number)	
Post box	Postal code and city/town
Telephone number	
E-mail address	
Contact person	

10. Applicant (employee) PLEASE COMPLETE IN CAPITAL LETTERS

The employer must state the name, date of birth and nationality of the foreign employee.

Surname	Given name(s)
Date of birth (day, month, year)	Nationality

11. The reason for submitting the application

Depending on the applicant's reason for submitting the application, the employer must complete different sections of the application form. It is therefore necessary for the employer to receive information from the applicant on which type of application the applicant is submitting.

The applicant has supplied information about this in section 3 in part 1 of the form.

Which type of application is the applicant submitting? **(tick one box only)**

- First time application for a residence and work permit
- Extension of a residence and work permit

12. Collective bargaining agreement PLEASE COMPLETE IN CAPITAL LETTERS

In the event of a hearing of the Faroese Government, the employer must answer the following question.

Is the applicant's terms of employment covered by a valid Faroese collective bargaining agreement that you (the employer) are a party to, either due to your company's membership of an employer confederation or by having entered into a collective bargaining agreement with a labour union?

Yes No

If **yes**, please state which collective bargaining agreement

**13. Information about the terms of employment****PLEASE COMPLETE IN CAPITAL LETTERS**

Note that it is important to answer all questions below. It is also important that the answers are consistent with the information contained in the enclosed employment contract and with the information contained in appendix 1.

What job position will the applicant (the employee) be holding in the Faroe Islands?

Please provide a description of the job position and its primary responsibilities:

Period of employment:

From: _____ to: _____

Monthly salary before taxes, not including benefits such as employer-paid housing or other paid benefits (state amount in DKK):

DKK _____

Will the applicant (employee) receive employer-paid housing?

Yes No

If **yes**, please state the amount in DKK:

DKK _____

Is the employer providing the applicant with housing free of charge?

Yes No

If **yes**, please state the value of the free housing in DKK:

DKK _____

Will the employer be paying for other employee expenses?

Yes No

If **yes**, please list the expenses and their value in DKK:

DKK _____

Number of hours applicant is to work each week:

Does the offered job require Danish or Faroese authorisation?

Yes No

If **yes**, the applicant must include proof of authorisation.

14. Sworn declaration that the applicant's salary, terms of employment and position remain unchanged

The employer must only complete section 14 if the employee is applying for an **extension**. If the employee is submitting an application for a new residence and work permit (first time application), the employer should proceed to section 15.

In order for applicant to qualify for a residence and work permit extension, the applicant must continue to meet the conditions for the original permit.

This means that:

- the applicant's job position and place of work must have remained unchanged throughout his or her employment,
- the applicant must have worked and received his or her salary throughout this period and
- the applicant's salary and terms of employment must remain unchanged.



Note: A wage increase due to changes in the collective bargaining agreement or cost of living adjustments is not considered a change in the applicant's terms of employment.

The employer is asked to declare below whether the applicant's salary, terms of employment, position and place of employment remain unchanged.

(Tick one box only)

A. I solemnly swear that the applicant's salary, terms of employment, position and place of employment remain **unchanged**.

B. I am uncertain whether the applicant's salary, terms of employment, position or place of employment have changed.

15. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

16. Sworn declaration (employer)

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete. If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information.

B. Sworn declaration of compliance with Faroese occupational health legislation when hiring employees under 18 years of age

I solemnly swear that I, as an employer, comply with Faroese occupational health legislation when hiring employees under 18 year of age.

17. Signature – employer

By signing below, I confirm on behalf of the above mentioned company that the information I have given in this form is correct and that the company has accepted the terms laid out in section A-B.

If I ticked the box in Section 14. A, I also confirm that I have read and accepted the terms laid out in Section 14.

Date and place

Signature

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Have you remembered everything?

If the application form for a residence and work permit in the Faroe Islands is completed correctly and all necessary documents are enclosed, we can process the application faster.

It is therefore important that the employer makes sure that part 2 of the form has been completed correctly.

We recommend using the checklist below.



Checklist - employer

Before part 2 of the application form is sent to the applicant, it is important that the employer has (tick the box):

- answered all questions in part 2 (sections 9-15)
- signed and dated the form in section 17

It is also important that the employer has completed and enclosed

- a signed statement by the Faroese unemployment insurance agency Arbeiðsloysisskipanin (ALS) that the employer has sought to hire labour in the Faroe Islands (Appendix 1)
- the necessary documentation related to appendix 1



Appendix 1: Statement that the employer has sought labour in the Faroe Islands

This appendix must be completed by the employer.

The employer does **not**, however, need to complete the appendix if the applicant (employee):

- is a medical doctor,
- is an athlete (according to the sports agreement) or
- has been employed in the same job position by the same employer for the last 2 years.

Note that all questions must be answered and that the statement must be signed by Arbeiðsloysisskipanin (ALS).

Name of company	V number
Contact person	Email
Telephone number	Number of full time employees

Description of the vacant job position

What special qualifications are required for the job position?

The next questions concern what the company did to find a qualified employee in the Faroe Islands.

Has the company used the unemployment agency Arbeiðsloysisskipanin (ALS/starv.fo)? Yes No

If **yes**, include a copy of the job advertisement

Has ALS offered available labour to the company? Yes No

Company (employer) signature

Date _____ Signature _____

The questions below must be answered by Arbeiðsloysisskipanin (ALS)

Has the company actively sought labour through Arbeiðsloysisskipanin (ALS/starv.fo)? Yes No

Has the vacant position been advertised at www.starv.fo for at least two weeks? Yes No

Is there available labour for this position? Yes No

Comments, if any

Verification by ALS (stamp or signature) that the job was advertised for

Date _____ Signature _____ (Stamp)



For official use only

For official use only: Comments and forwarding endorsements

Names and passport information are in compliance with shown proof of identity

Enclosed:

Copy of passport.

Employment contract including job description and information about salary and terms of employment. The contract must not be more than 30 days old.

Documentation of educational background including authorised translation into Danish or English, if the applicant is submitting a first time application.

Documentation of authorisation, if the job offered requires Danish or Faroese authorisation, and the applicant is submitting a first time application.

Documentation of received salary since the applicant's previous permit if he or she is applying for an extension.

Other.

Comments

If the application was submitted at a Danish diplomatic mission and is to be forwarded to another mission/address, please state address:

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 2 OF THIS FORM