



Application packet

FO/AR1_en_161015

Application for a residence and work permit in the Faroe Islands (salaried work)

Uses

This form is to be used when applying for a residence and work permit in the Faroe Islands in order to take a **salaried position**, including **trainee positions**.

In order to apply for a residence and work permit in the Faroe Islands, the employer in the Faroe Islands and the applicant (the foreign employee) must each complete a part of this form and submit the required documentation.

Instructions

1. The **employer** (company) completes **Part 2** (Sections 10-16) of this form and signs Section 18.
2. The employer attaches the required documents (see below)
3. The employer sends the **entire form** (Parts 1 and 2), together with required documents (see below for which documents are required) to the applicant (the employee).
4. The **applicant** (the employee) completes **Part 1** (Sections 1-7) and signs Section 9.
5. The applicant attaches the required documents (see below)
6. The applicant submits the **entire form** (Parts 1 and 2), together with any required documentation to a Danish embassy or consulate in his/her country of residence.

Normally, applications for residence permits in the Faroe Islands must be submitted in the applicant's home country. In certain instances, the application can be submitted to the police in the Faroe Islands or in Denmark, as well as the Danish Agency for International Recruitment and Integration.

What documents should I include with my application?

The applicant must include the following:

- Copy of passport (all pages including cover)
Note: your passport expiry date must be at least three months after your planned departure from the Faroe Islands.
- Two passport photos. Please affix one photo to the personal data card in Appendix 1
- Employment contract stating your salary and terms of employment, as well as a job description (not more than 30 days old). The Danish Agency for International Recruitment and Integration recommends using standard contracts for your specific field
- Educational documents (copy of original document together with authorised translation into Danish or English, if required)
- Proof of authorisation to work in your field (if the job requires a Danish or a Faroese authorization)
- Other documents as indicated by the instructions

*If the applicant is to work in the Faroe Islands in a position that is not part of a trainee programme, the **employer** must submit:*

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

*If the applicant will be working in the Faroe Islands as part of a trainee programme, the **employer** must submit*

- a description of the trainee programme

For a faster reply

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

What other documents are required when submitting the application?

If you submit your application in person, you will be asked to show your passport in order to verify your identity and the passport's validity.

Fees

If you submit your application at a Danish embassy or consulate, you will normally be charged a fee. The fee varies from country to country, and individual embassies/consulates can also have additional requirements, such as additional passport photos. We recommend that applicants check the website of the consulate or embassy in their area to find out if there are additional requirements.

For more information

More information about the rules governing residence and work permits in the Faroe Islands is available at newtodenmark.dk, where you can also find information about processing times. If you have questions when filling out the forms, you can also contact the Danish Agency for International Recruitment and Integration. See contact information at the bottom of this page.



Application for a residence and work permit in the Faroe Islands (salaried work)

For official use only

Date received	Received by (name stamp and signature)	Authority (stamp)	Personal ID
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FO/AR1_en_161015

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

1. Applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname	Previous 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)		
Place of birth (city)	Country of birth	

2. Information about the applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female
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	E-mail address	
If you are already in the Faroe Islands, please answer the following questions:		
Date of entry		
Address in the Faroe Islands (street and number)	Postal code and city/town	
C/O (name)	Telephone number	
Mobile telephone number	E-mail address	



3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Note: Your passport expiry date must be at least **three months** after your planned departure from the Faroe Islands.

<input type="checkbox"/> National passport	<input type="checkbox"/> Other travel document. Please state which:
Passport number	Date of issue (day, month, year)
Date of expiry (day, month, year)	Place of issue (country)

4. Applicant's educational and work history

PLEASE COMPLETE IN CAPITAL LETTERS

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

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

Field: _____

Date of completion: _____

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

Are you currently undergoing training/education relevant to the job you have been offered? Yes No

If **yes**, state your field of study and when you expect to finish:

Field of study: _____

Expected date of completion: _____

Please include **documentation that you are a student**.

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



	—	
Other qualifications or areas of study relevant for the job you have been offered:		
Does the job offered require Danish or Faroese authorisation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , include documentation of authorisation.		

5. Information about company/employer outside the Faroe Islands

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to complete Section 5 if you will be working for an employer **based outside the Faroe Islands** during your period of residence. If this is not the case, skip and continue with Section 6.

Company name	
Address (street and number)	Postal code and country
Telephone number	Mobile telephone number
E-mail address	
Point of contact (if any)	

6. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

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7. Declaration of consent – release of information to employment agencies

Your employer has stated in Section 12 of Part 2 of this form whether you were hired through a third party, e.g. an employment agency.

If you were, in order for the immigration authorities to release information about you to the third party, or to obtain information about you from the third party, you must sign the declaration of consent below.



I give my permission to the immigration authorities to release information about me, including personal information, to the employment agency named in Section 13 of Part 2 of this form, if it is deemed necessary for processing my application. I also give permission to the immigration authorities to gather information about me, including personal information, from the employment agency, if it is deemed necessary when processing my application.

8. Sworn declarations

A. Sworn declaration of correctness

I solemnly declare that the information in this application is correct and complete in accordance with Section 161 of the Danish Criminal Code, cf. Act No 215 of 24 June 1939, with amendments, as well as Section 40 of Ordinance No 182 of 22 March 2001 (Application of the Aliens Act in the Faroe Islands).

If the information is later found to be false or incomplete, I am subject to the following penalties:

- fine or imprisonment for up to two years
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information
- my residence permit can be revoked in accordance with section 19 of Ordinance No 182 of 22 March 2001

B. Declaration of consent – release of information required for processing my application

I consent to allowing the Danish immigration authorities to obtain and release information about my private affairs if it is necessary in order to process this application, cf. Public Administration Act sections 28 and 29, cf. Ordinance No 1144 of 22 December 1993 (Application of the Public Administration Act in the Faroe Islands), and altered on 2 March 1999 by Ordinance No 119. The information can be gathered from or released to other Danish and foreign public authorities, including the police.

Such information includes:

- previous criminal proceedings against me
- information about my family
- information about the documents submitted with my application, including verification that they are genuine

I also consent to giving authorities contacted by the Danish Agency for International Recruitment and Integration while processing my application permission to gather information about my private affairs in order to respond to the enquiry. This includes the Faroese Government.

C. Declaration of consent – release of information about my application to my employer

I give my permission to the immigration authorities and the Faroese Government to release information about me, including personal information, to the employer or its representative, if it is deemed necessary for processing my application.

I also give permission to the immigration authorities and the Faroese Government to gather information about me, including personal information, from an employer 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 or in violation of the terms of the permit, both employer and employee are subject to the following penalties in accordance with Section 59 of Ordinance 182 of 22 March 2001 (Application of the Aliens Act in the Faroe Islands):

- (employee) fine or up to six months in prison
- (employer) fine or up to one year in prison

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

The information and documentation you submit with your application can, in certain cases and based on an individual review, be released to Danish intelligence agencies and the public prosecuting authority, cf. Public Administration Act, Section 28, cf. Ordinance No 1144 of 22 December 1993.

The prosecuting authority will use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark/the Faroe Islands or abroad.

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

Danish immigration authorities are permitted to release certain information to the Faroese Immigration Office or to



the Faroese Police, cf. Public Administration Act, Section 28, cf. Ordinance No 1144 of 22 December 1993.

Such information includes:

- the grounds for issuing you a residence permit
- any waivers granted

The police will be informed if:

- your residence permit is revoked or not extended
- your residence permit is found to have lapsed *or*
- your residence permit is made permanent

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 the Danish Agency for International Recruitment and Integration's registers. The same holds true for information submitted when applying to extend your residence permit in the Faroe Islands.

The information in the Danish Agency for International Recruitment and Integration's registers will be used to answer questions about your residence in the Faroe Islands. The police will have access to the information contained in the Danish Agency for International Recruitment and Integration's registers for record keeping and verification purposes. The Ministry of Immigration, Integration and Housing will be permitted to access the Danish Agency for International Recruitment and Integration's registers in the event of an appeal.

Other authorities or organisations will receive information about you from the Danish Agency for International Recruitment and Integration's registers if the information is necessary to answer 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, cf. Section 40 of Ordinance No 182 of 22 March 2001. Failure to provide the information can result in a fine or up to four months imprisonment, as well as jeopardising your residence permit. You are entitled to right of access to the information about you in the Danish Agency for International Recruitment and Integration's registers, cf. Danish law No 294 of 8 June 1978 (Public Registers). Enquiries about accessing information contained in the register can be addressed to:

The Danish Agency for International Recruitment and Integration
Njalsgade 72C
2300 Copenhagen S
Denmark

H. Verification of the information you submit

The Danish Agency for International Recruitment and Integration 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.

9. Signature (applicant)

By signing below, I confirm that I have read, understood and accepted the terms laid out in Section 8 A-C and that I have read and understood the terms laid out in Section 8 D-H. If I ticked the box in Section 7, I also confirm that I have read, understood and accepted the terms laid out in Section 7.

Date and place

Signature



Appendix 1: Personal data card used for issuing residence cards

Foreign nationals who are granted a residence permit in the Faroe Islands will normally be issued a residence card. The personal data card below is used to create the residence card and it is important that it be filled out according to the instructions below. Please submit the completed personal data card together with your application, placing it as the **first page** of the application.

Instructions:

- State your Alien Identification Number/personal ID (if applicable).
- State your full name and date of birth. Please write in capital letters.
- Sign the personal data card with a **black pen**, remaining **inside** the designated area.
- Affix a passport photo of yourself. A full list of passport photo requirements is available at www.politi.dk.

Personal data card

Alien Identification Number/personal ID (if applicable)

Name

Date of birth

Signature

┌	-	-	└
.			.
└	-	-	┌

Please note: Sign with a **black pen**. The signature must be kept **inside** the designated area.

Styrelsen for International
Rekruttering og Integration
Njalsgade 72C
2300 København S

Photo requirements:

1. Cut off any white frame
2. Photo size 35mm x 45mm
3. Head between 30-36mm from tip of chin to top of hair
4. You must be facing the camera squarely. The photo must be suitable for scanning.

For official use only

Personal ID:

Data card number:



Checklist (applicant)

The Danish Agency for International Recruitment and Integration can process your application faster if it is correctly filled out and contains the required documents.

We recommend using the checklist below to verify that Part 1 of this form is complete and correct and that you have included the necessary documentation – before submitting it.

Before submitting your application, please make sure you have included the following:

- copy of your passport (all pages including cover)
- two passport photos. Affix one to the personal data card in Appendix 1
- employment contract that details your salary and terms of employment, as well as a job description (not more than 30 days old). The Danish Agency for International Recruitment and Integration recommends using a standard contract for your field
- documentation of your educational history. Please submit copies of original documents together with authorised translations to Danish or English, if required
- proof of authorisation to work in your field (if the job requires a Danish or a Faroese authorization)

Please also remember to:

- answer all questions in Part 1
- sign and date Section 9
- complete and sign the personal data card used for issuing residence cards in Appendix 1

Spouses, cohabitants or children applying for residence as accompanying family members should submit form FO/FA8 – Application for a residence permit in the Faroe Islands (family members of a foreign national with a work permit in the Faroe Islands). The form can be downloaded from newtodenmark.dk. Click on "forms" and select "Faroe Islands".



For official use only

Passport photo
35 x 45 mm

For official use only: Comments and forwarding endorsements

Names and passport information in compliance with shown proof of identity

Enclosed:

Copy of passport

Documentation of education (authorised translation into Danish or English)

2 passport photos (one attached to personal data card in Appendix 1) Other

Employment contract and job description (not more than 30 days old)

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



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

10. Information about the employer in the Faroe Islands

PLEASE COMPLETE IN CAPITAL LETTERS

Employer (company) name	V number
Address (street and number)	Postal code and city/town
Telephone number	Mobile telephone number
E-mail address	
Point of contact (if any)	

11. Collective bargaining agreement

PLEASE COMPLETE IN CAPITAL LETTERS

Please answer the following question. In the event of a review by the Faroese Government, answering the question now can help expedite the review.

Is the applicant's position 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 agreement with a labour union?

Yes No

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

12. Information about the applicant's position

PLEASE COMPLETE IN CAPITAL LETTERS

The questions below relate to the applicant's (employee's) pay. We ask the questions in order to determine whether salary and employment conditions correspond to Faroese standards.

Applications will normally be submitted for review by the Faroese Government.

Please state the applicant's monthly gross pay, including benefits such as employer-paid rent, in Danish kroner. Doing so will help us to process the application faster.

You must also include the number of hours the applicant will be working. Applicants must normally be offered full-time positions (40 hours/week) in order to qualify for a residence and work permit.

What position will the applicant be holding in the Faroe Islands?

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

Period of employment:

From: _____ to: _____



Gross monthly pay in Danish kroner, including benefits such as employer-paid rent or other utilities:

DKK _____

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

Yes No

If **yes**, please state the amount in Danish kroner:

DKK _____

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

Yes No

Will the employer be paying for other employee expenses?

Yes No

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

DKK _____

Number of hours applicant is to work each week:

Does the job offered require Danish or Faroese authorisation?

Yes No

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

Is the position a trainee position?

Yes No

If **yes**, the employer must **include a description of the trainee programme**.

13. Employment agency

PLEASE COMPLETE IN CAPITAL LETTERS

If the application procedure was managed by a third party, e.g. an employment agency, please state the agency's name and contact information below.

Name

Address (street and number)

Postal code, city/town and country

Point of contact

Telephone number

Mobile telephone number

E-mail address

14. Applicant (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

To help expedite the application process, please provide the applicant's name, date of birth and nationality below.

Surname

Given name(s)



Date of birth (day, month, year)

Nationality

15. Declaration of consent – release of information to employment agencies

I give my permission to the immigration authorities to release information about my company to the employment agency named in Section 13 of this form if it is deemed necessary for processing the application. I also give permission to the immigration authorities to gather information about my company from the employment agency, if it is deemed necessary for processing the application.

16. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

17. Sworn declarations (employer)

A. Sworn declaration of correctness

I solemnly swear that the information in this application is correct and complete in accordance with Section 161 of the Danish Criminal Code, cf. Act No 215 of 24 June 1939, with amendments, as well as Section 40 of Ordinance No 182 of 22 March 2001 (Application of the Aliens Act in the Faroe Islands).

If the information is later found to be false or incomplete, I am subject to the following penalties:

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

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

I solemnly swear in accordance with Section 161 of the Danish Criminal Code, cf. Consolidation Act No 215 of 24 June 1939, with later amendments, and Section 40 of Ordinance No 182 of 22 March 2001 (Application of the Aliens Act in the Faroe Islands), that I, as an employer, comply with Faroese occupational health legislation.

18. Signature (employer)

By signing below, I confirm that I have read, understood and accepted the terms laid out in Section 17.

Date and place

Signature



Checklist (employer)

The Danish Agency for International Recruitment and Integration can process this application faster if it is correctly filled out and contains the required documents.

We recommend using the checklist below to verify that Part 2 is complete and correct and that you have included the necessary documentation – before sending it to the applicant.

Before sending Part 2 to the applicant, please make sure you (the employer) have:

- answered all questions in Part 2 (Sections 10-16)
- signed and dated Section 18

Please also remember to include:

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

If the applicant will be working in the Faroe Islands in a trainee programme, the employer must submit:

- a description of the trainee programme



Attachment 1: Statement that the employer has sought to hire labour in the Faroe Islands

Some professions including athletes and doctors should not complete Attachment 1.

Please note: This statement must be verified by Arbeiðsloysisskipanin (ALS).

Company name

Address

Telephone number

Number of employees

Point of contact

Description of the vacant position (including a description of any special qualifications required)

What did the company do to find a qualified employee in the Faroe Islands?

Used unemployment insurance agency Arbeiðsloysisskipanin (ALS)/www.starv.fo Yes No

If **yes, include** the job advertisement or other **documentation** that you advertised the position with ALS.

Hired an employee referred by ALS Yes No

Used another employment agency Yes No

If **yes**, provide the name of the agency and **include documentation**, e.g. a job advertisement.

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

Date _____ Signature _____ (Stamp)

Company (employer) signature

Date _____ Signature _____