AR1

Application form

ÚTLENDINGASTOVAN
IMMIGRATION OFFICE

AR1_en_070926

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

What can you use this form for?
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 11-16) of this form and signs section 18.
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 9.
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 diplomatic mission in his or her country of residence, or to the Immigration Office in the Faroe Islands (if you live in Suðuroy, you can submit at the local police station).

Which documents are required?

The applicant must enclose the following documents:
- Copy of your passport – this includes all of the empty pages, as well as the front and back cover of the passport. Please note that your passport must be valid for at least 3 months after your planned departure from the Faroe Islands.
- Copy of a signed employment contract stating your salary and terms of employment, as well as a job description. The employment contract must not be 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.
- Only concerning extension: Copy of your pay slips from the period of your last permit.
- Other documents as indicated by the instructions in the form.

The employer must enclose the following:
- a statement by Faroese unemployment insurance agency Arbeiðsloysisskipanin (ALS) that the employer has sought to hire an employee in the Faroe Islands (appendix 1)

Please note that all submitted documentation must be in either Faroese, Danish, Norwegian, Swedish 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 diplomatic mission in the applicant's country of residence. A first-time application can therefore only be submitted to the Immigration Office on special grounds and if the applicant is staying legally in the Faroe Islands.

An application for an extension can be submitted to the Immigration Office. 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 with an email to info@utlendingastovan.fo or with a letter to our postal address. If the application is sent with an e-mail or a letter to the Immigration Office, you must show up in person at a later time, in order to receive your decision. This can be done at a Danish diplomatic mission, at a Faroese police station or at the Immigration Office in the Faroe Islands. You must bring your original passport with you, in order for the authorities to verify your identity.

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 your spouse, registered partner, cohabitant, or child under the age of 18 wish to apply for a residence permit as an accompanying family member, application form SF1 "Application for a residence permit in the Faroe Islands as an accompanying family member" must be completed and submitted. You can read more about the rules, and how to apply at: www.utlendingastovan.fo/en/permits/you-want-to-apply-for/accompanying-family.

For a faster reply
Your application will be processed faster if you and your employer complete this form correctly and enclose all necessary documentation.

If you wish to know more
You can read more about the rules concerning residence and work permits in the Faroe Islands at: www.utlendingastovan.fo/en/permits/you-want-to-apply-for/work-permit/work-in-the-faroe-islands-applicants-from-third-countries.

If you have any questions, please contact the Immigration Office, and receive guidance on how to follow the rules. You can find our contact information at www.utlendingastovan.fo/en.

AR1

ÚTLENDINGASTOVAN
IMMIGRATION OFFICE

For official use only			
Date received	Received by (name stamp and signature)	Authority (stamp)	Civil registration number (p-tal)
			Personal ID

PLEASE REMEMBER TO COMPLETE "FOR OFFICIAL USE ONLY" ON THE LAST PAGE OF THIS FORM

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. Information about you (the 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)	Civil registration number (P-tal) (if applicable)
Personal ID (if applicable)	Gender ☐ Male ☐ Female
Country of birth	
Marital status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ 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, 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 the Immigration Office 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 your passport

PLEASE COMPLETE IN CAPITAL LETTERS

Please note that your passport's expiry date must be at least 3 months after your planned departure from the Faroe Islands. Therefore, you can only be granted a residence and work permit that is valid for up to 3 months before the expiry date of your passport.

Passport number	Date of expiry (day, month, year)

3. The reason for the application

PLEASE COMPLETE IN CAPITAL LETTERS

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 om 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.

☐ Vocational training	Number of years	Has the programme been completed? ☐ Yes ☐ No
☐ Post-secondary education	Number of years	Has the programme been completed? ☐ Yes ☐ No

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 enclose 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 enclose 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. If it is your first time applying for a residence and work permit in the Faroe Islands, or if you have got a new employer or a new position with your current employer, you must complete section 4, and then move on to 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 and information

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application form is correct and complete in accordance with Section 161 of the Faroese Criminal Code, cf. Statutory Publication No 8 of 20 February 2024, 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 found to be false or incomplete, I am subject to the following consequences:

- My residence permit can be revoked.
- I can be punished by receiving a fine, or face imprisonment of up to 2 years.
- I can be required by law to repay the expenses incurred by the Faroese authorities, as a consequence of the false or incomplete information.

B. Information about your duty to provide the necessary information

It is your duty to provide the information necessary to decide whether you can be granted a permit. If you do not provide this information, you may not be granted a permit.

C. Information on how we process your personal data

The Immigration Office is obliged to inform you of how we process your data and to inform you of your rights in regard to how we process your data.

Data controller

The Immigration Office is the data controller and is responsible for processing the personal data given in this application form, and the data provided about you during the processing of the case. You can contact the Immigration Office by writing to the following address: The Immigration Office, Skálatrøð 20, Postbox 264, 110 Tórshavn or via email: info@utlendingastovan.fo.

Data protection officer (DPO)

You can contact our data protection officer (DPO) by writing to the aforementioned address (Att. Data protection officer). You can read more about the Immigration Office as data controller and about our data protection officer (DPO) at www.utlendingastovan.fo/en/about.

Purpose and legal basis

The personal data you provide to the Immigration Office is collected and used:

- to process your application for a residence and/or work permit in the Faroe Islands
- potential later applications for an extension, or for a new residence and/or work permit in the Faroe Islands
- for verification and spot checks of the conditions for your residence and/or work in the Faroe Islands

The legal basis for processing your personal data is:

- Decree of commencement for the Faroe Islands of the Danish Aliens Act (the Aliens Act), in particular chapter 1 on the entry and residence of aliens in the Faroe Islands.
- The Faroese Data Protection Act, section 8 (3) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject), and section 8 (5) (relating to the exercise of official authority vested in the Immigration Office by the Aliens Act).
- The Faroese Data Protection Act, section 12 (7) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Faroese Data Protection Act section 13 (relating to the official authority only being allowed to process information about criminal offences, if it is necessary for tasks of that official authority).

The information you give, or have given, in connection with your application, will be registered in the case handling system of the Immigration Office. The same applies for any information you later give in connection with an application to extend your residence permit, or for a new residence and/or work permit in the Faroe Islands.

Some of your data might be registered by the Danish authorities, e.g. when the Immigration Office requests the Danish Immigration authorities for a binding recommendation. In certain situations, some personal information, including your biometric data, will be registered in the Schengen Information System (SIS). This applies if you are given a deadline for departure. It also applies if you are issued an entry ban for the Schengen area.

We process the following categories of data about you:

- General personal data, such as: information about your name, P-number, citizenship, occupation, education, family, financial information and whether you have committed any legally punishable offences.
- Sensitive personal data, such as: health information and biometrical data, with the purpose of identification.

We can disclose your data to the following recipients
The Immigration Office can pass on your data to your sponsor (e.g. your employer, place of study, host or family member), the Danish Agency for International Recruitment and Integration (SIRI), the Danish Immigration Service, the Danish Immigration Appeals Board, the police, the Ministry of Foreign Affairs of Denmark, the municipalities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor and Statistics Faroe Islands.

Furthermore, your personal data will be shared with the relevant authorities in the other Schengen states when the Danish Immigration Authorities are legally obliged to do so. These authorities will have access to the information registered in SIS by the Danish Immigration Authorities when it is relevant to their case processing.

In isolated instances, the Immigration Office also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities, when it is necessary in order for us to exercise our official authority.

The Immigration Office shares data when it is necessary in order for us to exercise our official authority, including when we are legally obliged to share information.

What is the origin of the data we process about you?
The personal data that the Immigration Office processes about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition to this, we will process data obtained from:

- any of your previous applications submitted to the Immigration Office,
- searches in registers, such as: the Income Register of the Faroese Tax authorities
- Schengen Information System (SIS) og Entry/Exit System (EES) obtained via the Danish Immigration Authorities,
- other authorities, such as: the National Register, municipalities, SIRI, third-parties or sponsors, such as: your au pair- or internship host, employer or educational institutions
- any person applying for a residence permit based on your grounds for residence on the Faroe Islands, and this person's previous cases with the Immigration Office.

Storage of data
The Immigration Office will store your personal data for as long as it is necessary, in order for us to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision-making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization, and in cases concerning any family members.

In practice, this means that the Immigration Office will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding your stay in the Faroe Islands, e.g. when and why you have been granted a residence permit and information on other decisions made by the Immigration Office regarding your residence, will not be erased.

Personal data registered in the Schengen Information System (SIS) regarding a deadline for departure will, as a general rule, be stored in SIS until your departure from the Schengen area has been registered. In the event of an entry ban issued for the Schengen area, the data will, as a general rule, be stored until the expiry of the ban.

Finally, it must be mentioned that the data will be transferred to the Faroese National Archives, in accordance with the Faroese Archives Act.

Your rights
Under the Faroese Data Protection Act, you have a number of rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If there are other regulations, which provide you with greater access than the Faroese Data Protection Act affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased.

You have the right to request that corrections be made to personal data about you that you find to be inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased if it is not necessary for the processing of your case, as the Immigration Office is obliged to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, the Immigration Office may thereafter, with the exception of storage, only process your data with your consent, unless the purpose of the processing is to establish or defend a legal claim, to protect another person, or for reasons of important public interest.

The right to object

In some situations, you have the right to object to the otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Faroese Data Protection Agency's guidelines at www.dat.fo/english. If you would like make use of your rights, contact the Immigration Office.

Complaints to the Data Protection Agency
You have the right to submit a complaint to the Data Protection Agency, if you are dissatisfied with the way we process your personal data. You can find the contact information for the Data Protection Agency at www.dat.fo/english.

D. Verification and spot-checks
Your case may be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and/or work permit, if you are granted one.
- Whether you are staying and/or working in the Faroe Islands without the necessary permit.

The verification may involve the Immigration Office contacting other authorities and checking public registers.

In connection with the verification, you may be asked to send us further information.

E. Notification that certain information will be released to municipalities and Gigni
The Immigration Office will release necessary personal information to the applicant's municipality of residence and, where relevant, to Gigni (the Faroese child health care) service, cf. section 8 of the Faroese Integration Act (Integratiónslógin).
Such information includes:

- the applicant's name, nationality, civil registration number (p-tal), address and contact information;
- that the applicant and accompanying family members have been granted residence in the Faroe Islands;
- whether the applicant has children under the age of 18 accompanying them to the Faroe Islands; and
- whether a child under the age of 18 has been reunified with parents or family members already residing in the Faroe Islands.

The municipality and Gigni will use the information to carry out their responsibilities under the Faroese Integration Act.

The information will be released in accordance with the Faroese Integration Act and applicable rules on confidentiality and data protection.

8. Consent to let the Immigration Office share information from my case with my employer

When necessary, in order to process your application or as part of later verification and spot check procedures of your stay in the Faroe Islands, the Immigration Office can, without your consent, share information about you with your employer. For instance, this may be in order for the Immigration Office to verify the accuracy of the information you have provided in the application. Please note paragraph C “Information on how we process your data” in section 7 “Sworn declaration and information”.

In certain instances, it will ease the processing of your case if the Immigration Office can, to a greater extent, share information about your personal circumstances with your employer (e.g. if we cannot get in touch with you). If you would like the Immigration Office to be able to share information with your employer, you must give your consent below.

If you do not wish to give your consent to let the Immigration Office share information in these situations, we will instead get the information from you (the applicant) and abstain from sharing information with your employer. This may result in a longer processing time for your application.

You can withdraw your consent at any time. If you wish to withdraw your consent, you must inform us. You can find our contact information at www.utlendingastovan.fo/en.

☐ (tick the box)

I hereby consent to let the Immigration Office share information about me with my employer, to a greater extent, in order to ease the processing of this application.

9. 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 7 A-B.

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.

I also confirm that I have made a decision regarding section 8 on consent to share information.

Date and place	Signature

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Have you remembered everything?

We can process the case faster if the application has been completed correctly and contains the required documents. Therefore, it is important that you make sure that you have completed part 1 of this form correctly, and that you have enclosed 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 enclosed the following (tick the boxes):

☐ Copy of your passport (including all of the empty pages, as well as the front and back cover of the passport). Please note that the passport's expiry date must be at least 3 months after the date of your planned departure from the Faroe Islands.

☐ Copy of a signed 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.

If you are applying for an extension:

☐ Documentation of received salary (pay slips) for the period covered by your previous permit.

Please also remember to:

☐ read and answer all questions in part 1,

☐ make a decision regarding the declaration of consent in section 8, and

☐ sign and date the application in section 9.

Your employer must have:

☐ completed all of the sections in part 2, and

☐ signed and dated the application in section 18 in part 2.

Remember to bring your original passport with you, if you submit the application at a Danish representation in the country in which you live, to the Immigration Office or to the Faroese police. You must bring your original passport with you, in order for the authorities to verify your identity as well as the validity of your passport.

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

10. Information about the employer in the Faroe Islands

PLEASE COMPLETE IN CAPITAL LETTERS

Employer (company) name	VAT registration number (v-tal)
Address (street and number)	
Postbox	Postal code and city/town
Telephone number	
E-mail address	
Contact person (if applicable)	

11. Information about the applicant (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

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

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

12. 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

13. Collective bargaining agreement

PLEASE COMPLETE IN CAPITAL LETTERS

Are 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

14. 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: _____

Hourly or monthly salary before taxes, not including benefits such as employer-paid housing or other paid benefits (state the 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 the applicant is to work each week (it is usual to work 40 hours each week):

_____

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

If yes, the applicant must include proof of authorisation.

If extension, please state seniority (number of years):

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

The employer must only complete section 15 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 complete section 14.

In order for the 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.

16. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

17. Sworn declaration (employer)

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete in accordance with Section 161 of the Faroese Criminal Code, cf. Statutory Publication No 8 of 20 February 2024, 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 found to be false, I am subject to the following consequences:

- I can be punished by receiving a fine, or face imprisonment of up to 2 years.
- I can be required by law to repay the expenses incurred by the Faroese authorities, as a consequence of the false information.

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

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

C. Information about the requirement that you provide the necessary information

You can be required to provide the information necessary to decide whether the applicant can be granted a permit. If you do not provide this information, the applicant may not be granted a permit.

D. Information on how we process your personal data, as the contact person

The Immigration Office is obliged to inform you of how we process your data (if you are the contact person or own a one-person business), and to inform you of your rights in regard to how we process your data.

Data controller

The Immigration Office is the data controller and is responsible for processing the personal data given in this application form, and the data provided about you during the processing of the case. You can contact the Immigration Office by writing to the following address: The Immigration Office, Skálatrøð 20, Postbox 264, 110 Tórshavn or via email: info@utlendingastovan.fo.

Data protection officer (DPO)

You can contact our data protection officer (DPO) by writing to the aforementioned address (Att. Data protection officer). You can read more about the Immigration Office as data controller and about our data protection officer (DPO) at www.utlendingastovan.fo/en/about.

Purpose and legal basis

The personal data you provide to the Immigration Office is collected and used:

- to process this application for a residence and/or work permit on the Faroe Islands
- in any later applications for an extension, or for a new residence and/or work permit on the Faroe Islands

- for verification and spot checks of the conditions for the applicant's residence and/or work on the Faroe Islands

The legal basis for processing your personal data is:
- Decree of commencement for the Faroe Islands of the Danish Aliens Act (the Aliens Act), in particular chapter 1 on the entry and residence of aliens on the Faroe Islands.
- The Faroese Data Protection Act, section 8 (3) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject), and section 8 (5) (relating to the exercise of official authority vested in the Immigration Office by the Aliens Act).
- The Faroese Data Protection Act, section 12 (7) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Faroese Data Protection Act section 13 (relating to the official authority only being allowed to process information about criminal offences, if it is necessary for tasks of that official authority).

The information you give, or have given, in connection with the application, will be registered in the case handling system of the Immigration Office. The same applies for any information you later give in connection with an application from the applicant to extend his or her residence permit, or for a new residence and/or work permit on the Faroe Islands.

We process the following types of data about you
- General personal data, such as: information about your name, contact information and information about your position at the company.

We can pass on your data to the following recipients
The Immigration Office can pass on your data to your employer and the applicant, the Danish Agency for International Recruitment and Integration (SIRI), the Danish Immigration Service, the Danish Immigration Appeals Board, the police, the Ministry of Foreign Affairs of Denmark, the municipalities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor and Statistics Faroe Islands.

The Immigration Office shares data when it is necessary in order for us to exercise our official authority, including when we are legally obliged to share information.

What is the origin of the information we process about you?
The data that the Immigration Office processes about you, have been provided by you in this application form. We will also process data that you, or the applicant, may submit to the case later.

Storage of data
The Immigration Office will store your personal data for as long as it is necessary, in order for us to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and cases concerning citizenship. In practice, this means that the Immigration Office will store your data for the period of the applicant's 'lifecycle' – i.e. his or her entire life.

Finally, it must be mentioned that the data will be transferred to the Faroese National Archives, in accordance with the Faroese Archives Act.

Your rights
Under the Faroese Data Protection Act, you have a number of rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If there are other regulations, which provide you with greater access than the Faroese Data Protection Act affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased

You have the right to request that corrections be made to personal data about you that you find to be inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased if it is not necessary for the processing of your case, as the Immigration Office is obliged to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been

restricted, the Immigration Office may thereafter, with the exception of storage, only process your data with your consent, unless the purpose of the processing is to establish or defend a legal claim, to protect another person, or for reasons of important public interest.

The right to object

In some situations, you have the right to object to the otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Faroese Data Protection Agency's guidelines at www.dat.fo/english. If you would like make use of your rights, contact the Immigration Office.

Complaints to the Data Protection Agency
You have the right to submit a complaint to the Data Protection Agency, if you are dissatisfied with the way we process your personal data. You can find the contact information for the Data Protection Agency at www.dat.fo/english.

E. Verification and spot-checks
The accuracy of the information you and the applicant have given, or will be giving in relation to this application, will be verified by the Immigration Office. This may occur during the processing of this application, or later in order to assess whether the applicant still meets the conditions for a residence and/or work permit or whether the applicant is staying and/or working in the Faroe Islands without the necessary permit.

The verification may involve the Immigration Office contacting other authorities and checking public registers.

In connection to the verification, you may be asked to send us further information.

18. 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 17 A-B.

If I ticked the box in Section 15 A, I also confirm that I have read and accepted the terms laid out in section 15.

Date and place	Signature

Have you remembered everything?

We can process the application faster if the application form is completed correctly and all necessary documents are enclosed.

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

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):

☐ read and answered all questions in part 2 (sections 10-16), and

☐ signed and dated the form in section 18.

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), and

☐ 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	VAT registration number (v-tal)
Contact person	E-mail
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 (www.als.fo)? ☐ Yes ☐ No

If yes, enclose 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 (www.als.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)

ÚTLENDINGASTOVAN
IMMIGRATION OFFICE

For official use only

Comments and forwarding endorsements

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

Enclosed:

☐ Copy of passport (including all of the empty pages and the front and back cover of the passport).

☐ Copy of a signed employment contract, which includes a job description and information about salary and terms of employment. The employment 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 for the period covered by the previous permit if the applicant is applying for an extension.

☐ Other (e.g. power of attorney from the employee).

Comments

If the application has been submitted at a Danish diplomatic mission, but the decision is to be forwarded to another diplomatic mission/address, please state the address:

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