

Instructions on how to fill out the electronic notification form



Notification of foreign national's arrival in Iceland to work for no longer than 90 days

Employer name *	<input type="text"/>
Country of origin *	<input type="text" value="▼"/>
Identification number (Icelandic kennitala, VAT number or Corporation number) *	<input type="text"/>
Address in country of origin *	<input type="text"/>
Contact person name *	<input type="text"/>
Contact person occupation	<input type="text"/>
Phone number	<input type="text"/>
E-mail address *	<input type="text"/>
Employee name *	<input type="text"/>
Passport nr. *	<input type="text"/>
Date of birth *	<input type="text"/>
Nationality *	<input type="text" value="▼"/>
Occupation with current employer *	<input type="text"/>
Address while residing in Iceland *	<input type="text"/>
Date of arrival *	<input type="text"/>
Date of departure *	<input type="text"/>
Occupational reason *	<input type="text" value="▼"/>
Attachments	<input type="button" value="Choose Files"/> No file chosen

Field	Clarification of content
Employer name * -	
Country of origin *	Please state the country where the company's operations are registered.
Identification number (Icelandic kennitala, VAT number or Corporation number) *	Please specify the appropriate ID number for the employer stated above.
Address in country of origin *	Please state the address of the employer stated above.
Contact person name *	Please specify the designated contact person for this short-term assignment
Contact person occupation	Please state the occupation title of the designated contact person.
Phone number	Phone number of the designated contact person
E-mail address *	Email address of the designated contact person
Employee name *	Name of the employee sent to Iceland under a short-term assignment on behalf of the company
Passport nr. *	Employee's passport number
Date of birth *	Employee's date of birth
Nationality *	Please state the citizenship of the employee

Occupation with current employer *	State the occupation title and or a concise description of their occupation
Address while residing in Iceland *	Employee's residential address in Iceland.
Date of arrival *	Please state only the duration of this particular entry and departure to and from Iceland.
Date of departure *	
Occupational reason *	<p>Please select the relevant exemption type. If you are uncertain which type to select you can contact the directorate via email at workpermits@vmst.is or during call hours for temporary work permits.</p> <p>A) Artists</p> <p>B) Athletics coaches</p> <p>C) Business or company representatives</p> <p>D) Drivers of passenger coaches</p> <p>E) Employees, consultants and instructors working on the assembly, installation, supervision or repair of equipment</p> <p>F) Journalists and reporters from foreign news media</p> <p>G) Scientists and lecturers</p>
Attachments	Please attach relevant documents confirming the nature of the short-term assignment in question, i.e., a copy of the service agreement, letter of invitation, research declaration, etc.

Please note that a separate notification must be submitted for each employee and for each entry. In instances of multiple entries, each entry must be notified separately in order to qualify for the exemption.

The directorate iterates exemptions are only granted for up to 90 days per calendar year.

In instances where projects exceed the 90-day exemption period, then the parties are required to apply for a work and residence permit.

For further instructions or guidance, please contact the directorate via email at workpermits@vmst.is or during [call hours](#) for temporary work permits.