



## Procedure at VFS the visa application centre

Applicants and their representatives are given a token at the entrance by security staff. Token numbers are displayed in accordance with the number being processed to help you know when it's your turn to be assisted.

VFS officers will verify the information submitted online and compare it to the original documents. If needed, they will edit the information submitted by the applicant, before permanently storing the application. The officers will then check if the photograph meets the specifications. Your passport will be checked for validity, empty pages and previous travel information.

Officers at the counter will then collect your fingerprints and take your photo, if needed. Photos submitted by applicants must be taken in the past 6 months. Applicants that have previously traveled to the Schengen Area and have submitted their fingerprints in the past 59 months, do not need to resubmit their fingerprints.

Your fees will be collected in accordance with the type of visa applied for, which should be selected according to the purpose of your trip. The documents you submit will be arranged in the manner in which they are required by the Embassy/Consulate. Once your application is submitted, you will be given a receipt for the fees received and an acknowledgement for the passport that we have accepted. You will also be informed about our collection procedure before you leave our counters.

The application, passport and supporting documents will be scanned and uploaded to the Icelandic visa processing database by VFS officers. VFS will deliver the physical application data to the Embassy of Iceland at latest within three business days.

## Application processing at the Embassy of Iceland

Please note, if the applicant fails to submit all the required documents as stated in the appropriate checklist, the Embassy of Iceland will make a decision based on the submitted documents, latest 3 calendar days from the day that the application is received by the Embassy. If the applicant wishes to submit additional documents within three days, the applicant may submit the documents to VFS, along with the applicant's full name and passport number. If the applicant chooses to send copies of the documents by email to [visa@utn.is](mailto:visa@utn.is) please note that the communications are not encrypted.

The Embassy of Iceland might request applicants to submit further documents, call applicants to ask them about statements made in their applications or to come to the Embassy of Iceland for an interview with Embassy Officers, while their applications are being processed by the Embassy.

After applications have been delivered to the Embassy of Iceland, the Embassy reviews the applications in accordance with Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009. The application processing time is 15 days, from the day the Embassy of Iceland receives the application, excluding the time required to transfer the application from VFS to the Embassy. That period may be extended up to a maximum of 30 calendar days in individual cases, notably when further scrutiny of the application is needed or in cases of representation where the authorities of the represented Member State are consulted. In exceptional cases, when additional documentation is needed in specific cases, the period may be extended up to a maximum of 45 calendar days. When a decision has been made, the passport is delivered to VFS Global.

If the application meets any of the criteria leading to a refusal, the Embassy of Iceland will forward the application to the Icelandic Directorate of Immigration for review. If the Directorate of Immigration



## Embassy of Iceland

decides that the application does not meet the requirements for granting a visa, set forth in Act on Foreigners, No. 80/2016, Regulation on Visas No. 1160/2010 or Regulation (EC) No 810/2009 of the

European Parliament and of the Council of 13 July 2009, the Directorate of Immigration will refuse the application. The applicant will be notified of the Directorate's decision by a letter, delivered with the applicant's passport.