



+

+

## RESIDENCE PERMIT APPLICATION – RESIDENCE PERMIT FOR AN EMPLOYED PERSON (TTOL)

This application form is for you if you are applying for a residence permit for an employed person. You are coming to Finland to work for a Finnish employer or other employer operating in Finland and you have signed an employment agreement or accepted a binding job offer. A residence permit for an employed person is connected with labour market testing: when the availability of labour force is assessed, the employer must establish if there is available labour force in Finland or within the EU/EEA for the work in question within a reasonable time (Aliens Act, section 73(1)).

Carefully fill in and sign the application. Incomplete information will delay the processing of the application and may lead to its rejection.

An application may be submitted to a Finnish diplomatic mission abroad or at a service point of the Finnish Immigration Service in Finland. A processing fee will be collected when the application is submitted, according to the Decree on charges. Read the instructions for filling in the form at [www.migri.fi](http://www.migri.fi).

Clarifications that you need to append to your application are listed in Section F of this form.

I am applying for my first residence permit

an extended permit

## SECTION A

### 1 Information on applicant

#### 1.1 Personal data

<b>Family name</b>			
<b>First names</b>			
<b>Former names</b> (please give all combinations of first names and family names that you have used previously)			
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female			
<b>Date of birth</b> (dd.mm.yyyy)		<b>Latter part of Finnish personal identity code</b> (if applicable)	
<b>Do you have, or have you previously had, a Finnish personal identity code?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Country of birth</b>	<b>Place of birth</b>		
<b>Current citizenship(s)</b>			
<b>Former citizenship(s)</b>			
<b>Is either one of your parents a current or former Finnish citizen?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Marital status</b>			
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Cohabitation			
<input type="checkbox"/> Registered relationship between two people of the same gender			

+

+



+

+

Occupation and/or training					
Mother tongue		Transaction language in matters related to this application <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English			
1.2 Information on passport					
<input type="checkbox"/> Passport no.					
<input type="checkbox"/> Official or diplomatic passport no.					
<input type="checkbox"/> Refugee's travel document no.					
<input type="checkbox"/> Alien's passport no.					
<input type="checkbox"/> Other, specify type and number					
Country of issue	Authority of issue	Date of issue	Date of expiry		
<input type="checkbox"/> No valid passport (Why not? Please give details in section 6)					
1.3 Contact information for processing and deciding on the application If your contact information changes, immediately notify the authority that received your application.					
Contact information in your country of nationality or residence					
Street address					
Post code	City/town		Country		
Telephone number		E-mail			
Contact information in Finland					
Street address					
Post code	City/town				
Telephone number		E-mail			
Place of transaction and notification abroad. Please state the Finnish mission abroad with which you are in contact regarding matters related to this application.					
1.4 Beginning and duration of residence in Finland, and possible earlier residence Please fill this in if you are applying for your first residence permit.					
When do you intend to move to Finland?		Proposed time of starting work (if different from time of moving to Finland)			
If you are already in Finland and are applying for your first residence permit, you must fill in a response to refusal of entry (form MP_1) and append it to the application.					
How long do you intend to stay in Finland (dd.mm.yyyy or duration)?					
Have you previously resided in Finland with a residence permit? <input type="checkbox"/> Yes <input type="checkbox"/> No					

+

+



+

+

<b>2 Information on my family members</b>			
2.1 Spouse			<input type="checkbox"/> No spouse
Family name		First names	
Former names			
Date of birth (dd.mm.yyyy)		Latter part of Finnish personal identity code (if applicable)	
Country and place of birth			
Current citizenship(s)			
Spouse <input type="checkbox"/> Is in Finland <input type="checkbox"/> Is applying for / intends to apply for a Finnish residence permit <input type="checkbox"/> Will not move to Finland			
2.2 My underaged children			<input type="checkbox"/> No children
Please declare all your underaged children regardless of whether you are applying for a Finnish residence permit for them or not. There is a separate application form for children's residence permits. See <a href="http://www.migri.fi">www.migri.fi</a>			
First name	Family name	Date of birth	
		. .	<input type="checkbox"/> Simultaneous application
		. .	<input type="checkbox"/> Simultaneous application
		. .	<input type="checkbox"/> Simultaneous application
		. .	<input type="checkbox"/> Simultaneous application
		. .	<input type="checkbox"/> Simultaneous application

If you have more than five children, enclose the information on the remaining children in a separate appendix.

+

+



+

+

## SECTION B

<b>3 Information on the employer</b>	
3.1 Contact information	
Name	
Business ID (if not applicable, Finnish personal identity code)	
Street address	
Post code, city/town	Country
Address and name of workplace where the employee will be employed	
Postal address of workplace (if different from the above)	
3.2 Contact person (a person who can give further information regarding the application on behalf of the company)	
Name	
Telephone number	E-mail
Job or position in the employer's organization	
<b>4 Information on principal</b> (to be filled in if the employer is a foreign company with no business premises in Finland)	
4.1 Information on company	
Name of commissioning company	
Business ID of commissioning company	
Street address	
Post code, city/town	Country
Address and name of workplace where the employee will be employed	
Postal address of workplace (if different from the above)	
4.2 Contact person (a person who can give further information regarding the application on behalf of the company)	
Name	
Telephone number	E-mail
Job or position in the company	

+

+



+

+

<b>5 Principal terms and conditions of employment</b>					
<b>Principal duties</b>					
<b>The employment is valid</b>					
<input type="checkbox"/>	<b>For a fixed term</b>	<b>Begins</b> (dd.mm.yyyy)		<b>Ends</b> (dd.mm.yyyy)	
<input type="checkbox"/>	<b>For a fixed term of</b>		<b>months</b>		
<input type="checkbox"/>	<b>Indefinitely, beginning</b> (dd.mm.yyyy)				
<b>Regular working hours</b>					
<b>h/day</b>		<b>or h/week</b>		<b>or h/month</b>	
<b>Salary</b>					
<b>EUR per month</b>		<b>or EUR per hour</b>			
<b>Other benefits offered by the employer</b> <b>Which:</b>					
<b>Taxable value, total</b>		<b>euros</b>			
<b>Principal location of future employment</b>					

## SECTION C

<b>6 Additional information for the application</b>
<p>Please state whether there is any other purpose for your residence in Finland than that stated above which you wish to declare. You may also state any other facts or additional information that are relevant for your application or for your coming to Finland. You may enclose a separate appendix if necessary.</p>

+

+



+

+

## 7 Applicant's criminal history and refusal of entry

Have you ever been convicted of an offence and sentenced to punishment?

No  Yes

Which offence?

In what country and when?

What was the punishment?

Are you a suspect in a criminal investigation?

No  Yes

Which alleged offence?

In what country and when?

Do you consent to the Finnish migration authorities obtaining a criminal record extract or similar report from foreign authorities?

Yes  No

Why?

Have you been subject to a refusal of entry into the Schengen territory?

No  Yes

Which country?

Is the refusal of entry still in force?

No. When was it in force?

Yes. Until when is it in force?

## SECTION D

### 8 Processing fee

According to Section 10 a of the Aliens Act (301/2004), in order for the processing of the application to continue after the residence permit application has been filed, the fee charged for the processing must be paid. The application expires if the fee is not paid within a reasonable time.

Please pay the processing fee when you submit the application. If you do not pay the processing fee, your application will not be processed and the application will expire within a month after you submitted the application. After this, if you still want to apply for a residence permit in Finland, you have to file a new application.

+

+



+

+

## SECTION E

### 9 Date and signature

I hereby apply for a Finnish residence permit, and I hereby confirm with my signature that the information I have provided on the form and in the appendices is complete and correct. I am aware that providing false personal information and false written documentation to the authorities is an act punishable under the Penal Code in Finland and that providing false information may lead to a refusal of a residence permit or the cancelling of an existing permit, repatriation and imposal of a refusal of entry into the Schengen territory.

Place and date

Signature

---

---

Name in block letters

### 10 Population register and personal identity code

When you are granted a residence permit by the Finnish Immigration Service, your personal information will by law in most cases be recorded in the *Population Information System*. You will also be issued a *personal identity code*.

The Population Information System is Finland's electronic population register. Its contents are available to all Finnish authorities. Some of the data can also be disclosed to private persons or entities. The register is kept by the Local Register Offices and the Population Register Centre. The personal information in the register is stored permanently.

A personal identity code is a means of identification used in Finland. No two persons can have the same personal identity code. The code consists of 11 characters and is based on your date of birth and your gender (example: 131052-308T). Being issued a personal identity code gives you no rights or obligations in Finland. You will usually need it when you contact public authorities, because it gives them access to your information in the Population Information System. Also for instance employers, banks or phone operators may need to know your personal identity code.

At this stage, the following personal information will be recorded in the Population Information System: your name, gender, date of birth and your citizenship as well as your mother tongue, address and occupation.

More information on the processing of personal data recorded in the Population Information System can be found in the Data Protection Description available at [www.vrk.fi/en/data-protection](http://www.vrk.fi/en/data-protection). You may also request a paper copy from the Finnish Immigration Service or from the Finnish mission (embassy or consulate) to which you return this application.

+

+



+

+

## SECTION F

You need to attach the following documents to this residence permit application. You must present the original documents when you submit the application. If they are not in Finnish, Swedish or English, they must be accompanied by a translation into one of these languages by an authorised translator.

Tick the boxes for the documents you are attaching to your application:

- Valid passport (must be presented when you submit the residence permit application)
- Passport photo complying with the photo guidelines issued by the police ([www.poliisi.fi](http://www.poliisi.fi))
- Copy of the passport page containing personal data
- Document showing that you are legally staying in the country where you submit the application
- Form MP\_1 (if you are already in Finland and are applying for your first residence permit)

Ask your employer to give you the following documents and attach them to your application (The Employment and Economic Development Offices can give you more information if you have questions concerning the employer.):

- Appendix to worker's residence permit application (TEM 0.54), filled in by the employer
- Certificate of paid taxes or certificate of tax debts (no more than 3 months old)
- Certificates on employer's statutory insurance premiums:
  - 1) certificate from the insurance company regarding TyEL insurance and accident insurance; and
  - 2) certificate from the Employment Fund regarding unemployment insurance (no more than 3 months old).
- Report on the number of employees in the company (also the share of full-time and part-time employees)
- Report on recruitment of labour force from the Finnish labour market and the labour market within the EU/EEA

Other supporting documents (tick the box and name the document):

- Salmonella certificate (if you are a restaurant worker or your duties include food preparation or packaging)
- Tuberculosis certificate (if your duties include taking care of children below school age)
- 
- 
- 

If you are applying for an extended permit, you must also include the following documents:

- Certificate confirmed by an accountant of salaries paid to you each month during the validity of your previous permit and a certificate of other possible benefits or compensation you have received (the salary certificate must include at least the following information: the name of the payer and the payee, the amount of salary or compensation for labour or service, as well as the amount of tax withholding, pension contribution and unemployment insurance in euros)
- Copy of your Hygiene Passport (if you handle unpackaged, perishable food in your work)

Note: The authority processing the application may ask you to provide other documents than those specified above.

The information you have given on this form will be recorded in the electronic case management system (UMA) of the Finnish Immigration Service. The UMA system is used for processing, decision-making and monitoring of matters governed by the Aliens Act and the Nationality Act. All documents related to the processing of your matter will be filed in the UMA system. More detailed information of the processing on your personal data and your rights related to the processing will be given in the privacy statement of the UMA system. You can read the statement on our website [www.migri.fi/en/registers](http://www.migri.fi/en/registers) or get a paper statement when you submit your application.

+

+