

February 2022



Diplomatic Handbook

Protocol Department

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protocol@mfa.is

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Disclaimer

This handbook is intended as a guide. It offers an overview of relevant rules and procedures but does not constitute an authoritative legal statement. The information provided is subject to changes and does not override any laws, regulations, judgements, or legal interpretations by competent authorities. Errors and omissions should be notified to protocol@mfa.is.

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2 Introduction

The aim of this handbook is to offer guidance and advice to diplomats and other members of diplomatic Missions and their families who are entitled to privileges and immunities under the Vienna Convention on Diplomatic Relations of 18 April 1961. The Convention has the force of law in Iceland (Act No. 16/71).

Many of the provisions contained in this handbook also apply to (a) consular posts under the Vienna Convention on Consular Relations, which also has the force of law in Iceland (Act No. 4/78), (b) international organisations (Act No. 98/92) and (c) defence personnel (Acts No. 110/51 and 72/07). Details of their application can be ascertained by contacting the Protocol Department.

The handbook outlines in summary form how Iceland meets its obligations to persons accorded privileges and immunities and describes how Missions and individuals may claim their various entitlements.

Entitled staff of diplomatic Missions should draw the attention of their family members and domestic service staff to the contents of this handbook since it concerns all persons entitled to privileges and immunities. Local staff should be informed of provisions in the handbook relevant to them.

The provisions of this handbook are directed first and foremost to Missions located in Iceland, but some provisions are relevant for non-resident Missions accredited to Iceland. The Protocol Department provides further information on request.

Rules and regulations change from time to time and the information presented herein is subject to change without prior notice.

Contributions to this handbook from Government agencies and Nordic protocol departments are gratefully acknowledged.

Reykjavik, February 2022.

3 The Protocol Department

3.1 Responsibilities

The main responsibilities of the Protocol Department in relation to the Diplomatic Corps concern the following:

- Ensuring that Missions and their staff are granted the privileges and immunities to which they are entitled under the Vienna Convention
- General enquiries on the application of the Vienna Convention, including from foreign Missions, government agencies such as police and immigration, solicitors and members of the public
- Notifications of appointments, arrival and departure of members of diplomatic Missions and their family members. The Department issues identity cards and publishes a Diplomatic and Consular List on the MFA [website](#)
- General advice to Missions on ceremonial, protocol and precedence queries, memorial services, and other related matters
- Arranges for the attendance of heads of Missions at certain official functions, including National Day celebrations (17 June), opening sessions of the Althingi and the inauguration of the President of Iceland
- Coordinates certain visits, including for security purposes and arranges special access to airport facilities
- Appointment procedures for honorary consuls in Iceland and abroad.

3.2 Contact Information

Contact information for the Protocol Department is as follows:

- Postal and visiting address:
Ministry for Foreign Affairs (Icel. *Utanríkisráðuneytið*)
Raudararstigur 25, 105 Reykjavik, Iceland
- E-mail addresses:
Official correspondence: mfa@mfa.is
Informal correspondence: protocol@mfa.is
- Telephone number:
Mon-Fri 8:30-16:00: (+354) 545 9900 (GMT)
- Website:
www.government.is/ministries/ministry-for-foreign-affairs/protocol/

See also:

- MFA website:
<https://www.government.is/ministries/ministry-for-foreign-affairs/>
- MFA on Facebook
website: facebook.com/MFAIceland

- MFA on Twitter
website: twitter.com/MFAIceland
- MFA on Instagram
website: www.instagram.com/utanrikisthjonustan/
- MFA on Youtube
website: www.youtube.com/user/utanrikisraduneyti
- MFA on Flickr
website: www.flickr.com/photos/utanrikisraduneyti/

3.3 Terminology

For the purposes of this Handbook, the following terms are used:

GOI: Government of Iceland.

MFA: Ministry for Foreign Affairs, Reykjavik, Iceland.

Mission: Embassy, Consulate General with career staff, Office or Representation, including for an international organisation.

Mission member: Head of the Mission and members of the posted staff, including diplomatic, administrative, technical staff and service staff.

Mission staff: Mission members and local staff.

PID: Personal identification number.

Privileged person: Mission members and others that enjoy extraterritoriality (privileges), including their families and (non-resident) domestic service staff.

SID: System identification number.

For more information see:

- GOI website - Legislation - Foreign Service of Iceland Act [No. 39/71](#)
- GOI website - Publications - Reports of the Minister for Foreign Affairs and International Development Cooperation to the Parliament.

4 Status of Missions and Their Staff

4.1 General Remarks

The status of foreign government Missions, international organisations and their staff in Iceland is governed by the provisions of the Vienna Convention on Diplomatic Relations (1961), the Vienna Convention on Consular Relations (1963) and other agreements, as applicable. In addition, some privileges may be provided on the basis of international practice, based on reciprocity.

The Vienna Convention is based on the premise that staff is posted at an Embassy for a specific purpose. They fall into designated categories with varying responsibilities, privileges and immunities.

Should a posted staff member change from one category to another during his/her posting, this change must be confirmed by the Ministry of Foreign Affairs of the sending state.

All Mission personnel, their families and domestic service staff must be notified to the MFA using Form ES1 (Notifications to the MFA), as will as any change in their status. The same form is used for applications for ID/residence cards and system identification numbers (SIDs - see Section 6.3 - System Identification Number).

4.2 Diplomatic Agents

A diplomatic agent is the head of a Mission or a member of the diplomatic staff of the Mission. Diplomatic agents should in principle be of the nationality of the sending state, cf. Article 8 of the Vienna Convention on Diplomatic Relations.

The MFA expects a diplomatic agent to be in possession of a valid diplomatic passport, to hold a recognized diplomatic rank, to perform diplomatic functions on a full-time basis and to be on normal rotation.

Article 1 in the Vienna Convention mentions different categories of members of the staff of diplomatic Missions. The holders of the following ranks are considered to be members of the diplomatic staff as defined in Article 1 (d) of the Vienna Convention on Diplomatic Relations: ambassador, chargé d'affaires, minister, minister counsellor, counsellor, first, second and third secretary, attaché and assistant attaché.

A member of the staff of the Mission, who does not hold one of the diplomatic ranks listed above, will as a general rule be considered as a member of the administrative and technical staff of the Mission or the service staff.

For more information see:

- Vienna Convention on Diplomatic Relations, Article 1 (e).

4.3 Members of the Administrative and Technical Staff

The MFA expects members of the administrative and technical staff of the Mission to perform their duties at the Mission on a full-time basis and to be in possession of a diplomatic, official, or service passport issued by the sending state. If the passport does not indicate the title/function of the staff member, a completed Form ES1 (Notifications to the MFA) from the Mission must indicate the staff member's title/function. Staff members who are part-time drivers or assistants cannot be registered with the Protocol Department as members of the administrative and technical staff of the Mission even if they perform administrative and technical tasks.

For more information see:

- Vienna Convention on Diplomatic Relations, Article 1 (f).

4.4 Members of the Service Staff

The Vienna Convention on Diplomatic Relations defines members of the service staff as those, who are in the domestic service of the Mission. These persons are part of the staff categories (members of the Mission), who are posted abroad by their country's Foreign Service, and therefore obtain their permit to stay from the Protocol Department.

Members of the service staff recruited outside Iceland may be approved by the MFA if the sending state:

- Ensures that he/she leaves Iceland at the end of the tour of duty, normally no more than five years
- Confirms that the position concerned is a full-time position and
- That it will be responsible for his/her health insurance, if applicable.

The MFA will not approve the following persons as service staff:

- Those who have previously been employed by another Mission
- Domestic staff of Mission personnel or
- Those staying in Iceland on a temporary residence permit, e.g. as a student or au pair.

Immunity in respect of acts performed in the course of their duties extends to members of the service staff of the Mission. Family members of the service staff of the Mission do not enjoy immunities under the Vienna Convention.

Personnel from a sending state needed for maintenance work, repair work, construction work and the like at Embassies may obtain a temporary residence and work permit from the MFA's Protocol Department. Residence and work permits will be granted for a limited period of time and a maximum of six months. Requests for temporary residence permits and work permits must include a short description of the maintenance work, repair work or

construction work to be carried out as well as an indication of the time needed for completing the work. It should be noted that - with few exceptions - it is illegal to work in Iceland without a work permit. A Schengen visa does not constitute a work permit.

For more information see:

- Vienna Convention on Diplomatic Relations, Article 1 (g).

4.5 Domestic Service Staff

Before a non-local domestic service staff member (private servant) can obtain a visa to enter Iceland, a contract must be signed by both parties, certified by the Mission as guarantor for expenses and approved by the Protocol Department.

The MFA issues ID/residence cards to domestic service staff working in the domestic household of Mission members. The residence permit is issued for two years at a time and the domestic service staff must pick up the ID-card personally at the Protocol Department on which occasions the domestic service worker will meet with a staff member of the Protocol Department.

Any diplomat planning to employ non-local domestic service staff in his/her private household is requested to contact the Protocol Department for more detailed information and guidance.

For more information see:

- Section 6 - Documents and Identification
- Section 8.1 - Hiring of Domestic Service Staff
- Vienna Convention on Diplomatic Relations, Article 1 (h).

4.6 Local Staff

Missions can hire as locally employed staff persons who are already legal residents in Iceland. Non-EEA nationals must for the duration of their employment have a residence permit issued by the Icelandic Directorate of Immigration and a temporary work permit issued by the Directorate of Labour, unless they are exempt from the requirement of a temporary work permit. Nationals of countries within the EEA or EFTA do not require work permits.

Locally employed staff do not enjoy privileges and immunities. However, authorities must exercise their jurisdiction over locally employed staff in such a manner as not to unduly interfere with the performance of the functions of Missions.

The MFA should be duly informed whenever a Mission recruits or terminates engagement of locally employed staff.

For more information see:

- Section 8.3 - Local Staff Labour Laws
- Annex 1 - Locally Employed Mission Personnel

- Form ES9 - Temporary Work Permit
- Vienna Convention on Diplomatic Relations, Article 38 (2), implemented by Act [No. 16/71](#)
- [Foreign Nationals' Right to Work Act No. 97/02](#), Article 22 (d)
- Foreign Nationals' Right to Work Regulation [No. 339/05](#).

4.7 Diplomatic Immunity and Inviolability

The term “diplomatic immunity” covers both inviolability and immunity from jurisdiction. Inviolability means that the Icelandic government may not take coercive measures such as arrest or remand in custody of individuals (Article 29 of the Vienna Convention on Diplomatic Relations), forced access to or seizure of buildings (Article 30) or seizure of goods and property. Icelandic courts are not competent to try cases where the defendant enjoys immunity under Article 31 of the Vienna Convention on Diplomatic Relations. Only the sending state can waive a person’s diplomatic immunity.

Under the Vienna Convention on Diplomatic Relations, the following premises and persons are inviolable:

- A Mission’s premises and its means of transport (Article 22)
- A Mission’s archives and documents (Article 24)
- A Mission’s official correspondence, the diplomatic bag and the diplomatic courier (Article 27)
- Diplomatic agents (Article 29), members of the administrative and technical staff of the Mission and members of their families forming part of their households (Article 37 (1) and Article 37 (2))
- The private residences of diplomatic agents (Article 30) and members of the administrative and technical staff of the Mission (Article 37 (2)) as well as their papers, correspondence and property (Article 30 (2)). Property is only inviolable when used by persons enjoying privileges and immunities
- Diplomatic agents and members of their families, who pass through Iceland, provided they are travelling to or returning from a post (Article 40)
- Persons Enjoying Diplomatic Immunity.

According to the Vienna Convention on Diplomatic Relations, the following persons enjoy diplomatic immunity:

- Diplomatic agents (Article 31) and dependent family members forming part of their households (Article 37 (1))
- Members of the administrative and technical staff of the Mission and members of their families forming part of their households (Article 37 (2))

- Members of the service staff of the Mission, who are not nationals of or permanently resident in the receiving state *when performing acts in the course of their duties* (Article 37 (3)).

Privileges and immunities of family members forming part of the household are in general considered to be derivative from those of staff members. The Vienna Convention does not provide a definition of the term “family”. It is generally agreed that the receiving state may formulate a reasonable definition in order to specify, who may enjoy the privileges and immunities of this category of persons. The MFA defines the term “family”, for the purposes of the Vienna Conventions, as including:

- A spouse, or cohabitant/partner, also partner of the same sex. Proof must be provided of cohabitation prior to arrival in Iceland and
- Unmarried children under 21 years of age who reside exclusively in the household of the parent in question.

With special permission, unmarried children between the ages of 21 and 23 may continue to enjoy privileges and immunities on condition that they are already attending an accredited institution of higher learning (i.e. university or similar) on a full-time basis in Iceland and remain part of the household of the diplomat. In such cases, proof of enrolment must be presented to the MFA together with the request for renewal of the child’s ID/residence card.

Other relatives may be accepted in some cases if they are clearly resident with and financially dependent upon the member of the Mission concerned and are not engaged in paid employment. In certain cases, dependent parents who are resident with the member of the Mission may also be regarded as part of the household. If members of diplomatic Missions wish to accredit relatives other than spouses and their children, they should notify such relatives to the Protocol Department, submitting the passport of the relative concerned and stating clearly that they wish such relatives to be accepted as members of the family forming their household. Each case is judged on its own merits.

4.8 Duty to Respect Laws of the Receiving State

The MFA expects all members of Missions and consular officers to fully respect Icelandic laws and regulations during their stay in Iceland, cf. Article 41 (1) of the Vienna Convention on Diplomatic Relations, which reads:

Without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving state. They also have a duty not to interfere in the internal affairs of that state.

Diplomatic and consular immunity does not relieve diplomatic and consular personnel of the duty to discharge all private financial obligations incurred during their stay in Iceland.

Missions and their staff are strongly recommended to seek legal advice in order to ensure clarity of legal obligations when employing staff, renting housing or engaging in other significant commitments and if encountering problems relating to contracts. Likewise, Embassies and international organisations are strongly recommended to seek solutions outside the courts to possible conflicts, if they are not ready to engage in a civil case before a court.

A diplomatic agent and his/her dependent family members, who are part of his/her household, enjoy the immunities from Icelandic jurisdiction specified in the Vienna Convention. So does the administrative and technical staff and their family members.

In accordance with Article 31 of the Vienna Convention, immunity from Icelandic civil and administrative jurisdiction will not apply in relation to any professional or commercial activity exercised by dependent family members.

In accordance with Article 41 of the Vienna Convention, it is the duty of all persons enjoying privileges and immunities to respect the laws and regulations of the receiving state. In case of serious criminal acts, the MFA will therefore ask the sending state to waive the immunity of a diplomat involved in such activities, cf. Article 32 of the Vienna Convention. This general rule also applies in relation to criminal activities performed by dependent family members in relation to any professional or commercial activity.

Parking fees must be paid by privileged persons, also when the fee has not been paid and a parking control fee is demanded instead by parking attendants. Please note that a parking fee is not a fine as defined in the Vienna Convention.

4.9 Exemptions from Health Regulations

Mission personnel and their families are as a rule not exempted from health restrictions for travelling to and from Iceland, such as for Covid-19. Such restrictions may include pre-registration, provision of health certificates and/or quarantine. Information on such restrictions is provided on the Directorate of Health and Covid.is websites. They list, inter alia, what types of vaccination certificates are accepted and rules on work quarantine. Missions should apply for work quarantines directly to the Directorate of Health with copy to the MFA (mfa@mfa.is).

For more information see:

- [Vaccination certificates](#)
- [Work quarantine](#)
- [Covid.is](#)
- [Directorate of Health](#).

5 Arrival and Departure

The Protocol Department shall be notified as soon as possible by verbal note of the arrival and final departure of members of Diplomatic Missions in residence, members of their families and their domestic service staff, any change in their status, as well as the recruitment and termination of local staff.

5.1 Arrival and Departure of Ambassadors

5.1.1 Agrément

The request for agrément for ambassadors must be submitted to the Protocol Department with a verbal note from the sending state through the Embassy of the sending state. An updated CV in English, including date of birth, should be enclosed. It usually takes 2-4 weeks to process requests for agrément, except during the summer months when it may take longer.

5.1.2 Initial Procedures

An ambassador designate (agrée/e) will be met on first arrival in Iceland by a representative of the Protocol Department, provided that the MFA has been notified in advance of the date and hour of the arrival, and that the arrival takes place from Monday to Friday between 9 a.m. and 5 p.m.

The Chief of Protocol will receive the ambassador designate on the morning of the presentation of credentials to the President of Iceland. At this time, the copies of letters of credence and recall (with an English or French translation where necessary) are presented.

If requested, the MFA will organise meetings with the Permanent Secretary of State and other senior officials. A programme for these appointments and for the presentation of credentials is transmitted to the ambassador designate before the day of the ceremony.

An ambassador designate may visit staff of the MFA as well as the Dean of the Diplomatic Corps and other resident heads of Mission. However, until the credentials have been presented to the President of Iceland, the ambassador should refrain from making other calls. In particular he should refrain from meetings with and events attended by:

- The President of Iceland
- Government Ministers and
- Members of the Althingi.

If special events or urgent matters make it necessary, the designated head of Mission may pay other visits in the company of the chargé d'affaires of the Embassy.

5.1.3 Presentation of Credentials

The Protocol Department organizes the presentation of credentials in cooperation with the Office of the President of Iceland. At the agreed time the Chief of Protocol arrives at the ambassador agréé/e's residence (hotel, in case of non-resident ambassador) and escorts him or her to the official residence of the President at Bessastadir, approximately a 15-minute drive from Reykjavík. The agréé/e's spouse and members of the Embassy's diplomatic staff are invited to be present. The dress code for the occasion is dark business suit or afternoon dress or, if preferred, national dress or diplomatic uniform.

A newly appointed ambassador can request to make a courtesy call on the Minister for Foreign Affairs after the presentation of credentials to the President.

5.1.4 Meetings with the Prime Minister

The Prime Minister generally does not meet with foreign ambassadors or representatives of international organisations, except in special cases, such as if they have been instructed to deliver a message from the leader of the country in question and the message is of such a nature that such meeting is necessary. Requests for such meetings shall be addressed to the Protocol Department of the MFA by verbal note. The Department informs its liaison at the Prime Minister's Office of such requests and make a proposal whether such meeting should be held, after having consulted the MFA's respective departments, as necessary.

The Prime Minister holds an annual briefing with foreign ambassadors accredited to Iceland on the Government's priorities. The meeting is usually held at the beginning of the year in consultation with the Protocol Department of the MFA.

5.1.5 Absences of an Ambassador

During the absence of the accredited head of Mission and after final departure, a chargé d'affaires a.i. (ad interim) shall act provisionally as head of the Mission. The name of the chargé d'affaires a.i. should be notified by the head of Mission before the latter's departure. If such notification is not possible, the appointment of the chargé d'affaires a.i. should be notified by the Ministry of Foreign Affairs of the sending state to the Ministry of Foreign Affairs of the receiving state, since under Article 19 of the Vienna Convention on Diplomatic Relations, a chargé d'affaires a.i. may not notify his/her own appointment.

5.1.6 Non-Resident Ambassadors

The same procedures for the presentation of credentials apply for resident and non-resident ambassadors.

A non-resident ambassador must have presented his credentials where he/she has official residence before a request for agrément in Iceland can be

processed. The date of the presentation of credentials in the residing state should be communicated to the Protocol Department by verbal note.

The Protocol Department should be informed of visits by accredited non-resident ambassadors. The Department will usually inform senior officials of the MFA of such visits, as well as of the presentations of credentials. They may request meetings with non-resident ambassadors to discuss issues of common interest.

5.1.7 Final Departure of Ambassadors

The Protocol Department should be notified of the final departure of a resident ambassador by a verbal note at least three weeks in advance. The Department will upon request ask for an audience with President of Iceland for the departing ambassador. At the agreed time, the head of Mission and his/her spouse will make a call on the President, usually at the official residence. MFA staff are usually not present on this occasion. The Minister for Foreign Affairs, or a senior MFA representative on the Minister's behalf, will host a farewell lunch for a resident ambassador and his/her spouse before their departure.

5.2 Other Arrivals and Departures

5.2.1 General Remarks

Notifications for arrivals, departure and change of status of Mission staff should be made by verbal note accompanied by Form ES1 - Notifications to the MFA. A departing member of a Mission, his/her family members and domestic service staff are expected to leave Iceland within three months of the formal notification of the end of tour date. If, for exceptional reasons, a member of a Mission wishes to stay longer than three months, a request should be made to the Protocol Department in advance by verbal note.

It is not required to notify the engagement of a trainee staying less than three months at a Mission.

5.2.2 Consular Officers

The names of members of a diplomatic mission assigned to the consular section or otherwise charged with the exercise of the consular functions of the mission shall be notified to the MFA (Article 11 of the Vienna Convention on Consular Relations).

5.2.3 Defence Attachés

The name and curriculum vitae of defence/military attachés should be submitted to the Protocol Department for approval in accordance with Article 7 of the Vienna Convention on Diplomatic Relations no less than one month prior to the date of commencement of his/her tour of duty.

5.2.4 Initial Visits

Heads of defence offices and defence/military attachés are invited to call upon the Director-General of the Directorate for Security and Defence at the MFA upon arrival.

5.2.5 International Organisations

A list of international organisations and other bodies represented in Iceland is shown in Annex 4 - International Organisations.

For more information see:

- MFA website - [Principal International Organisations of Which Iceland is a Member](#) (Icel.)
- Immunities and Privileges of International Organisations Act [No. 98/92](#).

5.2.6 Diplomatic List

Embassy members holding a diplomatic passport and are diplomatic, administrative or technical staff, and their spouses, are normally included in the Diplomatic List and Consular List. A Mission can request that a privileged person be excluded from the list.

For more information see:

- MFA website - [Protocol](#) - Diplomatic List.

6 Documents and Identification

6.1 Visas

Mission staff, their families and domestic service staff who require a Schengen visa for entry into Iceland should apply for a visa prior to their first entry.

Nationals from the following countries are exempted from this visa requirement:

- EEA/EFTA countries, including the Faroe Islands and Greenland and
- Countries whose citizens are not required to obtain a Schengen visa in order to enter any member country of the Schengen Area for tourism or business purposes.

Please note that a member of the Mission may not enter Iceland for the purpose of taking up his/her duties on an ordinary Schengen visit visa.

Holders of diplomatic passports from China and the Russian Federation, as well as holders of diplomatic and service passports from India need a visa for initial entry, but are exempted once they have been issued identity cards by the MFA. In exceptional circumstances, the Protocol Department may be able to arrange an exemption from the visa requirement for initial entry.

For more information see:

- Directorate of Immigration - [Who does not need a visa](#).

6.2 Personal Identity Cards

Once in Iceland, privileged persons may be issued identity (ID) cards by the MFA Protocol Department. These are equivalent to a residence permit and are used for foreign travel instead of a visa. To facilitate such travel, privileged persons may upon request be issued a travel facilitation letter by the MFA. See Annex 2 - Travel Facilitation Letter.

For Embassies, red (diplomatic) ID-cards are issued to heads of Missions and members of the diplomatic staff and to their family members holding diplomatic passports. In the case of non-resident Missions accredited to Iceland, identity cards are only issued to heads of Mission and their spouse upon request.

Blue ID-cards are issued to members of administrative, technical and service staff and to their family members, as well as domestic service staff, holding service, official or regular passports.

Applications for identity cards should be submitted to the Protocol Department by means of a verbal note together with a:

- Completed ES1 form
- Passport photograph and
- Applicant's passport.

If an ID-card is lost or stolen it should be reported to the Protocol Department so that a replacement can be issued. ID-cards must be returned to the Protocol Department at the end of a posting.

For more information see:

- Section 13 - Honorary Consulates
- MFA website - [Protocol](#) - Forms.

6.3 System Identification Number

To live and work in Iceland it is necessary to be issued an identification number. There are two types used in Iceland, personal identification numbers (PIDs, Icel. *Kennitala*, *Kt.* for short) used for permanent residents and system identification numbers (SIDs, Icel. *Kerfiskennitala*, *Kkt.* for short) used for temporary residents, including privileged persons.

Privileged persons and their families can request a system identification number through the Protocol Department using Form ES1 - Notifications to the MFA. There is no minimum age. They are issued by Registers Iceland (Icel. *Þjóðskrá*).

It should be noted that not all service providers and agencies that use personal identification numbers, such as schools and pharmacies, also purchase access to system identification numbers. In January 2022, a solution to this inconvenience was being sought.

For more information see:

- MFA website - [Protocol](#) - Forms.

6.4 Electronic Identification

To live and work in Iceland it is also necessary to be issued electronic identification means which are usually inserted into a mobile telephone.

Privileged persons can apply for electronic identification through many of the commercial banks or directly from the issuing agent, Audkenni. A system identification number and mobile number registered in Iceland are required.

For more information see:

- [Registers Iceland](#)
- [Audkenni](#) (Icel.).

6.5 Driver's License

Diplomats and other privileged persons may drive vehicles in Iceland to the extent their foreign driver's license allows. Such persons may also obtain an Icelandic driver's license if they:

- Complete the necessary requirements
- Do not have another valid driver's license and
- The MFA certifies that their temporary residence is in Iceland (Article 12 of Directive 2006/126/EC).

For more information see:

- Section 10 - Motor Vehicles
- Regulation on Driver's Licenses [No. 830/11](#), Chapter VII (Icel.).

6.6 Work Permits for Family Members

As a general rule work permits are required for family members of privileged persons to work in Iceland, but there are exceptions explained in Section 8.2 - Working Family Members of Privileged Persons.

The Protocol Department issues temporary work permits for family members of privileged persons as necessary.

Children under 18 do not require work permits. The same applies to persons working outside the general labour market, such as at the Reykjavik Work School (Icel. *Vinnuskóli Reykjavíkur*), which provides summer work for youths. Children of privileged persons can work at the Work School without a work permit.

For more information see:

- Section 8.2 - Working Family Members of Privileged Persons.

6.7 Consular Identity Cards

Honorary consuls in Iceland may be issued an ID-card once the exequatur has been granted. A request to this effect should be submitted through a verbal note to the Protocol Department by the Embassy together with:

- A copy of the honorary consul's passport (or driving license/national ID-card)
- A photo (standard passport photo) and
- A completed Form ES8 - ID-card Foreign Honorary Consul.

ID-cards are normally issued for a period of four years can be renewed upon request from the Embassy.

For more information see:

- Section 13 - Honorary Consulates
- Form ES8 - ID-Card Foreign Honorary Consuls.

7 Health and Social Security

According to Article 33 of the Vienna Convention on Diplomatic Relations, diplomatic agents are exempt from social security provisions which may be in force in the receiving state. Accordingly, diplomats and other privileged persons are not covered by the various Icelandic social security schemes (e.g. medical care), and it is assumed that the sending state defrays these costs or insures the employees and their families. However, this exemption does not apply to certain domestic service staff, cf. the Vienna Convention on Diplomatic Relations, Article 33 (2) and (3), see below.

In case of accidents and acute illness, however, any foreigner in Iceland will be admitted to a public hospital's emergency ward.

Further details on public health coverage for privileged persons are provided below, including domestic service staff.

For more information on social security see:

- Annex 1 - Locally Employed Mission Personnel.

7.1 EEA Privileged Persons

Diplomats and other privileged persons that are nationals of the member states of the Agreement on the European Economic Area (EEA), the Convention Establishing the European Free Trade Association (EFTA), Greenland and the Faroe Islands can obtain the same access as nationals to the public health care system in Iceland. The same applies for their spouses, partners and children under 18. This is provided that they are entitled to public health care in the sending state and have a European Health Insurance Card (see below). Persons covered may have to pay generally applicable contributions to the health care service provider, for instance the personal cost-sharing amounts decided by the authorities in question when visiting a doctor.

The European Health Insurance Card (a blue ES-card) gives access to medically necessary state-provided healthcare during a temporary visit/stay in another EU/EEA country and Switzerland. They are valid for privileged persons who are seconded by their government to work at a diplomatic Mission in Iceland.

For more information see:

- [Icelandic Health Insurance \(IHI\)](#).

7.2 Non-EEA Privileged Persons

Privileged persons and their families not covered by the EEA Agreement or other agreements above are not covered by Icelandic health insurance and are encouraged to take out private health insurance. When visiting a doctor or hospital they are advised to take their passports and proof of insurance with them. The hospital will normally send a bill to the insurer upon the completion

of medical services. If the person does not have insurance, the hospital will require payment when services are rendered.

Domestic service staff are not covered by public health insurance and must have private health insurance that are:

- Foreign nationals
- Only employed by Mission members
- Not permanent residents in Iceland and
- Have health insurance coverage in the sending state

7.3 Local Staff

Locally employed Mission personnel that are permanent residents and pay taxes in Iceland qualify for public health insurance benefits.

For more information see:

- Section 4.6 - Local Staff
- Annex 1 - Locally Employed Mission Personnel
- [Icelandic Health Insurance \(IHI\)](#)
- Health Insurance Act [No. 112/08](#), Article 13.

8 Labour Market

8.1 Hiring of Domestic Service Staff

Domestic service staff employed by Mission members are exempt from a work permit requirement.

A contract for the hiring of domestic service staff must respect a number of minimum requirements concerning working hours, salary, board and lodging, normally at the employer's residence, existence of bank account, insurances, holidays, sickness, return ticket etc.

The maximum period for the contract may not be longer than the diplomat's residence permit / expected stay. In any event the contract must come to an end when the diplomat leaves the country.

For more information see:

- Section 4.5 - Domestic Service Staff
- Section 6 - Documents and Identification.

8.2 Working Family Members of Privileged Persons.

As a general rule, working in Iceland does not grant family members of privileged persons working in Iceland social benefits, including health benefits, but there are exceptions, see Section 7 - Health and Social Security.

Family members of privileged persons must pay income tax in Iceland and do not enjoy immunity from civil and administrative jurisdiction in the case of actions relating to professional or commercial activity exercised by them, see, e.g., Vienna Convention on Diplomatic Relations, Articles 31 (1) (c) and 34 (d), cf. Article 37.

8.2.1 EEA Family Member of an EEA Privileged Person

Nationals of the Contracting Parties of the Agreement on the European Economic Area (EEA), the Convention Establishing the European Free Trade Association (EFTA) and Greenland and the Faroe Islands, may work in Iceland without obtaining a work permit. The same applies if they are family members of privileged persons posted in Iceland. They may also work as self-employed / independent contractors.

8.2.2 EEA Family Member of a Non-EEA Privileged Person

An EEA family members of a non-EEA privileged person does not require a work permit.

8.2.3 Non-EEA Family Member of an EEA Privileged Person

A non-EEA family members of an EEA privileged person does not require a work permit.

8.2.4 Non-EEA Family Member of a Non-EEA Privileged Person

The Foreign Nationals Right to Work Act (No. 97/02, Article 18) provides that a temporary work permit may be granted to spouses or cohabiting partners of foreign Embassy officials and the officials' children under the age of 21 under an agreement between Iceland and other states. This rule applies to non-EEA family members of non-EEA privileged persons.

Canada, India and the United States have concluded such agreements with Iceland (negotiations were ongoing with the United Kingdom in January 2022). Upon application the Protocol Department will issue family members temporary work permits, see Form ES9 - Temporary Work Permit. A signed contract must be submitted before the temporary work permit is issued.

With regard to the Agreement between Iceland and the United States on Employment of Dependents of Official Employees, the MFA will upon request issue an "Employment Authorization" for the person involved. When the name of the employer is known, the MFA issues a temporary work permit, as is the practice on the Icelandic labour market. See also Annex 3 - Employment Authorization.

Non-EEA family members of non-EEA Privileged Persons, who are holders of temporary work permits, are not allowed to work as self-employed / independent contractors. Although they must pay income tax, they do not qualify for benefits under the Icelandic national health insurance system unless they register as permanent residents in Iceland.

For more information see:

- Section 7 - Health and Social Security
- Form ES9 - Temporary Work Permit
- [Directorate of Labour](#)
- [Directorate of Immigration](#)
- Foreign National's Right to Work Act [No. 97/02](#)
- Foreign Nationals Act [No. 80/16](#).

8.3 Local Staff Labour Laws

Mandatory provisions of the labour laws must be adhered to for locally employed staff. This includes mandatory terms of employment found in general collective wage agreements. It is recommended to obtain assistance from a lawyer accredited in Iceland when drawing up employment contracts.

For more information see:

- Section 4.6 - Local Staff
- Annex 1 - Locally Employed Mission Personnel
- Vienna Convention on Diplomatic Relations, Article 38 (2), implemented by Act [No. 16/71](#)
- [Foreign Nationals' Right to Work Act No. 97/02](#), Article 22 (d)

- Foreign Nationals' Right to Work Regulation [No. 339/05](#).

8.4 Au-Pairs

Iceland issues residence permits for au-pairs aged 18-25. Restrictions apply as to working hours, etc.

For further information see:

- Directorate of immigration - [Residence Permits on Grounds of Au-Pair Placement](#)
- Foreign Nationals Act [No. 80/16](#), Article 68.

8.5 Youth Mobility

Iceland has concluded agreements on youth mobility schemes that allow working holiday based residence permits. Present legislation covers applicants aged 18-30 years for a one year stay. Once legislative changes are in place coverage will extend to 30 years of age and a two year stay. Agreements have been concluded with Japan and the United Kingdom. In January 2022 negotiations were ongoing with Canada.

For more information see:

- [Directorate of Immigration](#)
- Foreign Nationals Act [No. 80/16](#), Article 66.

9 Taxes and Duties

9.1 Value Added Tax (VAT)

According to Article 34 of the Vienna Convention a diplomatic agent shall be exempt from all dues and taxes ... except indirect taxes of a kind which are normally incorporated in the price of goods or services ..., e.g. value added tax (VAT).

The VAT, which at present in Iceland is either 24% or 11%, the equivalent of 19.35% and 9.91% of the retail price, is under current legislation (the VAT Act No. 50/88) reimbursed to resident diplomatic Missions and their diplomatic staff (and technical and administrative personnel) for both goods and services. The reimbursement is made as a matter of courtesy and based on reciprocity to the extent stipulated in applicable regulations. Missions and diplomats from states which do not reimburse VAT to Icelandic Missions or diplomats will not receive reimbursements.

A minimum amount of ISK 13.000 (including VAT) applies for each invoice for reimbursement. The full amount must be paid at the same time. There is no minimum for each item on the invoice. The time period for purchases can be one calendar month. For example a diplomat can arrange for monthly billing for fuel in order to meet the minimum.

The purchases must be **reasonable in quantity** and meant to cover actual needs for the Missions, the diplomatic staff and their dependent family members residing in Iceland **only**.

VAT is reimbursed on purchases of goods and services which have been bought in Iceland and are not mentioned in the list of non-exemptions.

VAT is **not** reimbursed on the following items:

- Foodstuffs other than alcohol
- Antiques
- Auction items
- Gift certificates and gift items
- Road tolls
- Goods and services for recreational purposes (e.g. tickets to cinemas, theatres, exhibitions, recreational books, games etc.)
- Membership fees for clubs and associations
- Medicines
- Construction, renovation and maintenance costs for housing owned by a privileged person or member of his/her family. Such costs are considered an investment
- Payments in insurance cases, when the purchase is covered by an insurance company or other entity.

Applications for reimbursement of VAT and alcohol tax should be submitted to MFA using Form ES5 (VAT Refund), accompanied by the relevant invoices. Such invoices shall be consistent with the provision of Article 20 of the VAT Act No. 50/88 (with subsequent amendments).

Claims for reimbursement of any taxes and duties must be endorsed by the head of Mission and stamped with the Mission's official stamp. Special arrangements apply for defence personnel not accredited to a Mission.

Claims for refunds are processed on a quarterly basis (on 1 February, May, August and November).

For more information see:

- MFA website - [Protocol](#) - Forms
- GOI website - Value Added Tax Act [No. 50/88](#) (with subsequent Amendments, last updated 2010).

9.2 Alcohol and Tobacco Taxes

Resident diplomatic Missions and diplomatic staff have several options for purchasing tax free alcohol and tobacco. They can:

- Import themselves tax free, see Section 9.5 - Customs Duties
- Purchase tax free from private wholesalers that have stocks in bonded warehouses (the same rules apply as for imports)
- Purchase from the State Alcohol and Tobacco Company (Icel. *ÁTVR*) and get refunded, see Form ES7 - Alcohol Taxes
- Purchase tobacco from private retailers, in which case only the VAT is refunded.

For more information see:

- Annex 5 - Tax Free Purchase of Alcohol and Tobacco
- MFA website - [Protocol](#) - Forms
- GOI website - Regulation on the Refund of Value Added Tax and Alcohol Tax to Foreign Diplomatic Agents [No. 957/17](#), as amended.

9.3 Deposit on Beverage Containers

Diplomatic Missions are exempted from paying the deposit that is applied for environmental reasons on beverage containers at import, but it must be paid when purchasing beverages that have already been imported. Such deposit can be reclaimed when the empty containers are returned at recycling stations. Missions are requested not to reclaim deposits on beverage containers for which no deposit was paid.

9.4 Fuel Taxes

Taxes on fuel purchases for diplomatic vehicles (with green license plates) are refunded through the MFA. There is no minimum purchase for refunding of excise taxes on fuel, only the VAT.

Applications for reimbursement should be submitted to the MFA, Form ES6 - Fuel Taxes.

For more information see:

- MFA website - [Protocol](#) - Forms
- Regulation on Reimbursement of the General and Special Excise Tax on Gasoline to Diplomatic Agents [No. 327/03](#), as amended
- Regulation on Reimbursement of the Diesel Tax to Diplomatic Agents [No. 398/05](#), as amended.

9.5 Customs Duties

Diplomatic Missions in Iceland and their diplomatic staff (including administrative and technical staff) may import goods for official or personal use free of customs duties.

Requests for duty free imports should be made directly to the Directorate of Revenue and Customs (Icel. *Skatturinn*), except for automobiles, alcohol and tobacco, which should be directed to the MFA, see Form ES2 - Importation of Goods.

For more information see:

- MFA website - [Protocol](#) - Forms
- Customs Act [No. 88/05](#), as amended, Article 4 (Icel.)
- Certain Preferential Customs Treatment Regulation [No. 630/08](#) (updated 2010), Chapter VII - Preferential Customs Treatment Due to Diplomatic or Consular Relations.

9.6 Income Tax and Capital Gains Tax

Diplomatic Missions are exempt from paying income tax and capital gains tax in Iceland. The same applies for diplomats and other privileged staff, except for local income, such as payments from domestic parties. This is common for spouses and children working locally in Iceland. Provisions of double-taxations agreements may apply.

Capital gains from foreign currencies are taxed in Iceland. Deductions are made by the local banks unless the bank informed that the account owner is exempted. For this the Mission can submit a confirmation letter to the bank. If the tax has been collected, a reclaim form can be submitted.

For more information see:

- Form [RSK. 5.43](#) - Application for a Refund of Taxes Paid
- Income Tax Act [No. 90/03](#) (updated 2010), Articles 3 and 4
- Withholding of Tax on Financial Income Act [No. 94/96](#) (updated 2010), Article 2.

9.7 Real Estate Taxes

Premises owned by foreign states for use of diplomatic Missions and their staff are exempt from real estate tax collected by municipalities. If the land is owned by the municipality, a land lease fee is collected by the municipal authorities.

Missions are not exempted from paying municipal dues, in so far as the dues represent payment for services, e.g. electricity, water, garbage collection etc.

If a Diplomatic Mission rents premises, there is no dispensation from real estate taxes, which must be paid by the property owner.

9.8 Honorary Consulate Tax Rules

Honorary consuls are exempt from taxes on remuneration and emoluments they may receive from the sending state for the performance of their consular functions.

Alcohol and tobacco taxes are refunded to Honorary Consulates for official use as confirmed by the relevant Mission by verbal note.

9.9 Non-Resident Missions

The value added tax (VAT) is not refunded to non-resident diplomatic Missions and accredited diplomatic staff (and technical and administrative personnel) for purchases in Iceland. However, refunds on purchases for official use can be made through a domestic bank account, for example if there is a local consulate.

All travellers, including non-resident diplomats, can obtain a VAT refund on goods when returning with their purchases abroad.

Non-resident Missions are exempted from alcohol and tobacco taxes on the importation of alcoholic beverages and tobacco, including purchases from wholesalers using bonded warehouses, see Form ES2 - Importation of Goods. If the taxes have been paid, a refund may be possible through a domestic bank account, such as one used by a local consulate.

10 Motor Vehicles

10.1 Import and Purchase of a Vehicle

Missions and their diplomatic personnel may import motor vehicles tax-free for their own use. The same applies when purchasing from a local automobile importer or agency.

Vehicle purchases by administrative and technical staff are limited to one upon arrival.

Missions and diplomats are provided with diplomatic plates. Such automobiles should only be used by Mission personnel, their families and domestic staff.

For tax-free purchase of an automobile a completed Form ES3 (Registration of a Vehicle) should be submitted to the MFA, see below.

The MFA processes the form and sends copies to the *Icelandic Transport Authority* (Icel. *Samgöngustofa*), the Reykjavik Metropolitan Police (Icel. *Lögreglan á höfuðborgarsvæðinu*) and, together with the Customs Declaration, to the Directorate of Revenue and Customs (Icel. *Skatturinn*).

Third party liability insurance is compulsory. The vehicle must be inspected regularly by an authorized vehicle inspection service.

For more information see:

- MFA website - [Protocol](#) - Forms.

10.2 Sale of Vehicle

Diplomatic vehicles may be sold at any time. In case of a sale to a person who does not enjoy tax-free privileges, the buyer is responsible for payment of all import taxes, which are adjusted depending on the age of the vehicle, i.e. the period when the vehicle was first registered in Iceland until the time of tax payment.

When a diplomatic vehicle is sold, whether in Iceland or abroad (or if the owner wishes to have the vehicle destroyed), a completed Form ES4 (Removal of a Vehicle from Registration) should be sent to the MFA. The MFA copies the *Icelandic Transport Authority*, the Reykjavik Metropolitan Police and the Tax Authority.

10.3 Return of License Plates

Icelandic diplomatic license plates must be returned to the Icelandic Transport Authority after use. If the plates are exported with the car, it is sufficient that the foreign registering authority confirm in writing to the Icelandic Transport Authority that the license plates have been destroyed. The plates may also be handed over to an Icelandic Mission abroad.

10.4 Parking

The City of Reykjavik allocates two parking spaces to each Mission for their own use.

A marked parking space for use by Missions is available next to the MFA.

Mission staff are required to observe all traffic laws in Iceland, including local parking regulations. Parking fees and surcharges are seen as a service charge and must be paid.

11 Keflavik International Airport

11.1 Access to the Airport

The Protocol Department coordinates special access for Mission personnel inside Leifur Eiriksson Air Terminal at Keflavik International Airport. Missions can request the Protocol Department for access for up to five persons. Once listed, Missions can request airport authorities (Isavia) for access for these five persons, given at least 24 hours' notice.

11.2 CD Parking

Parking procedures for vehicles with CD registration plates at the Leifur Eiríksson International Air Terminal are as follows: A number plate recognition system is installed at the P1 parking area in front of the departure terminal of the airport. It enables free and open access for all vehicles with CD registration plates for up to three hours.

11.3 Health Restrictions

As a general rule no exemptions are made from health restrictions for privileged persons.

11.4 Security Checks

Security checks at the airport applies to everyone, including diplomats and other posted staff members. According to common international standard, security screening is not considered as being contrary to the regulations on diplomatic inviolability under the Vienna Convention on Diplomatic Relations (Article 36 in particular).

Diplomatic mail is exempted from inspection in accordance with provisions of the courier certificate.

11.5 VIP Room

Information may be obtained from the Protocol Department.

12 Security

12.1 General Remarks

Icelandic authorities are responsible for the protection of Missions and their staff. The Protocol Department coordinates protection of diplomats and diplomatic premises, security arrangements for official and private VIP visits and security for international conferences.

A Diplomatic Protection Liaison Unit at the National Police Commissioners Office (Icel. *Ríkislögreglustjóri*) ensures that Diplomatic premises receive adequate protection. In case of urgency Missions should contact 112 Emergency, the single emergency number in Iceland, representing all the response parties to accidents, fire, crime, search, rescue and natural disasters on land, at sea, or in the air.

The Department also coordinates arrangements with police in connection with demonstrations outside Missions or in connection with visits and conferences. Police authorities are not entitled to prohibit demonstrations outside Missions unless this is necessary for the preservation of public order or for traffic requirements.

Missions are expected to insure their buildings and their contents against damage, including that resulting from vandalism unless they own their premises and choose to act as their own insurers. In case of politically related vandalism this should be reported both to police authorities and to the MFA by verbal note.

12.2 Armed Protection

The carriage of firearms by security officers accompanying VIPs during a visit requires the approval of the relevant Icelandic authorities. The Protocol Department should be notified well in advance by verbal note of the names and passport details of protection officers, as well as their firearms and other equipment. As a general rule, protection officers are accompanied by Icelandic police officers during VIP visits.

12.3 Surveillance Cameras

Camera surveillance by Missions must comply with Icelandic legislation on data protection. As a general rule, the presence of security cameras must be clearly marked and they may not cover public streets or sidewalks. It should be noted that as a general rule only police authorities may undertake surveillance of such public areas. For guidance on camera surveillance Missions should contact the Data Protection Authority (Icel. *Persónuvernd*) directly which is the responsible authority for these matters.

For more information see:

- [Data Protection Authority](#)

- Data Protection and the Processing of Personal Data Act [No. 90/18](#), Article 14 (Electronic Surveillance)
- Rules on Electronic Surveillance [No. 837/06](#)
- EU Regulation on the Protection of Natural Persons with Regard to the Processing of Personal Data [No. 2016/679](#)
- [European Data Protection Board \(EDPB\)](#)
- EDPB Guidelines [No. 3/2019](#) on Processing of Personal Data through Video Devices.

13 Honorary Consulates

13.1 General Remarks

Under Article 4 of the 1963 Vienna Convention on Consular Relations "a consular post may be established in the territory of the receiving State only with that State's consent. The seat of the consular post, its classification and the consular district shall be established by the sending State and shall be subject to the approval of the receiving State." Article 1(2) of the Convention differentiates between career consular officers and honorary consular officers. Chapter III (Articles 58-68) of the Convention contains provisions that relate specifically to the latter.

13.2 Criteria for Establishing an Honorary Consulate

Criteria applied when considering a request for the establishment of an Honorary Consulate in Iceland:

- There should be an identified need for the provision of consular services
- A consular post should preferably be established in a town, not in a rural area
- If a country does not have a diplomatic mission in Iceland it is recommended that a consular post be established in the capital
- The consular district may comprise the whole of Iceland or one or several municipalities.

13.3 Criteria for Appointment of an Honorary Consul

A nominee for honorary consul should:

- Be a reputable, well-established and self-supporting person with an unblemished record and a well-developed network of contacts in Iceland as well as the country he/she will represent
- Be professionally active;
- Not hold an office in the GOI, a municipality or the Althingi
- Hold Icelandic citizenship or residence permit
- Reside in the proposed consular district
- Provide an office in the consular district regular office hours, telephone and email.

Given the current ratio of women heads of consular missions in Iceland, female nominees are encouraged.

If the head of an Honorary Consulate is unable to carry out his/her functions or if the position is vacant, an acting head may provisionally be appointed. As a general rule in such cases, the MFA must be notified in advance.

13.4 Formalities

Diplomatic Missions should submit a request for the approval of an appointment of a honorary consul by verbal note to the MFA. The note should include:

- The full name of the nominee
- The consular class
- The consular district(s) concerned
- The seat of the consular post
- A curriculum vitae of the honorary consul designate
- A police record certificate (Icel. *Sakavottorð*). The certificate can be obtained from the local district commissioner (Icel. *Sýslumaður*) and a
- A statement of cases listed in the police system (Icel. *Yfirlit um skráningar um viðkomandi í lögreglukerfinu*). This statement must be obtained by the consul designate in person from the National Police Commissioner's Office.

If the person is considered suitable, a verbal note will be sent to the Embassy informing that the Ministry has no objection to the appointment and requesting a letter of commission.

Following the appointment of the honorary consul, a second verbal note should be sent to the MFA that includes:

- A request for an exequatur
- Provide details regarding the proposed honorary consulate, address etc., and
- Include a letter of commission. It should be:
- Issued by the competent authority, duly signed and sealed
- Not apply to more than one honorary consul and
- Clearly state the Honorary Consulate's jurisdiction (district).

The Protocol Department will then send the exequatur by verbal note. The head of a consular post may not assume his/her duties until the exequatur has been granted. The following types of exequatur will be issued to the honorary consul, depending on the letter of commission:

- Signed by the President of Iceland (and countersigned by the Minister for Foreign Affairs) or
- Signed by the Icelandic Minister for Foreign Affairs (and countersigned by the Secretary General).

Information on the appointment of an honorary consul is published in the Legal Notice Journal (Icel. *Lögbirtingablað*). The Protocol Department also informs the competent authorities for the consular district of the appointment of an honorary consul.

13.5 Change of Jurisdiction or Class

If at any time the jurisdiction or class of an already appointed honorary consul changes, a new letter of commission with the change should be forwarded to the Protocol Department so that a new exequatur may be granted.

13.6 Refusal and Withdrawal of an Exequatur

The MFA may refuse to grant an exequatur and is not required to give a reason for such a refusal. Furthermore, in cases of misuse after an exequatur has been issued, the exequatur may be revoked, and with it the right to use the title of honorary consul.

13.7 Privileges and Immunities

Privileges and immunities for honorary consuls who are Icelandic citizens or that reside in Iceland are very limited:

- They enjoy immunity from jurisdiction with respect to official acts performed in the exercise of their functions
- They are under no obligation to give evidence concerning matters connected with the exercise of their functions or to produce official correspondence and documents relating thereto
- They are entitled to decline to give evidence as expert witnesses with regard to the law of the sending State
- They are exempt from all dues and taxes on the remuneration and emoluments which he or she receives from the sending State with respect to the exercise of consular functions
- There are limited privileges regarding duty free import and customs relief, see Section 9.8 - Honorary Consulate Tax Rules
- Members of the family of an honorary consul or employee employed at a consular post headed by an honorary consul do not enjoy privileges or immunities
- Green diplomatic plates are not issued to vehicles of honorary consular officers.

Under the provisions of the Vienna Convention on Consular Relations, the following are inviolable:

- Consular premises (Article 27, Article 31)
- Consular post's archives and documents (Article 33)
- Consular post's official correspondence (Article 35 (2))
- Consular courier (Article 35 (5))
- Career consular officers, with certain exceptions (Article 41) and
- Honorary consuls only in respect of official acts (Article 71).

13.8 Consular Association

Honorary consuls in Iceland, the *corps consulaire*, have an Association of Honorary Consuls in Iceland (Icel. *Félag kjörræðismanna á Íslandi*), based in Reykjavik, in order to represent their interests and act on behalf of the members vis-à-vis the MFA. The doyen of the honorary consuls is ex-officio the chairman of the consular association.

For more information see:

- Section 5.2.2 - Consular Officers
- Section 6.7 - Consular Identity Cards
- Section 9.8 - Honorary Consulate Tax Rules
- Form ES8 - ID-Card Foreign Honorary Consuls
- MFA website - [Protocol](#) - Diplomatic and Consular List
- MFA website - [Protocol](#) - Forms
- GOI website - Legislation - Certain Preferential Customs Treatment Regulation [No. 630/08](#)
- Vienna Convention on Consular Relations Iceland Accession Act [No. 4/78](#)
- Customs Act No. 88/05, Article 3
- Association of Honorary Consuls in Iceland website: www.consuls.is.

14 Miscellaneous

14.1 Antiques

Certain antiques and objects of cultural significance may not be exported from Iceland without a license. The Protocol Department should be consulted when there is doubt about the legality of export.

For more information see:

- Cultural Patrimony Act [No. 80/12](#), Chapter XI (Icel.).

14.2 Boating

A license is required to command a boat of 6 meters or longer.

For more information see:

- [Icelandic Transport Authority](#).

14.3 Border Crossing

Border crossing stations are at the following airports in Iceland: Akureyri, Egilsstaðir, Keflavík (24/7) and Reykjavík. For harbours, see regulation below.

For more information see:

- Regulation on Crossing the Border, [No. 866/17](#), Annex 1.

14.4 Cash Declaration

Please observe that diplomatic agents are subject to the same restrictions as Icelandic citizens concerning the amount of cash to be carried when travelling in or out of Iceland. According to Icelandic legislation, cash amounts of more than Euro 10.000 or the equivalent in other currencies must be declared to the Directorate of Revenue and Customs (Icel. *Skatturinn*) before being imported or exported.

For more information see:

- Skatturinn - [Cash Declaration](#).

14.5 Childcare and Schooling

Childcare is subsidized in Iceland and available to all children from the age of one. The cost is reduced at the age of two when children attend kindergarten/preschool (Icel. *Leikskóli*) and is free after the age of six, when most children enter first grade (Icel. *Grunnskóli*).

Children of Mission staff can attend either public or private schools:

- The International School of Iceland (ISI) is an international primary, middle and high school for students in kindergarten to 10th grade
- The International Department of Landakotsskóli (IDL) is another school for students of the same age group as ISI

- Hamarhlid College offers an international baccalaureate programme for an IB Diploma. Taught in English and intended mostly for the 16-19 age groups, the two-year course ends with standardized exams recognized by universities world-wide. The school also offers a preliminary year for younger students before they start the IB proper.

Icelandic universities offer many options for studies in English.

For more information see:

- Work in Iceland - [Day-care and Schooling](#)
- [Study in Iceland](#)
- [International School of Iceland \(ISI\)](#)
- [International Department of Landakotsskoli \(IDL\)](#)
- [Hamarhlid College](#)
- [University of Iceland](#)
- [Reykjavik University](#).

14.6 Death of a Foreign National In Iceland

Icelandic authorities are required to inform foreign Embassies or Consulates if a foreign national dies in Iceland and if his/her family members do not wish to take responsibility for the remains. This is usually done by police authorities which will send the Embassy or Consulate a:

- Copy of the death certificate, if available
- Copy of the passport or other forms of ID
- Information on family members, if possible
- Request for confirmation that no-one wishes to take responsibility for the remains
- Details on the funeral home, which can provide information on costs
- If no response is provided within six weeks, funeral arrangements are undertaken by local authorities.

14.7 Decorations and Medals

Missions do not need authorization from Icelandic authorities to present Icelandic nationals with decorations or medals. However, citizens are required to obtain permission from the President of Iceland before accepting such decorations and carrying them.

The President of Iceland can award decorations such as the Order of the Falcon which has five grades. Special rules are in effect between Iceland and other countries on the mutual conferral of orders in connection with state visits.

For more information see:

- President of Iceland - [Order of the Falcon](#)
- Presidential Letter Authorizing Icelandic Citizens to Carry Foreign Decorations [No. 15/47](#) (Icel.).

14.8 Defence Related Products

An authorisation from the MFA is required for exports of defence related products and dual-use items.

For more information see:

- MFA website - [Export Control](#).

14.9 Diplomatic Clearance

Information on diplomatic clearance for state aircraft is provided on the MFA website under Protocol.

For more information see:

- MFA website - Protocol - [Diplomatic Clearance](#).

14.10 Elections

Missions may open polling stations for elections in their sending states without special authorization from Icelandic authorities.

14.11 Emergencies

The telephone number 112 is the single emergency number in Iceland, representing all the response parties to accidents, fire, crime, search, rescue and natural disasters on land, at sea, or in the air.

14.12 Flags and Emblems

The flag of the sending state may be used on the premises of a Mission, including the residence of the head of the Mission, and on his or her means of transport (Article 20, Vienna Convention on Diplomatic Relations). However, this only applies if the premises are wholly owned or occupied by the Mission or its head. In other cases, consent must be sought from the other owners or occupants.

For additional information see:

- GOI website - [Icelandic National Flag](#)
- GOI website - [Icelandic Coat of Arms](#).

14.13 Firearms

A license is required to own a firearm in Iceland. Holders of a European Firearms Pass (EFP) allows EEA nationals to travel with one or more firearm(s) mentioned in the license from one member state to another.

To obtain a firearms license in Iceland, Mission personnel and their families should apply to the Reykjavik Metropolitan Police (leyfi@lrh.is). Licenses are issued for a period of three months at a time. It is also possible to obtain a permanent license by passing the general requirements for a gun license, including written and practical tests.

As a general rule, no licenses are issued for handguns in Iceland.

For more information see:

- Section 14.17 - Hunting
- Weapons Act [No. 16/98](#) (Icel.)
- Regulation on Firearms, Ammunition, etc. [No. 787/98](#) (Icel.)
- [Reykjavik Metropolitan Police](#).

14.14 Fishing

Most fishing in rivers and lakes are privately owned. Usually, a license must be bought from the owner, the relevant fishing association or their agent. Sports fishing in the ocean does not require a license, unless close to a privately owned coastline (see above). Fishermen must respect rules on fishing seasons.

As a preventive measure against spreading infectious diseases of freshwater fish to Iceland from other countries, it is prohibited to use fishing equipment, including waders and rubber boots, which have been used while angling abroad, unless such equipment has been disinfected according to the applicable rules (immersion for 10 minutes in a 2% formaldehyde solution). A certificate of disinfection issued by an authorized foreign veterinary officer is accepted if presented upon entry to Iceland.

For more information see:

- [Sports fishing](#).

14.15 Gifts

While gifts are a part of international protocol in connection with visits and a traditional way to express gratitude, some ethical and legal factors should be borne in mind.

According to the current ethical guidelines for the MFA, gifts exceeding a value equivalent to about EUR 125 should not be kept by the receiving official but become the property of the MFA. Monetary gifts may never be accepted.

For more information see:

- MFA - Iceland Foreign Service [Code of Conduct](#).

14.16 Hiking

Hikers have strong rights in Iceland. Anyone may, without the landowner's permission walk, ski, skate etc. on uncultivated land, although the landowner may limit such traffic in inhabited areas if the property is fenced and posted. It should be noted that not all the coastline is open to the public.

For more information see:

- Environment Agency of Iceland - [Access Rights](#)
- Nature Preservation Act No. 60/13, as amended, Article 18.

14.17 Hunting

For hunting in Iceland, in addition to a firearms license, a hunting license (hunting card) is needed from the Environmental Agency of Iceland (Icel. *Umhverfisstofnun*). Most hunting is done on private lands, for which a permission is needed from the owner. Hunting on public lands only requires the hunting license (and firearms license). No permission is needed for hunting on sea, unless close to a privately owned coastline (115 m in length or 6.8 m in depth). Hunters must respect rules on hunting seasons.

For more information see:

- [Environmental Agency of Iceland](#).

14.18 Iceland's Name and Independence

Iceland became a sovereign and independent nation on 1 December 1918 as the Kingdom of Iceland. It became a republic on 17 June 1944, celebrated as Iceland's national day. Its full official name is Iceland.

Iceland has diplomatic relations with almost all countries (193). Prior to 1944, Iceland had diplomatic relations with six countries, Denmark in 1918, the United Kingdom, Sweden and Norway in 1940, the United States in 1941 and the Soviet Union, now Russian Federation, in 1943.

For more information see:

- MFA website - [Establishment of Diplomatic Relations](#)
- GOI website - Publications - Reports of the Minister for Foreign Affairs and International Development Cooperation to the Parliament.

14.19 Import Restrictions

Certain products are banned from importation to Iceland.

For more information see:

- Chemical Act [No. 61/13](#)
- GOI website - Legislation - Control of Services and Items That May Have Strategic Significance Act [No. 58/10](#), as amended.

14.20 Importation of Live Animals

Importation of pets must comply with rules and regulations set by the Icelandic Food and Veterinary Authority (MAST). Importers must apply for an import permit to MAST and the pets must fulfil health requirements (vaccinations and testing) in addition to staying in quarantine upon arrival.

For more information see:

- [MAST](#)
- Importation of Animals Act [No. 54/90](#) (Icel.).

14.21 Legal Resources

For information on legal resources in Iceland see Annex 6 - Legal Resources.

14.22 Libel and Penal Laws

Diplomats in Iceland and their premises enjoy special protection under the Penal Code. These include higher penalties for infractions against them and protection against libel against their person, flag, national symbol or country.

For more information see:

- General Penal Code [No. 19/40](#), Chapters XXIII, XXIV and XXV.

14.23 National Anthem

The Icelandic national anthem is called Our country's God (Icel. *Ó, guð vors lands*).

For information see:

- GOI website - [National Anthem](#).

14.24 Off-Road Driving

Off-road driving is prohibited in Iceland.

For more information see:

- Environmental Agency of Iceland - [Driving in Uninhabited Areas](#).

14.25 Public Holidays

Public Holidays in Iceland are as follows:

- New Year's Day (1 January)
- Maundy Thursday (Thursday before Easter Sunday)
- Good Friday (Friday before Easter Sunday)
- Easter Monday (Monday following Easter Sunday)
- First Day of Summer (a Thursday during the period 19 to 25 April)
- Labour Day (1 May)
- Ascension Day (Holy Thursday, six weeks after Maundy Thursday)
- Whit Monday (Monday following Whit Sunday)
- National Day (Proclamation of the Republic in 1944 - Birthday of Jon Sigurdsson 17 June 1811)
- Commerce Day (First Monday in August)
- Christmas Eve (after 12 p.m. 24 December)
- Christmas Day (25 December)
- Boxing Day (Second day of Christmas, 26 December)
- New Year's Eve (after 12 p.m. 31 December).

This represents 11,3 working days per year on average, since six of the holidays can fall upon a Saturday or Sunday.

14.26 Public Radio and Television

Missions and their non-local staff are exempted from user fees for the Icelandic National Broadcasting Service. User fees are only paid by taxpayers in Iceland.

14.27 Radio and Satellite Communications

A permit is required for the installation of satellite dishes over 1,2 m in diameter. Applications should be made to the municipal authorities.

For information on radio transmission see Annex 7 - Communication by Radio Transmitters.

14.28 Real Estate Purchase

Missions are entitled to relief from payment of stamp duties and other taxes when acquiring premises for its own use or its personnel.

If a Mission purchases real estate, the contract and deed must be submitted to the Ministry of Justice (MOJ) for approval before they can take effect. A copy of such request should be sent to the MFA. If a Mission ceases to use its premises for Mission purposes it should inform the MFA by verbal note.

For more information see:

- Income of Municipalities Act [No. 4/95](#), Article 5 (Icel.)
- Vienna Convention on Diplomatic Relations, Article 34, implemented by Act [No. 16/71](#)
- Right of Ownership and Use of Real Property Act [No. 19/66](#) (as amended until August 2020).

14.29 Scientific Research

Scientific research in Iceland's territorial sea, economic zone and on the continental shelf is subject to authorization by the MFA.

Research or exploration on energy sources, such as hydro-electric, geothermal and hydrocarbons, are subject to authorisation.

Research permits on land are not required in Iceland for foreign scientists, except for research on thermophilic microorganism. In order to assist foreign scientists to enter the country, undertake scientific research and obtain clearance from customs authorities, the Icelandic Centre for Research (Icel. Rannís) issues a research declaration that can be presented upon entry.

Items for scientific research can be brought into Iceland free of customs duties.

For more information see:

- Territorial Sea, Contiguous and Economic Zone and Continental Shelf Act, [No. 41/79](#), as amended
- Certain Preferential Customs Treatment Regulation [No. 630/08](#), Article 35
- Rannís - [Research Declaration](#).

14.30 Trade, Investments, Double Taxation, Air Services

Iceland has concluded a number of free trade, investment, double taxation and air services agreements.

For more information see:

- MFA - [Free trade Agreements](#)
- MFA - [International Investment Agreements](#)
- Skatturinn - [Double Taxation Agreements](#)
- GOI website - [Air Services Agreements](#) (Icel. *Loftferðasamningar og samkomulög (MoU/MoC) Íslands*).

15 Annexes

15.1 Annex 1 - Locally Employed Mission Personnel (see Section 8.3)

15.1.1 Salaries and Other Working Terms

The salaries and rights of locally employed staff must at all times follow the labour laws. The labour laws stipulate that wages and other working terms in general collective agreements between employers' associations and labour unions shall be considered minimum terms, irrespective of sex, nationality or length of service (see also below). Employment contracts containing less favourable terms than stipulated in collective agreements shall be considered null and void. Collective agreements stipulate, inter alia, provisions regarding vacation, sick leave, parental leave, hours of rest, minimum salary and salary increases. If the law and a collective agreement provide different terms, the more favourable terms for the employee shall apply. The minimum terms provided in collective agreements apply irrespective of whether an employee belongs to a labour union or not.

The labour laws provide that women and men working for the same employer shall be paid equal wages and enjoy equal terms of employment of the same job or jobs of equal value. The labour laws also ban any kind of discrimination based on race, disability, age or sexual orientation.

For more information see:

- Working Terms and Pension Rights Insurance Act [No. 55/80](#) with subsequent amendments, Article 1
- Equal Treatment Irrespective of Race and Ethnic Origin [Act No. 85/18](#)
- Equal Treatment on the Labour Market Act [No. 86/18](#)
- Equal Status and Equal Rights of Sexes Act [No. 150/20](#).

15.1.2 Payroll Related Payments and Deductions by Employers

Employers in Iceland are required by law to make certain payroll deductions and payments, such as deducting income taxes from salaries (withholding tax) and paying social security contributions (payroll tax, Icel. *Tryggingagjald*).

As an employer in Iceland, a Mission can register with the Employers' Registry at the Directorate of Revenue and Customs (Icel. *Skatturinn*) by filling out form RSK 5.02 (available in English at [rsk.is](#)). This makes it simpler to ensure that all relevant payments are made.

However, a Mission may also choose to dispense with making these payments in which case the employee is responsible for making them. Missions are requested to ensure that their locally employed staff are aware of this. They then need to register as an employer with the Directorate of Revenue and

Customs. If they do not do so, they will be subjected to a 2.5% late charge on unpaid withholding tax.

Withholding tax

Employers are required to deduct withholding tax from an employee's salary and remit monthly to the Directorate of Revenue and Customs. The income tax rate is 35% to 46% depending on salary amount, minus a monthly personal tax credit deduction (ISK 55.000, figures valid as of July 2021).

Payroll tax

Employers are required to pay a monthly payroll tax (social security tax) of 6.35% on top of salary payments.

Pension contributions

Both employees and employers are required to pay premiums into pension funds. By law the minimum is 12% of gross salary. The collective agreement between the Confederation of Icelandic Enterprises (SA) and the unions within the Icelandic Confederation of Labour (Icel. *ASÍ - Alþýðusamband Íslands*) provides for 15.5%, the employee pays 4% and the employer 11.5%.

Furthermore, employees may decide to make additional payments of up to 4% into pension funds. If employees choose to make additional payments of at least 2%, the employer must pay an additional 2% in premiums to the pension funds for the benefit of the employees.

The employer is responsible for remitting pension contributions to the pension funds. If a Mission does not pay pension contributions on behalf of a locally employed staff member, then the employee would need to pay the full amount, as is the case for self-employed persons.

Contributions to medical and vacation house funds, collection of union dues

If a local employee belongs to a labour union, employers are required to make payments to the union medical fund (in most cases 1% of total salary) and vacation fund (in most cases 0.25%, but 0.50% for office workers). They are also required to deduct union dues from the salary and remit to the union.

Educational Fund

Employers are required to pay a percentage of salaries to the labour market Educational Fund (frae.is), as decided in collective agreements.

Vocational Rehabilitation Fund

Employers are required to pay a percentage of salaries (0.13%) to the Vocational Rehabilitation Fund (Icel. *VIRK*).

Work accident insurance

Collective agreements provide that all employers take out accident insurance for persons in their employment. This applies to Missions unless an exemption from this requirement applies under EEA law or bilateral agreements.

For more information see:

- Working Terms and Pension Rights Insurance Act [No. 55/80](#), with subsequent amendments, Article 6
- Social Security Tax Act [No. 113/90](#), figures valid as of July 2021 (Icel.)
- Pension Act [No. 129/97](#)
- Vocational Rehabilitation and Operation of Vocational Rehabilitation Funds Act [No. 60/12](#), Article 5 (Icel.)
- Workplace Training Fund Act [No. 71/12](#)

15.1.3 Health Insurance

Since locally employed staff pay taxes in Iceland, they are entitled to public health insurance benefits.

15.1.4 Vacation

The minimum vacation time by law is 24 days per year for those in full time employment, unless collective agreements provide better terms. In addition, employees get legal holidays, which amounts to 11.2 days per year on average.

15.1.5 Sick days

In most cases employees get two sick days for each month of employment during their first year, more with longer employment.

15.1.6 Temporary Staff

A temporary staff member may not be subjected to less favourable employment terms than a permanent one solely because he or she is temporarily employed, unless justified on objective grounds.

For more information see:

- Hiring of Temporary Employees Act [No. 139/03](#), Article 4 (Icel.).

15.1.7 Termination

An employment contract can be terminated as long as the provisions on minimum notice periods are respected, either as stated by law or the respective collective agreement, if it provides better rights. Termination of an employment contract without notice is invalid unless there is a serious breach. For the minimum requirements see the collective agreement for office workers between the VR Union and the Confederation of Icelandic Enterprises (Icel. *S4 - Samtök Atvinnulífsins*).

For more information see:

- Workers' Right to Advance Notice of Termination of Employment and to Wages on Account of Absence Through Illness and Accidents Act [No. 19/79](#)
- GOI website - [Legislation](#) - Ministry of Social Affairs.

15.2 Annex 2 - Travel Facilitation Letter (see Section 6.2.)

TO WHOM IT MAY CONCERN

The Ministry for Foreign Affairs of Iceland (Utanríkisráðuneytið) issues identity cards to members of diplomatic Missions, their families and private service staff. They are made of plastic, standard size (85.6 x 54 mm) with photo indicating the card number, bearer name, title, Mission and period of validity. Standard identity cards are blue, diplomatic identity cards are red.

According to the Schengen Borders Code these identity cards:

- Are residence permits that entitle bearer to enter and stay in Iceland (1)
- Entitle the bearer to enter all other Schengen states without a visa and to remain there for up to three months within any six-month period, in combination with a valid national travel document, i.e. diplomatic, service or regular passport or similar document (2)
- Bar Schengen border guards from refusing the bearer entry to the territory of Schengen countries without first consulting the appropriate national authorities, if the bearer holds a diplomatic, official or service passport (3).

Contact information for the Icelandic national authorities is as follows:
Protocol Department, Ministry for Foreign Affairs, Reykjavik, Iceland, tel: (+354) 545 9900, protocol@mfa.is.

(1) cf. Article 2 (16) b of Regulation 2016/399 of the European Parliament and of the Council of 9 March 2016 on a Union Code on the Rules Governing the Movement of Persons Across Borders (Schengen Borders Code). These identity cards have been notified and published, cf. Article 39 of above Regulation 2016/399 and Annex 20, Part 2, pp. 55-56 of the Schengen "Practical Handbook for Border Guards", C(2019) 7131.

(2) Article 6 (1) of above Regulation 2016/399.

(3) Annex VII (4.3) to above Regulation 2016/399 and Section 5.4.2. of the Practical Handbook for Border Guards. Above legal acts can be accessed at the Eur-Lex website: <https://eur-lex.europa.eu/>

15.3 Annex 3 - Employment Authorization (see Section 6.6)

TO WHOM IT MAY CONCERN

It is hereby certified that (name, date of birth), who is a dependent of a member of a Diplomatic Mission in Iceland is permitted to work in Iceland, as long as the Mission member's term of duty in Iceland lasts (cf. Vienna Convention on Diplomatic Relations Iceland Accession Act No. 16/71).

This employment authorization is based on Article 18 of the Foreign Nationals' Right to Work Act, No. 97/02, with subsequent amendments, cf. the Agreement between Iceland and the United States on Employment of Dependents of Official Employees of 22 March 2019.

When the name of the employer is known, the Ministry for Foreign Affairs shall be informed, who will subsequently issue a work permit, as is the practice on the Icelandic labour market.

This letter is valid for the duration of the Mission member's stay in Iceland, i.e. until a change of status is notified to the Ministry for Foreign Affairs, in accordance with Article 10 of the Vienna Convention on Diplomatic Relations.

15.4 Annex 4 - International Organisations et. al. (see Section 5.2.5)

The following list shows international organisations, other foreign entities and selected NGOs with offices in Iceland or represented there.

15.4.1 Offices With Diplomatic or Special Status

EU DELEGATION

(European Union)

Headquarters: Brussels, Belgium

Web: www.eeas.europa.eu

Office: Tryggvagata 27, 4th floor, 101 Reykjavik

Tel.: (+354) 520 3399

E-mail: delegation-iceland@eeas.europa.eu

Web: www.esb.is

NATO REPRESENTATION

(North Atlantic Treaty Organization)

Headquarters: Brussels, Belgium

Web: www.nato.int

Office: Keflavik Air Base, c/o Icelandic Coast Guard

Tel: (+354) 425 5032

E-mail: geiro@lhg.is

NAVFAC REPRESENTATION

(US Naval Facilities Engineering Systems Command)

Headquarters: Washington D.C.

Web: www.navfac.navy.mil

Office: Keflavik Air Base, c/o Icelandic Coast Guard

Tel: (+354) 425 5032

E-mail: James.Keokosal@eu.navy.mil

15.4.2 Offices With Non-Diplomatic Status

ARCTIC COUNCIL

Headquarters: Tromsø, Norway

Web: www.arctic-council.org

- **CAFF**

(Conservation of Arctic Flora and Fauna)

Location: Akureyri, Iceland

Office: c/o University of Akureyri

Borgir, Norðurslóð, 600 Akureyri

Tel: (+354) 462 3350

Email: caff@caff.is

Web: www.caff.is

- **PAME**

(Protection of the Arctic Marine Environment)

Location: Akureyri, Iceland

Office: c/o University of Akureyri

Borgir, Norðurslóð, 600 Akureyri

Tel: (+354) 461 1355

Email: pame@pame.is

Web: www.pame.is

CTBTO

(Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization)

Headquarters: Vienna, Austria

Web: www.ctbto.org/

- **AUXILIARY SEISMIC AS038**

Location: Reykjavik, Iceland

Office: c/o Icelandic Met Office

Bústaðavegur 7-9, 108 Reykjavik

Tel: (+354) 522 6000

- **RADIONUCLIDE RN34**

Location: Reykjavik, Iceland

Office: c/o Icelandic Radiation Safety Authority

Rauðarárstíg 10, 105 Reykjavik

Tel: (+354) 440 8200

EEA/NORWAY GRANTS

Headquarters: Brussels, Belgium

Web: <https://eeagrants.org/>

Office: c/o Rannís

Borgartún 30, 105 Reykjavik

Tel: (+354) 515-5800

Email: rannis@rannis.is

Web: <https://en.rannis.is/funding/education/eea--norway-grants/>

ERASMUS+

Headquarters: Brussels, Belgium

Web: www.erasmus-plus.ec.europa.eu/

Office: c/o Rannís

Borgartún 30, 105 Reykjavik

Tel: (+354) 515-5800

Email: erasmusplus@rannis.is

Web: <https://www.erasmusplus.is/>

EUFORGEN

(European Forest Genetic Resources Programme)

Headquarters: Barcelona, Spain

Web: www.euforgen.org

Office: c/o Icelandic Forest Service

Mógilsá, 700 Egilsstaðir

Web: www.euforgen.org/member-countries/iceland/

EURIMAGES

(Cultural Support Fund of the Council of Europe)

Headquarters: Strassbourg, France

Web: www.coe.int/en/web/eurimages

Office: c/o Icelandic Film Centre

Hverfisgata 54, 101 Reykjavík

Web: www.icelandicfilmcentre.is

GRÓ

(International Centre for Capacity Development, Sustainability and Societal Change)

Operates under the auspices of UNESCO (United Nations Educational, Scientific and Cultural Organization)

Headquarters: Reykjavík, Iceland

Office: Rauðarárstíg 25, 105 Reykjavík

Tel: (+354) 545 9900

Web: www.grocentre.is

- **FISHERIES TRAINING PROGRAMME**

Location: Hafnarfjörður, Iceland

Office: c/o Marine Research Institute

Fornubúðir 5, 220 Hafnarfjörður

Email: info@groftp.is

Web: www.grocentre.is/ftp

- **GENDER EQUALITY STUDIES AND TRAINING PROGRAMME**

Location: Reykjavík, Iceland

Office: c/o University of Iceland

Gimli, Sæmundargata 3, 101 Reykjavík

Email: gest@hi.is

Web: www.grocentre.is/gest

- **GEOHERMAL TRAINING PROGRAMME**

Location: Reykjavík, Iceland

Office: c/o Iceland Geosurvey

Grensásvegur 9, 108 Reykjavík

Email: grogtp@grogtp.is

Web: www.grocentre.is/gtp

- **LAND RESTORATION TRAINING PROGRAMME**

Location: Reykjavik, Iceland
Office: c/o Agricultural University of Iceland
Keldnaholt, 112 Reykjavik
Email: grolrt@grolrt.is
Web: www.grocentre.is/lrt

NATA

(North Atlantic Tourism Association)
Headquarters: Torshavn, Faroe Islands
Web: www.northatlantic-islands.com
Office: c/o Icelandic Tourist Board
Geirsgata 9, 101 Reykjavik
Tel: (+354) 535 5500

NIB

(Nordic Investment Bank)
Headquarters: Helsinki, Finland
Web: www.nib.int
Office: c/o Ministry of Finance
Arnarhvoll við Lindargötu, 101 Reykjavik
Tel: (+354) 545 9200

NORDIC COUNCIL OF MINISTERS

Headquarters: Copenhagen, Denmark
Web: www.norden.org
Office: c/o Ministry for Foreign Affairs
Rauðarárstíg 25, 105 Reykjavik
Tel: (+354) 545 9900

- **INFO NORDEN ICELAND**

Location: Reykjavik, Iceland
Office 1: Óðinsgata 7, 101 Reykjavik
Tel: (+354) 551 0165
Email: island@infonorden.org
Office 2: Kaupvangsstræti 23, 600 Akureyri
Tel: (+354) 462 7000
Email: island@infonorden.org
Web: www.norden.org/info-norden

- **NORA**

(Nordic Atlantic Cooperation)
Headquarters: Torshavn, Faroe Islands
Web: www.nora.fo
Office: c/o Icelandic Regional Development Institute
Ártorg 1, 550 Sauðárkrókur
Tel: (+354) 455 5400
Web: www.byggdastofnun.is/is/verkefni/erlent-samstarf/nora

- **NORDIC ASSOCIATION IN ICELAND**

Location: Reykjavik, Iceland
Office: Óðinsgata 7, 101 Reykjavik
Tel: (+354) 551 0165
Email: norden@norden.is
Web: www.norden.is

- **NORDVULK**

(Nordic Volcanological Center)
Location: Reykjavik, Iceland
Office: c/o University of Iceland
Institute of Earth Sciences
Askja, Sturlugata 7, 101 Reykjavik
Tel: (+354) 525 4492
Web: www.nordvulk.hi.is

- **NOREY**

(Nordic House in Reykjavik)
Location: Reykjavik, Iceland
Office: Sæmundargata 11, 101 Reykjavik
Tel: (+ 354) 551 7030
Email: info@nordichouse.is
Web: www.nordichouse.is

- **WEST NORDIC LOAN FUND**

Location: Reykjavik, Iceland
Office: Sigtún 42, 105 Reykjavik
Tel: (+354) 530 2100
Web: www.vestnorden.is

UN WOMEN IN ICELAND

(United Nations Entity for Gender Equality and the Empowerment of Women)
Headquarters: New York, NY, USA
Web: <https://www.unwomen.org/en>
Office: Laugavegur 77, 105 Reykjavik
Tel: (+354) 552-6200
Email: unwomen@unwomen.is
Web: unwomen.is

UNHCR REPRESENTATION FOR THE NORDIC AND BALTIC COUNTRIES

(United Nations High Commissioner for Refugees)
Headquarters: Geneva, Switzerland
Web: www.unhcr.org
Office: Sveavägen 166, 15th fl., 11346 Stockholm, Sweden
Tel: (+46) 101 012 800
Web: www.unhcr.org/neu/is/

UNICEF IN ICELAND

(United Nations International Children's Emergency Fund)

Headquarters: New York, NY, USA

Web: <https://www.unicef.org/>

Office: Laugavegur 77, 105 Reykjavik

Tel: (+353) 552 6300

Email: unicef@unicef.is

Web: <https://unicef.is/>

15.4.3 Parliamentary Organisations**CPAR**

(Conference of Parliamentarians of the Arctic Region)

Headquarters: Copenhagen, Denmark

Web: www.arcticparl.org

Office: c/o Althingi Administration

Kirkjustræti, 101 Reykjavik

Tel: (+354) 563 0500

Web: www.althingi.is

IPU

(Inter-Parliamentary Union)

Headquarters: Geneva, Switzerland

Web: www.ipu.org

Office: c/o Althingi Administration

Kirkjustræti, 101 Reykjavik

Tel: (+354) 563 0500

Web: www.althingi.is

NATO PARLIAMENTARY ASSEMBLY

Headquarters: Brussels, Belgium

Web: www.nato-pa.int

Office: c/o Althingi Administration

Kirkjustræti 12, 101 Reykjavik

Tel: (+354) 563 0500

Web: www.althingi.is

NORDIC COUNCIL

Headquarters: Copenhagen, Denmark

Web: www.norden.org

Office: c/o Althingi Administration

Kirkjustræti 12, 101 Reykjavik

Tel: (+354) 563 0500

Web: www.althingi.is

OSCE PARLIAMENTARY ASSEMBLY

(Organization for Security and Co-operation in Europe)

Headquarters: Copenhagen, Denmark

Web: www.oscepa.org/

Office: c/o Althingi Administration

Kirkjustræti 12, 101 Reykjavík

Tel: (+354) 563 0500

Web: www.althingi.is

PACE

(Parliamentary Assembly of the Council of Europe)

Headquarters: Strasbourg, France

Web: www.pace.coe.int

Office: c/o Althingi Administration

Kirkjustræti 12, 101 Reykjavík

Tel: (+354) 563 0500

Web: www.althingi.is

WEST NORDIC COUNCIL

Headquarters: Reykjavík, Iceland

Office: c/o Althingi Administration

Kirkjustræti 12, 101 Reykjavík

Tel: (+354) 563 0731

Web: www.vestnordisk.is

15.4.4 Non-Governmental Organisations**AFS**

Headquarters: New York, NY, USA

Web: <https://afs.org/>

Office: Skipholt 50c, 105 Reykjavík

Tel: (+354) 552-5450

Web: <http://www.afs.is/>

ARCTIC CIRCLE

Headquarters: Reykjavík, Iceland

Office: Menntavegur 1, 101 Reykjavík

Email: secretariat@arcticcircle.org

Web: www.arcticcircle.org/

IASC

(International Arctic Science Committee)

Headquarters: Akureyri, Iceland

Office: Borgir, Norðurslóð, 600 Akureyri

Tel: (+353) 515 5824

Email: info@iasc.info

Web: www.iasc.info

RED CROSS IN ICELAND

(IFRC - International Federation of Red Cross and Red Crescent Societies)

Headquarters: Geneva, Switzerland

Web: <https://www.ifrc.org/>

Office: Efstaleiti 9, 130 Reykjavik

Tel: (+353) 570 4000

Email: info@redcross.is

Web: <https://www.raudikrossinn.is/>

SEEDS

Headquarters: Reykjavik, Iceland

Office: Grettisgata 3a, 101 Reykjavik

Tel: (+354) 771 3300

Web: <https://www.seeds.is/>

15.5 Annex 5 - Tax Free Purchase of Alcohol and Tobacco (see Section 9.2)

Alcohol and tobacco in Iceland is imported by private wholesalers. The State Alcohol and Tobacco Company (*ÁTVR*) sells alcohol at the retail level but tobacco at the wholesale level.

Diplomatic missions in Iceland, as well as entitled staff, can import tax free alcohol and tobacco. For purchases in Iceland, they have the options below.

15.5.1 Alcohol

(a) Purchase from ÁTVR:

- Alcohol can be purchased from any ÁTVR store. Orders can also be made by email (veislugin@vinbudin.is). The full price is paid, including the alcohol tax and VAT
- Missions submit the receipts regularly to ÁTVR which issues an invoice and does a calculation of the alcohol tax and VAT
- Missions submit a request for re-imbursement of the VAT and alcohol tax to the MFA using Form ES7 - Alcohol Taxes (in duplicate) and attaching the ÁTVR invoice and tax calculation together with the original receipts
- Refunds are made quarterly into a bank account in Iceland.

(b) Purchases from private wholesalers that have stocks in bonded warehouses:

- Missions submit a completed Form ES2 (Importation of Goods) to the MFA
- Missions submit the approved form to the wholesaler and purchase the alcohol tax free (without the alcohol tax and VAT).

15.5.2 Tobacco

(a) Purchase from ÁTVR:

- Tobacco is ordered from the ÁTVR main office at Studlahals 2, 110 Reykjavik (veislugin@vinbudin.is)
- Missions purchase tobacco from the ÁTVR main office and obtain an invoice. ÁTVR deducts the tobacco tax, but not the VAT
- Missions submit a request for re-imbursement of the VAT to the MFA using Form ES7 (Alcohol Taxes) in duplicate and attaching the ÁTVR invoice and the original receipts
- Refunds are made quarterly into a bank account in Iceland.

(b) Purchases from private wholesalers that have stocks in bonded warehouses:

- Missions submit a completed Form ES2 (Importation of Goods) to the MFA
- Missions submit the approved form to the wholesaler and purchase the tobacco tax free (without the tobacco tax and VAT).

(c) Purchase from private retailers:

- Tobacco is purchased from a private retailer
- Missions submit a request for re-imbursement of the VAT to the MFA using Form ES7 (Alcohol Taxes) in duplicate and attaching the original receipts
- Refunds are made quarterly into a bank account in Iceland.
- No refund is made for the tobacco tax.

15.6 Annex 6 - Legal Resources (see Section 14.21)

Bills

- [Althingi.is](https://althingi.is)

Laws

- [Compilation of laws in force: Althingi.is](https://althingi.is)
- [Publication: Stjornartidindi.is \(Official Journal\)](https://stjornartidindi.is)

Regulations

- [Compilation of regulations in force: Island.is](https://island.is)
- [Publication: Stjornartidindi.is \(Official Journal\)](https://stjornartidindi.is)

Treaties

- [Publication: Stjornartidindi.is \(Official Journal\)](https://stjornartidindi.is)
- [EEA Supplement to the Official Journal of the European Union](https://eea.europa.eu)
- [Compilation of EEA Law: EEA-Lex \(EFTA website\)](https://eea.lex.europa.eu)

Judgements and Decisions

- [Supreme Court \(Icel. Hæstiréttur\)](https://hastirrettur.is)
- [Appellate Court \(Icel. Landsréttur\)](https://landsrettur.is)
- [District Courts \(Icel. Héraðsdómstólar\)](https://heradisdomstolar.is)
- [Althingi Ombudsman \(Icel. Umboðsmaður Alþingis\)](https://umboedsmaður.althingis.is)

Legal Announcements

- [Legal Notice Journal \(Icel. Lögbirtingablað\)](https://logbirtingablad.is)
- [Auctions \(Icel. Sýslumenn\)](https://syslumenn.is)

15.7 Annex 7 - Communication by Radio Transmitters (see Section 14.27)

The use of radio transmitters for official communication by a diplomatic Mission requires permission from the competent Icelandic authorities (see also Article 27 of the Vienna Convention on Diplomatic Relations).

Missions may, on the basis of reciprocity, be licensed by ECOI (Electronic Communications Office of Iceland, Icel. *Fjarskiptastofa*) to install, operate and use radio communications equipment for:

- Official communication with the sending State
- Security purposes within and around the Mission premises
- Visits from VIPs that require special security measures, including the use of radio communications equipment.

In such cases the licence is subject to a time limitation. A licence application may be submitted with a verbal note to the Protocol Department. The application should include information on the location and type of equipment, frequencies, call signs, hours of operation, transmitter output power, classes of emission, bandwidth and antenna characteristics, and should be addressed to ECOI.

Before any changes are made to the parameters of the licensed transmission equipment, a request for permission to make such changes should be made to ECOI via the MFA.

ECOI will investigate any instances of interference caused by a Mission's radio transmitters and may impose such modifications or improvements to the installation as are necessary to resolve the problem.

The installation and operation of radio communications equipment/transmitters must be in conformity with the Constitution and Convention of the International Telecommunication Union, the International Radio Regulations, and any special conditions set by ECOI.

It should be noted that installation of antennas may require permission from the municipal authorities.

For more information see:

- [Electronic Communications Office of Iceland.](#)

16 Forms

See: MFA website - [Protocol](#) - Forms:

16.1.1 Form ES1 - Notifications to the MFA (see Sections 4.1, 4.3, 5.2, 6.2-3)

[Notification to the Ministry for Foreign Affairs \(PDF\)](#)

16.1.2 Form ES2 - Importation of Goods (see Sections 9.5, 9.9)

Exemption from Customs Duties on the Purchase or Importation by Diplomatic Missions and Diplomatic Agents of Alcoholic Beverages and Tobacco (PDF)

16.1.3 Form ES3 - Registration of Vehicle (see Section 10.1)

Notification to the Ministry for Foreign Affairs - Importation and Registration of Embassy Vehicles (PDF)

16.1.4 Form ES4 - Removal of Vehicle from Registration (see Section 10.2)

Notification to the Ministry for Foreign Affairs - Removal of Embassy Vehicles from Registration (PDF)

16.1.5 Form ES5 - VAT Refund (see Section 9.1)

[Application for Refund of Value Added Tax \(Excel\)](#)

16.1.6 Form ES6 - Fuel Taxes (see Section 9.4)

[Application for Refund of Petrol Duty and Diesel Tax \(Excel\)](#)

16.1.7 Form ES7 - Alcohol Taxes (see Sections 9.2, 15.5)

[Application for Refund of VAT and Alcohol Tax \(Excel\)](#)

16.1.8 Form ES8 - ID-Card Foreign Honorary Consuls (see Section 6.7, 13.8)

[Application for an ID-card for Honorary Consuls of Foreign States in Iceland \(PDF Icel.\)](#)

16.1.9 Form ES9 - Temporary Work Permit (see Sections 4.6, 8.2)

[Application for a Temporary Work Permit for a Family Member of a Diplomat \(PDF\)](#)

17 Laws and Agencies

17.1 Laws and Regulations Referred to

- Certain Preferential Customs Treatment Regulation No. 630/2008
- Chemical Act [No. 61/13](#)
- Control of Services and Items That May Have Strategic Significance Act [No. 58/10](#)
- Crossing the Border, Regulation [No. 866/2017](#)
- Cultural Patrimony Act [No. 80/12](#)
- Customs Act [No. 88/05](#)
- Data Protection and the Processing of Personal Data Act [No. 90/18](#)
- Driver's Licenses, Regulation [No. 830/11](#)
- Electronic Surveillance, Rules [No. 837/06](#)
- Equal Status and Equal Rights of Sexes Act [No. 150/20](#)
- Equal Treatment Irrespective of Race and Ethnic Origin [Act No. 85/18](#)
- Equal Treatment on the Labour Market Act [No. 86/18](#)
- Firearms, Ammunition, etc., Regulation [No. 787/98](#)
- Foreign Decorations, Presidential Letter Authorizing Icelandic Citizens to Carry, [No. 15/47](#)
- Foreign Nationals Act [No. 80/16](#)
- Foreign National's Right to Work Act [No. 97/02](#)
- Foreign Nationals' Right to Work Regulation [No. 339/05](#)
- Foreign Service of Iceland Act [No. 39/1971](#)
- Health Insurance Act [No. 112/08](#)
- Hiring of Temporary Employees Act [No. 139/03](#)
- Immunities and Privileges of International Organisations Act [No. 98/1992](#)
- Importation of Animals Act [No. 54/90](#)
- Income of Municipalities Act [No. 4/95](#)
- Income Tax Act [No. 90/03](#)
- Nature Preservation Act No. 60/13
- Pension Act [No. 129/97](#)
- Right of Ownership and Use of Real Property Act [No. 19/66](#)
- Social Security Tax Act [No. 113/90](#)
- Territorial Sea, Contiguous and Economic Zone and Continental Shelf Act [No. 41/1979](#)
- Value Added Tax Act [No. 50/88](#)

- Vienna Convention on Consular Relations Iceland Accession Act [No. 4/78](#)
- Vienna Convention on Diplomatic Relations Iceland Accession Act [No. 16/71](#)
- Vocational Rehabilitation and Operation of Vocational Rehabilitation Funds Act [No. 60/12](#)
- Weapons Act [No. 16/98](#)
- Withholding of Tax on Financial Income Act [No. 94/96](#)
- Workers' Right to Advance Notice of Termination of Employment and to Wages on Account of Absence Through Illness and Accidents Act [No. 19/79](#)
- Working Terms and Pension Rights Insurance Act [No. 55/80](#)
- Workplace Training Fund Act [No. 71/12](#)

17.2 Agencies and Bodies Referred to

- [Althingi \(Alþingi\)](#)
- [Althingi Ombudsman \(Umboðsmaður Alþingis\)](#)
- [Appellate Court \(Landsréttur\)](#)
- Association of Honorary Consuls in Iceland (*Félag kjörræðismanna á Íslandi*)
- [Audkenni \(Auðkenni\)](#)
- Confederation of Icelandic Enterprises (*SA - Samtök Atvinnulífsins*)
- Confederation of Labour (*ASÍ - Alþýðusamband Íslands*)
- Data Protection Authority (*Persónuvernd*)
- Directorate of Revenue and Customs (*Skatturinn*)
- District Commissioner (*Sýslumaður*)
- [District Courts \(Héraðsdómstólar\)](#)
- Electronic Communications Office of Iceland, ECOI (*Fjarskiptastofa*)
- Environmental Agency of Iceland (*Umhverfisstofnun*)
- Icelandic Centre for Research (*Rannís*)
- [Icelandic Transport Authority \(Samgöngustofa\)](#)
- Legal Notice Journal Official Gazette (*Lögbirtingablað*).
- Ministry for Foreign Affairs (*Utanríkisráðuneytið*)
- National Police Commissioner's Office (*Ríkislögreglustjóri*)
- [Office of the President of Iceland \(Skrifstofa forseta Íslands\)](#)
- [Office of the Prime Minister \(Forsætisráðuneytið\)](#)
- [Official Journal \(Stjórnartíðindi\)](#)
- Registers Iceland (*Þjóðskrá*)
- Reykjavik Metropolitan Police (*Lögreglan á höfuðborgarsvæðinu*)

- Reykjavik Work School (*Vinnuskóli Reykjavíkur*)
 - [Reykjavik University \(*Háskólinn í Reykjavík*\)](#)
 - State Alcohol and Tobacco Company (*ÁTVR - Áfengis- og tóbaksverslun ríkisins*)
 - [Supreme Court \(*Hæstiréttur*\)](#)
 - [University of Iceland \(*Háskóli Íslands*\)](#)
 - Vocational Rehabilitation Fund (*VIRK - Starfsendurhæfingarsjóður*).
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