**The foreigner intends to work under an employment contract (his/her profession is not included in the list of professions in short supply) or will be employed under a temporary employment contract and requires a decision of the Employment Service**

**(Article 44 Part 1 Point 2 of the Law on the Legal Status of Aliens)**

 [**The determined form request to issue the temporary residence permit in the Republic of Lithuania**](http://www.migracija.lt/l.php?tmpl_into%5b0%5d=index&tmpl_name%5b0%5d=m_site_index178&tmpl_into%5b1%5d=middle&tmpl_id%5b1%5d=2052)**.** *The request is submitted via the Lithuanian Migration Information System (MIGRIS);*

** Valid travel document (passport);**

**Number of mediation letter** **submitted by the employer via the Lithuanian Migration Information System (**[**MIGRIS**](http://www.migracija.lt/)**)** (*shall be indicated via ‘MIGRIS’ when filling-out the request regarding the temporary residence permit*);

**The** **mediation letter shall state:**

* **whether the foreigner is covered by a multi-employer contract;**
* **whether the foreigner will be employed under a temporary employment contract. If yes, it shall confirm that the company is included in the list of temporary employment companies drawn up by the State Labour Inspectorate, and undertakes to provide the foreigner with a full-time working hours and to pay him/her a monthly salary during the period of work in Lithuania which is at least equal to the last published average monthly gross salary for the calendar year, and, in the periods between assignments, at least equal to 1 monthly minimum salary.**

 **The decision of the Employment Service regarding the alien’s work conformity to the needs of Republic of Lithuania labor market** (*the Migration Department shall receive the decision of the Employment Service*);

** *If the facilitation letter indicates that the alien’s monthly wage is less than 1 MMW,*** [**document affirming that the alien has sufficient funds and/or receives regular income**](http://www.migracija.lt/l.php?tmpl_into%5b0%5d=index&tmpl_name%5b0%5d=m_site_index178&tmpl_into%5b1%5d=middle&tmpl_id%5b1%5d=1195)**(e.g., *bank certificate*);**

**** ***An undertaking (confirmation) by the foreigner when completing the application via MIGRIS* that he/she will declare his/her place of residence in an accommodation with a living area of at least 7 square metres for each adult person declaring his/her residence there.**

**The residential area requirement is not applicable for the:**

* **Driver of the International Cargo Transportation Vehicle;**
* **The foreigner, who the employer sends to work in another EU or EFTA Member State under a contract for the provision of services or works in that Member State during the period of your employment there.**

** Certificate(s) issued by the competent institution(s) of the foreign country (countries), wherein prior to arriving in the Republic of Lithuania the alien was living or is living for the last 2 years (save for those cases, when living in the foreign country lasted less than 6 months within 12 month period) affirming, that the alien was not sentenced in this (these) country (countries) (certificate confirming the absence of any criminal record), which must be issued *no sooner than 6 months before* the day of accepting the request to issue the temporary residence permit. If the alien while residing in the Republic of Lithuania for the purposes of the issuance of the temporary residence permit submits the valid national visa of the Republic of Lithuania, with which they arrived to the Republic of Lithuania, and intends to further stay in the Republic of Lithuania, then along with the request to issue the temporary residence permit they may also submit the valid criminal record(s), which is (are) issued *no sooner than 1 month* prior to the day of receiving the national visa of the Republic of Lithuania. If the alien was sentenced, the criminal record must indicate when and for which criminal activity they were sentenced, what sentence was awarded and whether it was served\*;**

** *If another person paid the public fees for the alien*: the extended form of the payment order of the paid public fees, wherein the name(s), surname(s), personal identification number or date of birth of the alien, for whom the payment was made, is indicated.**

I have checked whether all of the necessary documents in regards to the issuing of the temporary residence permit were submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

 (Citizenship, name(s), surname(s) and date of birth of the alien)

and I have accepted/not-accepted them:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name(s) and surname(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notice. After arriving at the booked time at the Migration Department, the presence of the alien in Lithuania must be lawful.**

\***Criminal record, wherein it is stated that the alien was not sentenced, may be submitted written in original English language or an English language translation from another language may be submitted, which is affirmed by the person or institution having the right to testify the translation from one language to another**.

 **Criminal record, which is not written in original English language, or which states when and for which criminal activity the alien was sentenced, the sentence awarded and whether it was served, must be translated to Lithuanian language and the translation must be affirmed by the person or institution having the right to testify the translation from one language to another.**

 **Criminal record must be legalized or certified (*Apostille*) in accordance to the Government determined procedure, save for the criminal record issued:**

* **In Ukraine, Russia, Estonia, Latvia or Moldova;**
* **By the diplomatic agency or consular institution of the foreign country residing in the Republic of Lithuania;**
* **By the diplomatic agency or consular institution of the foreign country residing abroad and accredited along with the other country for the Republic of Lithuania.**