**The foreigner is *a permanent employee of a company established in a Member State of the European Union or the European Free Trade Association* and is sent to work temporarily in the Republic of Lithuania and is insured with social insurance in that Member State**

**(Law on the Legal Status of Foreigners, Art. 44, pt. 1, para. 2)**

** An application form to issue a temporary residence permit in the Republic of Lithuania. *Application form is submitted using Lithuanian migration information system (MIGRIS);***

** A valid travel document (passport);**

** Mediation letter number of the receiving (inviting) Legal Entity of the private legal entity, branch or representative office registered in the Register of Legal Entities.** ***The application for mediation has to be submitted using the Information System of Public Services related to issuance, consultation, provision of personal and other documents to citizens of the Republic of Lithuania and foreigners (EPIS)***

** Certificate issued by the competent body of the European Union or of a Member State of the European Free Trade Association confirming that the foreigner is *covered by social security insurance*\*;**

** A letter of the company from the European Union or a European Free Trade Association Member State confirming that the foreigner is a permanent employee of the company and is sent to work temporarily in the Republic of Lithuania\***

***if the foreigner's monthly salary in the mediation letter and the employment contract is less than* 1 minimum wage, a document confirming that the foreigner has sufficient funds and / or receives regular income (e.g. *employment contract*\*) sufficient for residence in the Republic of Lithuania. The amount of the foreigner's funds is assessed taking into account the level of cost of living in Lithuania which is determined by the Minister of the Ministry of Social Security and Labour of the Republic of Lithuania, which can be considered as a sufficient for residence in the Republic of Lithuania for a foreigner applying for a residence permit;**

**** **A document, confirming that the foreigner has living premises to declare his/her place of residence, the living space of which for one adult person that has declared his/her place of residence is at least 7 square metres, under the right of ownership or is using such premises under the basis of rent or lending, and if the said contract is drawn for a period that is not shorter than the period of validity of the temporary residence permit and is registered at the Public Institution Centre of Registers (Register of Real Estate), or an obligation of a legal person to provide the foreigner with a place of residence, which meets the defined requirements for a living space for the period of the validity of the temporary residence permit, confirmed with the signature and seal of a notary of the Republic of Lithuania, head of an elderate of a municipality of the Republic of Lithuania or an authorised state officer of the Migration Department, if the said legal person must have a seal;**

**** **The certificate issued by competent institution of the foreign state (s), where the foreigner has lived before coming to the Republic of Lithuania or has been living for the last 2 years (except for cases, when the residence in a foreign state was shorter than 6 months in a period of 12 months) confirming that the foreigner has not been convicted, certificate must be issued *not earlier than 6 months* before the application for a temporary residence permit. If foreigner has been convicted, the certificate of conviction must indicate when and what criminal activity the foreigner has been convicted for, what penalty was imposed to him/her and if it was fully served\*\*;**

** Health insurance, which guarantees the payment of essential medical expenses and expenses that may arise due to the foreigner's return to a foreign state for health reasons (transportation, including escort of a personal health care professional (specialists)) and is valid for the entire period of the foreigner's stay or residence in the Republic of Lithuania\* or a document confirming that the foreigner is covered by the compulsory health insurance, as provided in the Law on Health Insurance of the Republic of Lithuania (e.g. *in the mediation letter of the Lithuanian institution of science and studies, it is a stated that the foreigner pays (will pay) or will be paid a flat-rate social insurance contributions*);**

** *If the state fee for the foreigner were paid by another person*: the extended payment order for the state fees made, which features the foreigner's that the fee was made for, name(s), surname(s) and personal code or date of birth *with a bank seal;***

**or**

**** ***If the application is urgent*: payment order for a state fee paid with a bank seal or a receipt (*it is also possible to make the payment during the application*).**

I checked that all the necessary documents for issuing a temporary residence permit have been submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

(foreigner's citizenship, name(s), surname(s) and date of birth)

and I accepted / did not accept them:

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

(office title)

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

(signature)

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

(name(s) and surname(s)

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

(date)

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

**Pastaba. Documents regarding the issue of a temporary residence permit in the Republic of Lithuania may be submitted in Lithuania if the foreigner is legally in the territory of the Republic of Lithuania.**

**\* Documents issued abroad must be translated into Lithuanian language and certified by an interpreter. The document proving the health insurance may be given in the original English language or may be translated from other language to English, certified by an interpreter.**

**\*\*****A certificate of conviction stating that the foreigner has not been convicted may be given in the original English language or may be translated from other language to English, certified by an interpreter.**

**A certificate of conviction, which is not written in the original English language or which states**

**when and what criminal activity the foreigner has been convicted for, what penalty was imposed to him/her and if it was fully served, must be translated to Lithuanian language, certified by interpreter.**

**The certificate of conviction must be legalized or certified (Apostille), according to the procedure prescribed by legal acts, except for the certificate of conviction issued by:**

**- Ukraine, Russia, Estonia, Latvia or Moldova;**

**- foreign diplomatic missions or consular posts residing in the Republic of Lithuania;**

**- foreign diplomatic missions or consular posts residing abroad and accredited without any other country, including the Republic of Lithuania**