

A – The following must be attached to an application for the issuance of the first single permit based on the consent of the Employment Service (Article 17 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner;
- an employment contract signed by the employer;
- proof of adequate education or professional qualification of the foreigner, or of the fulfilment of other conditions required by the employer;
- a statement signed by the employer on whether or not it provides accommodation for the foreigner.

In the case of an employer that has been registered for less than six months, a statement from the employer and proof that, prior to the submission of the application for the issuance of a single permit for the purpose of employing a foreigner, it had invested at least EUR 50,000 in the activity as part of which the foreigner will perform work, must be attached to the application (paragraph two of Article 17 of the Employment, Self-employment and Work of Foreigners Act).

In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information;
- that there are no suitable unemployed persons in the register of unemployed persons;
- that the employer has been appropriately registered or entered in the Register of Agricultural Holdings or in the Business Register to pursue the activity in which the foreigner concerned is to carry out work;
- that the employer is not in liquidation or bankruptcy proceedings;
- that the employer operates actively;
- that the employer filed monthly withholding tax returns for income from the employment relationship, if the employer employed workers over the last six months prior to the month in which the application was submitted or during the period of operation, if shorter than six months, and had no outstanding tax liabilities;
- that the quota that limits the number of foreigners in the labour market has not been reached.

A1 A foreigner who will be employed or is employed in a company entered in the register of companies with a high added value or in the register of innovative start-up companies (second paragraph of Article 16 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner;
- an employment contract signed by the employer in which the foreigner is guaranteed a salary of at least the average monthly gross salary in the Republic of Slovenia as last published in the Official Gazette of the Republic of Slovenia;
- proof of adequate education or professional qualification of the foreigner, or of the fulfilment of other conditions required by the employer;
- a statement signed by the employer on whether or not it provides accommodation for the foreigner.

In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information;
- that there are no suitable unemployed persons in the register of unemployed persons;
- that the employer is entered in the register of companies with high added value or the register of innovative start-up companies;
- that the quota that limits the number of foreigners in the labour market has not been reached.

B – The following must be attached to an application for the issuance or extension of the single permit for employment based on the consent of the Employment Service for employment, self-employment or work (Article 14 of the Employment, Self-employment and Work of Foreigners Act) (circle as appropriate):

B1 A foreigner with at least vocational education or national professional qualification obtained in the Republic of Slovenia who was registered for social insurance as an employed person for at least 20 months in the last 24 months prior to the submission of the application.

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- proof of at least vocational education or national professional qualification obtained in the Republic of Slovenia in accordance with the seventh, eighth or ninth paragraph of Article 12 of the Employment, Self-employment and Work of Foreigners Act;

- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests.

B2 A foreigner who was registered for social insurance as an employed person for at least 30 months in the last three years prior to the submission of the application.

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests.

B3 A foreigner who completed the last year of education in the Republic of Slovenia and obtained at least higher education:

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests;
- proof that the foreigner has obtained at least short-cycle higher vocational education in the Republic of Slovenia in the last two years prior to the submission of the application in accordance with the seventh, eighth or ninth paragraph of Article 12 of the Employment, Self-employment and Work of Foreigners Act;
- an employment contract signed by the employer or other proof of intended employment or self-employment.

B4 A foreigner who has completed a research work programme in the Republic of Slovenia:

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests;
- proof that the foreigner completed a research work programme in the Republic of Slovenia in the last two years prior to the submission of the application (certificate from the research organisation on the completion of the research work);
- an employment contract signed by the employer or other proof of intended employment or self-employment.

In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information.

C – The following must be attached to an application for an extension of the single permit based on the consent of the Employment Service to an extension of the single permit for the purpose of employment (Article 19 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner, if the authority requests it;
- an employment contract signed by the employer.

In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information;
- that the employer filed monthly withholding tax returns for income from the employment relationship, if the employer employed workers over the last six months prior to the month in which the application was submitted or during the period of operation, if shorter than six months, and had no outstanding tax liabilities;
- that the foreigner is continuously registered for compulsory social insurance from the day of the start of work.

D – The following must be attached to an application for the issuance or extension of the single permit based on the consent of the Employment Service for training or upskilling of foreigners (Article 25 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the

Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;

- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests;
- an employment contract signed by the employer for the purpose of training or upskilling or a civil law contract for the training or upskilling of a foreigner;
- the training or upskilling programme;
- a positive opinion of the business association, competent chamber or ministry in charge of the activity.

If the training and upskilling is provided by a business association, competent chamber or ministry in charge of the activity, the opinion referred to in the preceding indent is not required.

D1 The following must be attached to an application for an extension of the single permit based on the consent of the Employment Service for training and upskilling (fifth paragraph of Article 25 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner, if the authority requests it;
- a statement on the reasons for an extension of the implementation of the training or upskilling programme;
- a relevant employment contract or civil law contract.

In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information;
- that the foreigner has not yet been included in a similar training or upskilling programme;
- that the contracting authority the work or employer filed monthly withholding tax returns for income from the employment relationship, if the employer employed workers over the last six months prior to the month in which the application was submitted or during the period of operation, if shorter than six months, and had no outstanding tax liabilities.

E – The following must be attached to an application for the issuance or extension of the single permit based on the consent of the Employment Service for individual services provided by the foreigner (Article 26 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests;
- a concluded civil law contract;
- proof of a specialist knowledge acquired by the foreigner (special courses, recommendations, etc.)

In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information;
- in the event that the contracting authority is a legal entity or individual registered to perform the activity – information on the registration or entry in the appropriate register.

F – The following must be attached to an application for the issuance of the first single permit based on the consent of the Employment Service for a representative (Article 27 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country;
- an employment contract signed by the employer, or a civil law contract signed by the contracting authority.

In the case of an employer that has been registered for less than six months, a statement from the employer and proof that, prior to the submission of the application for the issuance of a single permit for the purpose of employing a foreigner, it had invested at least EUR 50,000 in the activity as part of which the foreigner will perform work, must be attached to the application (paragraph two of Article 27 of the Employment, Self-employment and Work of Foreigners Act).

F1 - The following must be attached to an application for an extension of the single permit based on the consent of the Employment Service for a representative (eighth paragraph of Article 27 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner, if the authority requests it;
- an employment contract signed by the employer, or a civil law contract signed by the contracting authority.

In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information;
- that the employer operates actively;
- that the employer filed monthly withholding tax returns for income from the employment relationship, if the employer employed workers over the last six months prior to the month in which the application was submitted or during the period of operation, if shorter than six months, and had no outstanding tax liabilities; that the representative is entered in the relevant register;
- that the quota that limits the number of foreigners in the labour market has not been reached.

Information regarding personal data protection:

- the personal data from the form is processed for the purpose of issuance of a residence permit in accordance with Article 93 of the Foreigners Act;
- the authority has the right to obtain other data as well, if this is in your interest and you have given your consent or if this is permitted by law. You can withdraw your consent from the authority at any time;
- if the required conditions are met, you have the right to access your personal data, the right to restrict processing and the right to object to processing;
- you have the right to check the accuracy of your personal data that is entered in the residence permit and the right to request for the data to be altered or, if the required conditions are met, its deletion.
- The controller stores your data in accordance with Article 115 of the Foreigners Act;
- the authorised person of the controller for the protection of personal data at the Ministry of the Interior can be contacted at the e-mail address: dpo.mnz@gov.si;
- if you are of the opinion that your data is being processed illegally, you can file a complaint with the Information Commissioner.