

# List of documents to be submitted with an application for a “Seconded employee ICT” (“Salarié détaché ICT”) residence permit

Article L.421-26 of [CESEDA](#)

[Annexe 10 CESEDA](#)

**This list is provided for indicative purposes only.** Make sure you contact the consular, diplomatic or prefectural authority that will be handling your application to obtain a list of required documents appropriate to your personal circumstances and the reason for your stay in France.

**Helpful tip:** Supporting documents must, where applicable, be accompanied by a French translation by a sworn translator certified to provide translations for the French courts of appeal. If applicable, please click here to view a list of [sworn translators](#).

## Abroad – Application for a Long-Stay Visa

- Long-Stay Visa application form ([France Visas](#) form) dated duly completed and signed.
- France-Visas receipt.
- A currently valid passport issued within the last 10 years and valid for at least three months after the visa expiry date.
- Three recent [standardized](#) passport photos.
- Form [CERFA no. 15619\\*01](#), setting out the elements of the employment contract that justify applying for an “Seconded employee ICT” residence permit.
- A current employment contract with the home company outside France and an amendment to the contract setting out the terms of the assignment in France. Evidence of income equal to the statutory national minimum wage ([SMIC](#)).
- Documents providing evidence of the legal relationship between the employing establishment or company and the host company in France.
- Proof of a minimum of six months' seniority in the group of companies (employer certificate, payslips).
- Any document providing evidence that the employee has the required skills to work as a **senior manager or expert** in France (degrees).
- An up-to-date extract of the commercial register (extrait K-bis) for the company to which the employee is to be seconded.
- Social security certificate of coverage or sworn declaration of application for registration with the French social security system.
- Where applicable, a sworn declaration of application for registration with the relevant paid leave scheme (caisse des congés payés).
- Certificate of payment of social security contributions by the entity established in France.

## In France – Online validation procedure

If the foreign national holds a Long-Stay Visa equivalent to a residence permit (VLS-TS), he must validate the visa online within the 3 months upon arrival in France on the [ANEF](#) website.

The payment of residence permit tax and stamp duty may be operated [online](#).

### Renewal

- Certificate of employment or copy of last three pay slips
- Evidence that the assignment is continuing beyond the initial period, and proof of the duration of the proposed extension.
- Valid social security certificate of coverage.
- Updated posted worker declaration.

## In France - Application for a “Seconded employee ICT” residence permit

- Copy of passport (pages showing civil status, dates of validity, entry stamps and visas) or, failing that, other supporting documents, at least one of which bears a photograph enabling the identification of the applicant to be identified (consular attestation, identity card, consular card, certificate of nationality, etc.).
- Long-stay visa or VLS-TS (to be extended).
- Proof of address dated within the last six months:
  - bill (electricity, gas, water, internet access), rental agreement less than six months old, rent receipt (if tenant) or housing tax.
  - in the case of hotel accommodation: certificate from the hotel and invoice for the last month.
  - in the case of accommodation with a private individual: certificate from the host dated and signed, copy of his/her national identity card or residence permit.
- Three recent [standardized](#) passport photos.
- If you are married and come from a country that allows polygamy: declaration on your honour that you are not polygamous in France.
- Proof of payment of the tax on the residence permit and the stamp duty payable upon issue of the residence permit.
- Form [CERFA no. 15619\\*01](#), setting out the elements of the employment contract that justify applying for an “Seconded employee ICT” residence permit.
- A current employment contract with the home company outside France and an amendment to the contract setting out the terms of the assignment in France. Proof of a minimum of six months' seniority in the group of companies (employer certificate, payslips).
- Evidence of income equal to the statutory national minimum wage ([SMIC](#)).
- Documents providing evidence of the legal relationship between the employing establishment or company and the host company in France.

- Any document providing evidence that the employee has the required skills to work as a **senior manager or expert** in France (degrees).
- An up-to-date extract of the commercial register (extrait K-bis) for the company to which the employee is to be seconded.
- Social security certificate of coverage or sworn declaration of application for registration with the French social security system.
- Where applicable, a sworn declaration of application for registration with the relevant paid leave scheme (caisse des congés payés).
- Certificate of payment of social security contributions by the entity established in France.
- The « [contrat d'engagement respectant les principes de la République](#) » duly signed.

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### **DISCLAIMER**

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