

## SOGGIORNO APPLICATION REQUIREMENTS

The items that the Italian Immigration Office requires you to submit, have been indicated with an "X"

### **1. NEWLY ARRIVED PERSONNEL MUST VISIT THE SOGGIORNO OFFICE WITHIN 8 DAYS OF ARRIVAL IN ORDER TO GET ALL THE APPROPRIATE INFORMATION!**

#### **a. APPLICANTS 14 YEARS OLD AND ABOVE MUST BE PRESENT IN OUR OFFICE TO SIGN THE DOCUMENTATION.**

2.  **PHOTOS:** Each member of the family (excluding any active duty member) must provide four (4) identical 3.3x4 cm. color photos, on a white background. Arrange for these photos at the Military Photo Lab, at no cost. Please call Ph# DSN; 634-7508 or visit [www.vios.army.mil](http://www.vios.army.mil) to place your photos' request. **BLDG 93 (WALK-INS on FRIDAY 1300-1600).**
  
3.  **PASSPORT: (with "ITALIAN VISA"):** The passport must have a minimum of 6 months validity. Make immediate arrangement with Passport Office to renew it, if needed, prior to Soggiorno appointment. The Tourist Passport is not ACCEPTABLE.
  - a. U.S. citizen dependents of active duty personnel, must have a NO FEE (blue) Passport with Italian "D MISSIONE VISA", issued by an Italian Consulate.
  - b. Self-Sponsored NAF, AAFES, American Red Cross (civilians).
    - Employees: NO FEE (blue)passport containing the "Work Visa" - D MISSIONE - issued by an Italian Consulate.
    - Dependents: NO FEE (blue)passport containing the "Family Visa" - D MISSIONE - issued by an Italian Consulate.
  - c. Appropriated Fund, GS,E/WG/WS, DOD (civilians).
    - Employees: OFFICIAL (maroon) passport containing the "Work Visa" - D MISSIONE - issued by an Italian Consulate.
    - Dependents: OFFICIAL (maroon) passport containing the "Family Visa" - D MISSIONE - issued by an Italian Consulate.
  - d. DOD Contract employees.
    - DoD Contractors: must have a TOURIST Passport (FEE) containing the "Work Visa" - D MISSIONE - issued by an Italian Consulate. OFFICIAL (maroon) or NO FEE (blue) are NOT authorized.
    - Dependents: must have a TOURIST Passport (FEE) containing the "Family Visa" - D MISSIONE - issued by an Italian Consulate. OFFICIAL (maroon) or NO FEE (blue) are NOT authorized.
  - e. Any NON-US Citizen dependent: Foreign Passport containing the "Family Visa" - D MISSIONE - issued by an Italian Consulate.
  
4.  **ORDERS: Authorization to be in Italy.**
  - a. U.S. citizen dependents of active duty personnel, must provide a copy of military PCS Orders specifying the sponsor's transfer to Vicenza. Orders must contain the name of all dependents, if not, we still need the sponsor's PCS Orders plus the "COMMAND SPONSORSHIP" Memorandum.
  - b. Civilian Employees: Self-Sponsored civilian employees must obtain an "**Issuance of Soggiorno**" letter from their **respective Personnel Office** (CPAC, DoDDS, AAFES, etc...) and **TRAVEL Orders** (DD FORM 1614). Both, Letters and Orders must specify all dependents' names.
  - c. Contractors: must present an "Accreditation Letter" stating the authorization to be in Italy, issued by DOCPER in Germany. The letter must specify all dependents' names.

## **SOGGIORNO APPLICATION REQUIREMENTS**

5.  **PROOF OF LEGAL RESIDENCE IN ITALY:**
- a. Renters. Rent Contract: a photocopy of the **Rent Contract** *signed by you and your Landlord.*
  - b. Government Housing. Housing Office Memorandum: if you are assigned a Government quarters in Vicenza or Government leased quarters, **provide the original MEMORANDUM from Housing Office.**
  - c. House Owners. Atto di Proprietà: if you OWN a house in Italy, you must provide a copy of “Atto di Proprietà”. However if the house is registered to another person (spouse, parents, etc...) you must provide:
    - (1) Copy of the Italian ID (Carta d’Identita) of the house’s owner.
    - (2) The “Art. 7” document, initiated by the owner allowing the residence.
    - (3) Copy of the “Atto di Proprietà” (Deed of Sale).
6.  **ID CARDS:** Submit the *sponsor AND dependents’ ID cards.* A clear copy of sponsor’s ID (**front and back**) on the same page is acceptable.
7.  **EXPIRING OR EXPIRED PERMESSO DI SOGGIORNO:** if you are in possession of an old expired Soggiorno, or the actual expiring Soggiorno that you need to renew, please return it to our office.
8.  **SPECIAL CASES and/or CHILDREN:**
- a. If any of the following apply:
    - Applicant is minor.
    - Sponsor is a single parent.
    - Both applicant’s parents are active duty.
    - Dependent has a different last name than the sponsor.
    - Applicant is not an U.S. citizen.
- AFFIDAVIT FROM LEGAL ASSISTANCE OFFICE.
- MARRIAGE CERTIFICATE.
- ORIGINAL BIRTH CERTIFICATE.
- a. Newborns: a newborn can’t simply be added to the parent’s Soggiorno. A complete new Soggiorno must be issued all over again. In addition to all documentation that you submitted the first time, (please see point #1,2,3,4,5,6) you must provide for the new baby born four (4) photos, a Birth Certificate in Italian language, an OFFICIAL or NO FEE Passport, (TOURIST Passport if the applicant is a contractor or contractor dependent).
  - b. For a marriage that takes place AFTER the sponsor has arrived in Italy, submit a copy of Amended Orders or Memorandum signed by the sponsor’s commander certifying the spouse’s sponsorship.
9.  **LATE SUBMISSION:** (*after 2 months of arrival or expiration of soggiorno*)
- Written justification (statement): a translation into Italian explaining the reason of lateness.
10. **NOTE THAT PENDING FILES ARE KEPT ONLY UNTIL VISA EXPIRATION DATE!**