

SOGGIORNO APPLICATION REQUIREMENTS

The items that you are required to submit have been indicated with an "X".

1. **PHOTOS:** Each member of the family (excluding any active duty member) must provide four (4) identical 3.3 x 4 cm. color photos on a white background. Arrange for these photos at The Military Photo Lab (DSN 634-7508) at no cost.

2. **PASSPORT** (with "Italian Visa"): must have a validity of minimum 6 months before expiration. If passport's validity is less than six (6) months on the day of the Soggiorno appointment, the individual must make immediate arrangements to renew the passport prior the Soggiorno appointment. 2 complete copies of every page of the passport are needed.

a. U.S. citizen dependents of active duty personnel: "Blue" NO FEE (not Tourist) passports containing the "FAMILY Visa" (MISSIONE) issued by Italian Consulate.

b. Self-Sponsored NAF, AAFES, and American Red Cross civilians
- Employees: "Blue" NO FEE (not Tourist) passports containing the "WORK Visa" (D MISSIONE) issued by an Italian Consulate.
- Dependents: "Blue" NO FEE (not Tourist) passports containing the "FAMILY Visa" (MISSIONE) issued by an Italian Consulate.

c. Appropriated Fund (GS, EWG/WS, DoD) civilians
- Employees: OFFICIAL (maroon) passport containing the "WORK" Visa (D MISSIONE) issued by an Italian Consulate
- Dependents: OFFICIAL (maroon) passports containing the "FAMILY Visa" (MISSIONE) issued by an Italian Consulate

d. DoD Contract employees
- DoD Contractors are NOT authorized "OFFICIAL OR NO FEE" passports. Therefore, they must present a "Tourist" (Fee) passport containing the appropriate "WORK Visa" (D MISSIONE) issued by an Italian Consulate.
- Dependents: Tourist (Fee) passport with the "FAMILY Visa" (D MISSIONE) issued by an Italian Consulate.

e. Any Non-US Citizen dependent: Foreign Passports containing the "FAMILY Visa" (D MISSIONE) issued by an Italian Consulate.

3. **ORDERS (AUTHORIZATION TO BE IN ITALY):**

a. U.S. citizen dependents of active duty personnel: a copy of military PCS orders specifying the sponsor's transfer to Vicenza. The orders must contain the names of all COMMAND –SPONSORED dependents. For newborns or any dependents that join after the sponsor has arrived in Italy, see below para. 7 (Special Cases).

b. Civilian Employees: Self-sponsored civilian employees must obtain an "Issuance of Soggiorno" letter from their respective Personnel Office (CPAC, DoDDS, AAFES, etc)and Orders. The letter must specify all dependents.

c. Contractors: DoD Contractor must present PCS orders to Italy to be issued Letter of Authority to be in Italy. The letter must specify all dependents.

4. **PROOF OF LEGAL RESIDENCE IN ITALY:**

a. Renters. REGISTERED RENT CONTRACT: a photocopy of the Registered Rent Contract the landlord has legally registered with Italian Authorities. The proper contract will contain the stamp of the Official Registry Office (usually on the last page). Instead of the actual rental contract agreement, some landlords provide a single document receipt for registration purposes, which also contains the registry seal (rubber stamp). If you don't have either contracts ask the Housing Office for assistance in obtaining one from your landlord. Unregistered, plain photocopies of the rent contract are NOT ACCEPTABLE!!

b. Government Housing. HOUSING OFFICE MEMORANDUM: if you are assigned government quarters in Villaggio or Government-leased quarters, provide the original copy (not the photocopy) of the "Government Quarters Assignment" memorandum from the Housing Office.

c. House Owners. "ATTO DI PROPRIETA' ": If you OWN a house in Italy and it's in your name, you only need to provide photocopy of the "ATTO DI PROPRIETA' ". However if the house is registered to another person (spouse, parent, etc.), you must provide:

- (1) Photocopy of the owner's Italian ID Card (CARTA D'IDENTITA');
- (2) The "Art. 7" document, initiated by the owner allowing residence
- (3) Photocopy of the ATTO DI PROPRIETA' (Deed of Sale).

5.  ID CARDS: Presents the sponsor 's ID card and ID cards of any dependents. If the sponsor is active duty and is not expected to be in the area on the day of the soggiorno appointment, submit a clear photocopy of the sponsor's ID card (copy FRONT and BACK of the ID card, on the same side of the paper).

6.  EXPIRING OR EXPIRED SOGGIORNO: Provide / return the original soggiorno, not a photocopy.

7. SPECIAL CASES:

a. 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 sponsorship of the spouse.

b. If any of the following apply:

- Applicant is minor and sponsor is single parent;
- Dependent has a different last name than sponsor;
- Applicant is not an U.S. citizen; or
- Both parents are active duty members.

 AFFIDAVIT FROM LEGAL ASSISTANCE OFFICE.

 MARRIAGE CERTIFICATE (adults)

 ORIGINAL BIRTH CERTIFICATE

c. Newborns. A newborn cannot simply be added to the adult parent's soggiorno. A completely new soggiorno must be issued all over again. If other children are included on the adult parent's soggiorno, their photos, ID Cards (if applicable), passports, etc. must be provided again. Additionally, the newborn's birth certificate must be presented. If a child was born in Italy, provide the original (not photocopy) Italian Birth Certificate (Estratto del Certificato di Nascita) containing both parent's names. If the birth certificate is not written in Italian, it must be legally translated into Italian. The Legal Assistance Office doesn't provide English-to-Italian translation. You can check with either the America Red Cross or Army Community Services for assistance in these situations.

d. Late submission:

 WRITTEN JUSTIFICATION (STATEMENT): Translation into Italian explaining lateness

 MARCA DA BOLLO: Stamp from Italian Tabacchi (Tobacco Store) for Euro 14.62.