

GUIDE TO COMPLETE THE PERMESSO DI SOGGIORNO FOR SUBORDINATE WORKERS

MODULO 1

You must submit the completed Modulo 1 for yourself and for each family member applying for a Permesso di Soggiorno. If you have an income, you must complete and submit Modulo 2 in addition to Modulo 1. You must also complete and submit Moduli 1 and 2 for each family member with an income applying for a Permesso di Soggiorno.

***Note:** The information provided herein is intended to provide helpful guidance in completing the forms required for an employee/ subordinate worker to apply for the Permesso di Soggiorno in Milan. This information should be used only as a supplementary reference, and your submissions should be vetted with the relevant Italian authorities prior to submission.*



MINISTERO DELL'INTERNO



13460252991-0

Al Signor Questore di:

MILANO

(Sigla Provincia)^(b)

MI

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

FILL OUT THE APPLICATION KIT IN ALL CAPS IN BLACK INK

MOD. 209
MODULO 1

MARCA DA BOLLO
€16,00

YOU MUST BUY A €16 MARCA DA BOLLO REVENUE STAMP AND ATTACH HERE

IF YOU ARE APPLYING FOR YOUR FIRST PERMESSO DI SOGGIORNO AND FILLING OUT YOUR OWN APPLICATION, YOU ONLY NEED TO FILL OUT MODULO 1

2. SEZIONE 1 - DATI DELLA RICHIESTA

3. COGNOME (a)

YOUR SURNAME HERE

4. NOME (a)

YOUR FIRST NAME HERE

INCLUDE YOUR MIDDLE NAME IF IT APPEARS ON YOUR PASSPORT

5. PROVINCIA DI DOMICILIO (b)

MI

ABBREVIATION FOR YOUR PROVINCE OF RESIDENCE

6. COMUNE DI DOMICILIO

MILANO

7. RICHIEDE IL:

INDICATES THAT THIS IS YOUR FIRST PERMESSO DI SOGGIORNO

8. RILASCIO (c)

9. RINNOVO (c)

10. AGGIORNAMENTO (c)

11. DUPLICATO (c)

12. CONVERSIONE (c)

13. DEL/DELLA:

14. PERMESSO DI SOGGIORNO (c)

15. CARTA DI SOGGIORNO (c)

16. CODICE TIPOLOGIA PERMESSO CARTA DI SOGGIORNO IN RICHIESTA (d) **1 6**

17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI (c)

CODE FOR EMPLOYED PROFESSIONAL ("LAVORO SUBORDINATO")

NOT FILLED UNLESS APPLYING FOR RENEWAL

8. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (e)

9. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (d)

10. DATA DI SCADENZA DEL PERMESSO / /

gg mm aaaa

21. SEZIONE 2 - DATI SULL'ISTANZA COMPILATA (f) # OF MODULES YOU ARE COMPLETING (01 AND 02)

OF PAGES OF FORMS + # OF PAGES YOU HAVE ADDED

22. INDICARE QUALI MODULI SONO STATI COMPILATI **0 2**

23. MODULO 1 24. MODULO 2

25. INDICARE IL NUMERO TOTALE DI FOGLI (g)

26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO (h)

27. CHIUNQUE RILASCIA DICHIARAZIONI MENDACI, FORMA ATTI FALSI O NE FA USO NEI CASI PREVISTI DAL DPR 28 DICEMBRE 2000 N. 445, E' PUNITO AI SENSI DEL CODICE PENALE E DELLE NORME IN MATERIA DI IMMIGRAZIONE

DO NOT FILL OUT ITEMS 28-29 UNTIL YOU ARE IN FRONT OF AN OFFICIAL AT THE POST OFFICE

28. DATA

SUBMISSION DATE / /

gg mm aaaa

29. FIRMA

YOUR SIGNATURE



13460252992-1

MOD. 209
MODULO 1

"A" IF SINGLE;
"B" IF MARRIED.

FIRST LETTER OF YOUR GENDER HERE.

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

30. SEZIONE 3 - DATI ANAGRAFICI

IF YOU HAVE THE CODICE FISCALE, WRITE THE NUMBER HERE; OTHERWISE LEAVE BLANK.

DATE OF BIRTH DD/MM/YYYY

31. CODICE FISCALE (OVE IN POSSESSO)

T A X I D N U M B E R

32. STATO CIVILE (i)

33. SESSO (j)

34. NATO/A IL (a)

gg / mm / aaaa

35-36: USE CODES FOR YOUR COUNTRY OF BIRTH AND CITIZENSHIP; SEE LIST ATTACHED

35. CODICE STATO NASCITA (k)

36. CODICE STATO CITTADINANZA (k)

37. RIFUGIATO (c) SI NO

38. CITTA' DI NASCITA

Y O U R C I T Y O F B I R T H

(MUST MATCH INFORMATION ON YOUR PASSPORT)

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

40. PASSAPORTO (c)

41. O ALTRO TIPO DI DOCUMENTO (c)

42. SPECIFICARE ALTRO TIPO DI DOCUMENTO (l)

43. ALTRO

[Empty boxes for other document types]

44. NUMERO

P A S S P O R T #

45. VALIDO SINO AL

gg / mm / aaaa

PASSPORT EXPIRATION DATE DD/MM/YYYY

46. RILASCIATO DA (m)

IF PASSPORT WAS ISSUED BY FEDERAL GOVERNMENT: 01; IF PASSPORT WAS ISSUED BY EMBASSY/CONSULATE: 02

47. SEZIONE 5 - DATI VISTO (n)

48. DATA DI INGRESSO IN ITALIA

gg / mm / aaaa

DAY OF ARRIVAL IN ITALY/ SCHENGEN AREA DD/MM/YYYY

49. FRONTIERA

A I R P O R T O F E N T R Y (E.G., MALPENSA)

50. NUMERO VISTO (n)

V I S A # (OMIT 1ST LETTER)

51. TIPO VISTO (n)

TYPE OF VISA (NOTED ON VISA)

52. INGRESSO SINGOLO (c)

X IF SINGLE ENTRY VISA ("S")

53. INGRESSO MULTIPLO (c)

X IF VISA ALLOWS MULTIPLE ENTRIES ("M")

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO (n)

REASON FOR VISA, E.G., L A V O R O S U B O R D I N A T O

55. DURATA DEL VISTO (n)

VISA # OF DAYS OF VALIDITY (E.G., 120)

56. VALIDO DAL (n)

gg / mm / aaaa

VALID FROM (DD/MM/YYYY)

57. SINO AL (n)

gg / mm / aaaa

VALID UNTIL (DD/MM/YYYY)



MINISTERO DELL'INTERNO



13460252993-2

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

SECTION IS ONLY FOR PERMESSO DI SOGGIORNO RENEWAL

58. SEZIONE 6 - RICHIESTA RINNOVO TITOLO / DOCUMENTO DI VIAGGIO

59. TITOLO DI VIAGGIO PER STRANIERO (c)

60. TITOLO DI VIAGGIO PER APOLIDE (c)

61. DOCUMENTO DI VIAGGIO PER RIFUGIATO (c)

62. PERIODO PER IL QUALE SI CHIEDE IL RINNOVO (o)

63. 1 ANNO (c)

64. 2 ANNI (c)

65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

ANSWER THIS SECTION WITH YOUR CONTACT DETAILS IN ITALY

66. PROVINCIA (b)

MI

ABBREVIATION FOR YOUR CITY OF RESIDENCE

67. COMUNE

MILANO

YOUR CITY OF RESIDENCE

68. INDIRIZZO

STREET NAME

69. NUMERO CIVICO

numero

/

lettera

STREET NUMBER AND LETTER

STAIRCASE NUMBER (IF ANY)

70. SCALA

APT #

71. INTERNO

ZIP CODE

72. CAP

73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)

EMAIL ADDRESS (OPTIONAL)

74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p)

PHONE # IN ITALY (OPTIONAL)

75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p)

CELL # IN ITALY (OPTIONAL)

76. SEZIONE 8 - RECAPITO PER EVENTUALI COMUNICAZIONI (q)

SECONDARY ADDRESS WHERE YOU CAN BE REACHED, SUCH AS YOUR WORKPLACE

77. PRESSO (r)

C/O

78. PROVINCIA (b)

MI

ABBREVIATION FOR SECONDARY ADDRESS

79. COMUNE

MILANO

FULL NAME OF SECONDARY ADDRESS

80. INDIRIZZO

STREET NAME

81. NUMERO CIVICO

numero

/

lettera

STREET NUMBER AND LETTER

STAIRCASE NUMBER (IF ANY)

82. SCALA

APT #

83. INTERNO

ZIP CODE

84. CAP



MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

SECTIONS BELOW ARE TO BE COMPLETED ONLY IF OTHER PERSONS IN YOUR IMMEDIATE FAMILY ARE APPLYING FOR THE PERMESSO DI SOGGIORNO AT THE SAME TIME AS YOU.

128. SEZIONE 11 - CONIUGE

ENTER INFORMATION FOR A SPOUSE ALSO APPLYING FOR THE PERMESSO DI SOGGIORNO

129. COGNOME (a)

S P O U S E ' S L A S T N A M E

130. NOME (a)

S P O U S E ' S F I R S T N A M E

131. SESSO (j)

Gender selection box

132. NATO/A IL (a)

DD / MM / YYYY date format

SPOUSE'S DATE OF BIRTH DD/MM/YYYY

FIRST LETTER OF SPOUSE'S GENDER

133-134: USE CODES FOR SPOUSE'S COUNTRY OF BIRTH AND CITIZENSHIP; SEE LIST ATTACHED

133. CODICE STATO NASCITA (k)

134. CODICE STATO CITTADINANZA (k)

135. CITTA' DI NASCITA

S P O U S E ' S C I T Y O F B I R T H

(MUST MATCH INFORMATION ON PASSPORT)

ENTER INFORMATION FOR CHILDREN UNDER THE AGE OF 14 APPLYING FOR THE PERMESSO DI SOGGIORNO- MAY USE FOLLOWING SECTIONS FOR ADDITIONAL CHILDREN AS NEEDED

136. SEZIONE 12 - FIGLI MINORI DI 14 ANNI A CARICO REGOLARMENTE SOGGIORNANTI IN ITALIA (u)

137. COGNOME (a)

C H I L D ' S L A S T N A M E

138. NOME (a)

C H I L D ' S F I R S T N A M E

139. SESSO (j)

Gender selection box

140. NATO/A IL (a)

DD / MM / YYYY date format

CHILD'S DATE OF BIRTH DD/MM/YYYY

FIRST LETTER OF CHILD'S GENDER

141-142: USE CODES FOR CHILD'S COUNTRY OF BIRTH AND CITIZENSHIP; SEE LIST ATTACHED

141. CODICE STATO NASCITA (k)

142. CODICE STATO CITTADINANZA (k)

143. CITTA' DI NASCITA

C H I L D ' S C I T Y O F B I R T H

(MUST MATCH INFORMATION ON PASSPORT)



Codice Istanza
Spazio per codice a barre

SECTIONS BELOW ARE TO BE COMPLETED ONLY IF OTHER PERSONS IN YOUR IMMEDIATE FAMILY ARE APPLYING FOR THE PERMESSO DI SOGGIORNO AT THE SAME TIME AS YOU.

MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

ENTER INFORMATION FOR CHILDREN UNDER THE AGE OF 14 APPLYING FOR THE PERMESSO DI SOGGIORNO- MAY USE FOLLOWING SECTIONS FOR ADDITIONAL CHILDREN AS NEEDED

144. SEZIONE 12 - FIGLI MINORI DI 14 ANNI A CARICO REGOLARMENTE SOGGIORNANTI IN ITALIA^(u) (CONTINUA)

145. COGNOME (a)

Grid for surname (145) with 2 rows of 20 boxes each.

146. NOME (a)

Grid for name (146) with 2 rows of 20 boxes each.

147. SESSO (j)

Gender selection box (147)

148. NATO/A IL (a)

Date of birth grid (148) with fields for gg, mm, and aaaa.

149. CODICE STATO NASCITA (k)

Country of birth code grid (149)

150. CODICE STATO CITTADINANZA (k)

Country of citizenship code grid (150)

151. CITTA' DI NASCITA

City of birth grid (151) with 2 rows of 20 boxes each.

ENTER INFORMATION FOR CHILDREN UNDER THE AGE OF 14 APPLYING FOR THE PERMESSO DI SOGGIORNO- MAY USE FOLLOWING SECTIONS FOR ADDITIONAL CHILDREN AS NEEDED

152. COGNOME (a)

Grid for surname (152) with 2 rows of 20 boxes each.

153. NOME (a)

Grid for name (153) with 2 rows of 20 boxes each.

154. SESSO (j)

Gender selection box (154)

155. NATO/A IL (a)

Date of birth grid (155) with fields for gg, mm, and aaaa.

156. CODICE STATO NASCITA (k)

Country of birth code grid (156)

157. CODICE STATO CITTADINANZA (k)

Country of citizenship code grid (157)

158. CITTA' DI NASCITA

City of birth grid (158) with 2 rows of 20 boxes each.



Codice Istanza
Spazio per codice a barre

MINISTERO DELL'INTERNO

SECTIONS BELOW ARE TO BE COMPLETED ONLY IF OTHER PERSONS IN YOUR IMMEDIATE FAMILY ARE APPLYING FOR THE PERMESSO DI SOGGIORNO AT THE SAME TIME AS YOU.

MODULO 1 | 1. SCRIVERE IN STAMPATELLO CON PENNA NERA

- MAY USE FOLLOWING SECTIONS FOR ADDITIONAL CHILDREN AS NEEDED

159. SEZIONE 12 - FIGLI MINORI DI 14 ANNI A CARICO REGOLARMENTE SOGGIORNANTI IN ITALIA⁽¹⁾ (CONTINUA)

160. COGNOME (a)

161. NOME (a)

162. SESSO (j) 163. NATO/A IL (a) / /
 gg mm aaaa

164. CODICE STATO NASCITA (k) 165. CODICE STATO CITTADINANZA (k)

166. CITTA' DI NASCITA

ENTER INFORMATION FOR CHILDREN UNDER THE AGE OF 14 APPLYING FOR THE PERMESSO DI SOGGIORNO -USE SECTIONS AS NEEDED FOR ADDITIONAL CHILDREN

167. COGNOME (a)

168. NOME (a)

169. SESSO (j) 170. NATO/A IL (a) / /
 gg mm aaaa

171. CODICE STATO NASCITA (k) 172. CODICE STATO CITTADINANZA (k)

173. CITTA' DI NASCITA

GUIDE TO COMPLETE THE PERMESSO DI SOGGIORNO FOR SUBORDINATE WORKERS

MODULO 2

You must submit the completed Modulo 1 for yourself and for each family member applying for a Permesso di Soggiorno. If you have an income, you must complete and submit Modulo 2 in addition to Modulo 1. You must also complete and submit Moduli 1 and 2 for each family member with an income applying for a Permesso di Soggiorno.

Note: *The information provided herein is intended to provide helpful guidance in completing the forms required for an employee/ subordinate worker to apply for the Permesso di Soggiorno in Milan. This information should be used only as a supplementary reference, and your submissions should be vetted with the relevant Italian authorities prior to submission.*



MINISTERO DELL'INTERNO

Al Signor Questore di MILANO

(Sigla Provincia) MI

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 2

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

FILL OUT THE APPLICATION
KIT IN ALL CAPS IN BLACK INK

2. SEZIONE 1 - TIPOLOGIE LAVORO

THE TYPE OF WORK
VISA YOU HAVE

3. ATTIVITA' LAVORATIVA

4. SUBORDINATO (S) [X]

5. AUTONOMO (C) []

6. ALTRO (C) []

7. TIPOLOGIA E DURATA CONTRATTO DI LAVORO (V)

TERM OF CONTRACT (MARK 8 IF OPEN ENDED)

OPEN-ENDED [X]

FIXED-LENGTH []

SEASONAL []

LENGTH IN MONTHS

8. A TEMPO INDETERMINATO (S) [X]

9. A TEMPO DETERMINATO (C) []

10. STAGIONALE (C) []

11. DURATA MESI (C) []

OTHER []

12. ALTRO []

LENGTH IN DAYS

13. DURATA GIORNI []

ONLY FOR SELF-EMPLOYED WORKERS:

14. LAVORO AUTONOMO []

15. TITOLARE (C) []

16. SOCIO (C) []

17. LIBERO PROFESSIONISTA (C) []

18. ALTRO (C) []

19. MANSIONE SVOLTA

T I T L E O F T H E P O S I T I O N

20. SEZIONE 2 - LAVORO SUBORDINATO - DATI DEL DATORE DI LAVORO

QUESTIONS RELATING TO YOUR EMPLOYER

21. PERSONA GIURIDICA (C) []

MARK IF EMPLOYER IS A "LEGAL PERSON" (COMPANY/ CORPORATE BODY).
FILL OUT BELOW WITH COMPANY INFORMATION

22. DENOMINAZIONE SOCIALE

C O M P A N Y N A M E

EMPLOYER TAX ID NUMBER

23. CODICE FISCALE

EMPLOYER VAT NUMBER

24. OPPURE PARTITA IVA

EMPLOYER SOCIAL SECURITY REGISTRATION #

25. MATRICOLA INPS

DETAILS FOR YOUR
COMPANY OF EMPLOY

26. PERSONA FISICA (C) []

MARK IF EMPLOYER IS A "NATURAL PERSON" (INDIVIDUAL), AND FILL OUT THE
BELOW WITH THEIR INFO.

EMPLOYER NUMBER OF PERMANENT RESIDENCE (WHERE HELD)

27. NUMERO PERMESSO / CARTA DI SOGGIORNO OVE IN POSSESSO

EMPLOYER SURNAME

28. COGNOME

EMPLOYER NAME

29. NOME

EMPLOYER DATE OF BIRTH DD/MM/YYYY

30. NATO / A IL

gg

mm

aaaa

EMPLOYER TAX ID NUMBER

31. CODICE FISCALE

EMPLOYER VAT NUMBER

32. OPPURE PARTITA IVA



Codice Istanza
Spazio per codice a barre

MINISTERO DELL'INTERNO

MOD. 209
MODULO 2

COMPLETE THE BELOW WITH THE DETAILS OF YOUR RESIDENCE CONTRACT WITH YOUR EMPLOYER

IF YOUR EMPLOYER HAS SIGNED THE CONTRATTO DI SOGGIORNO ("STAY CONTRACT") AT THE PREFETTURA'S SPORTELLO UNICO, MARK AND COMPLETE FIELDS BELOW

33. SEZIONE 3 - CONTRATTO DI SOGGIORNO STIPULATO CON IL DATORE DI LAVORO INDICATO NELLA SEZIONE 2

34. CONTRATTO DI SOGGIORNO SOTTOSCRITTO PRESSO LO SPORTELLO UNICO IMMIGRAZIONE (c)

M I
(sigla provincia)

SIGNATURE DATE DD/MM/YYYY

gg / mm / aaaa

ABBREVIATION FOR YOUR CITY

37. CONTRATTO DI SOGGIORNO INVIATO ALLO SPORTELLO UNICO IMMIGRAZIONE (c)

M I
(sigla provincia)

ABBREVIATION FOR YOUR CITY

AS REGISTERED LETTER NO.

39. CON RACCOMANDATA N.

DATE DD/MM/YYYY

40. IN DATA gg / mm / aaaa

IF YOUR EMPLOYER HAS SENT THE CONTRATTO DI SOGGIORNO TO THE PREFETTURA'S SPORTELLO UNICO, MARK AND COMPLETE FIELDS BELOW

SECTION ONLY FOR SELF-EMPLOYED WORKERS, E.G., BUSINESS OWNERS, FREELANCERS

41. SEZIONE 4 - LAVORO AUTONOMO

42. DENOMINAZIONE SOCIALE

[Grid of boxes for social denomination]

43. CODICE FISCALE

[Grid of boxes for tax code]

44. PARTITA IVA

[Grid of boxes for IVA number]

45. MATRICOLA INPS

[Grid of boxes for INPS number]

46. PROVINCIA DI ISCRIZIONE C.C.I.A.A (b)

47. NUMERO

[Grid of boxes for number]

48. DATA DI ISCRIZIONE

gg / mm / aaaa

49. ISCRIZIONE ALBI / REGISTRI (w)

[Grid of boxes for registration]

50. IN DATA

gg / mm / aaaa

SECTION TO REPORT INCOME DATA. INDICATE THE RELEVANT FORM OF INCOME (REPORT GROSS INCOME) AND COMPANY CATEGORY.

51. SEZIONE 5 - DATI REDDITO

ANNUAL INCOME

52. ANNUALE PERCEPTO (c)

ANNUAL € INCOME AMOUNT

53. IMPORTO

EURO

LAST YEAR THAT YOU FILED INCOME TAX RETURN

54. ULTIMO ANNO DI PRESENTAZIONE DELLA DICHIARAZIONE DEI REDDITI

INDIVIDUAL PERSONS

55. MODELLO UNICO PERSONE FISICHE (c)

PARTNERSHIPS

56. MODELLO UNICO SOCIETA' DI PERSONE (c)

CAPITAL (STOCK) COMPANIES

57. MODELLO UNICO SOCIETA' DI CAPITALE (c)

NON-COMMERCIAL ENTITIES

58. MODELLO UNICO ENTI NON COMMERCIALI (c)

PAYCHECK

60. BUSTA PAGA (c)

INPS PAYMENT SLIP

61. BOLLETTINO INPS (c)

MONTHLY € INCOME AMOUNT

62. IMPORTO MENSILE

ANNUAL DECLARATION OF TAXES WITHHELD

59. CUD (c)

SELF-EMPLOYMENT STARTED DURING CURRENT YEAR

63. INIZIO ATTIVITA' AUTONOMA NELL'ANNO IN CORSO (c,y)

GENERAL INFORMATION

Under the agreement signed by the Ministry of Internal Affairs and Poste Italiane SPA, pursuant to art. 39, paragraph 4-*bis* of Italian Law no. 3 of 16 January 2003, as amended by art. 1-*quinquies* of Italian Law no. 271 of 12 November 2004, interested parties may present applications for residency permits and cards at post offices, using the kit available at these offices. Upon presentation of the application, the foreign national's identity will be verified.

The following types of residency permits/cards may be requested at the post office:

- | | |
|---|--|
| 1. Adoption | 14. Family, minor aged 14 - 18 |
| 2. Guardianship | 15. Independent work |
| 3. Updating residency card (change of address, marriage status, addition of children, change of passport, updating photo) | 16. Subordinate work |
| 4. Conversion of residency permit (change of address, marriage status, addition of children, change of passport) | 17. Work - special cases provided for by art. 27 of the Immigration Code |
| 5. Pending employment | 18. Subordinate work - seasonal |
| 6. Pending reacquisition of citizenship | 19. Mission |
| 7. Renewal of political asylum | 20. Religious motives |
| 8. Residency card for EU citizens (optional) | 21. Elected domicile |
| 9. Residency card for aliens | 22. Scientific research |
| 10. Conversion of residency permit | 23. Renewal of stateless status |
| 11. Duplicate residency card | 24. Study |
| 12. Duplicate residency permit | 25. Internship for job training |
| 13. Family | 26. Tourism |

Applications for the issue and renewal of all other types of residency permits/cards must still be presented at the police department (*questura*) immigration office.

To legally reside in Italy, foreign nationals must have legally entered Italian territory with a passport or equivalent travel document and an entrance visa, except in cases of exemption laid out by international agreements.

Foreign nationals must request a residency permit from the police department (Questura) of the province where they are staying within eight business days of their entrance.

For citizens of EU member states, presenting residency card applications at the post office is optional, so they may present it either there or at the police department immigration office.

Foreign nationals who have presented an application at the post office will receive a registered letter from the Immigration Office summoning them to be fingerprinted, when provided for by current law, and to receive their residency permit/card. Upon their first convocation, they must present 4 passport-sized ID photos with a white background, one of which will be attached to their residency permit/card.

Citizens of EU member countries will be summoned to the Immigration Office only to receive their residency card, and must present 4 photographs, one of which will be attached to their residency card.

Applications for a residency card for the applicant and his/her family members must be presented using a single kit; this kit should include a copy of form no. 1 for each member of the family for which the card is requested, as well as form no. 2 if the family member has an income.

Foreign nationals must apply for renewal of their residency permits at the police department (*questura*) of their province of residence, within the following deadlines: within 90 days of expiry for two-year residency permits for work and family reasons, within 60 days for one-year work permits, within 30 days for all other categories of residency permit.

Residency permits not issued for work or family reasons are valid for the period specified by the entry visa.

Their validity period may not, in any case, exceed:

1. three months, for business and tourism;
2. one year, for a course of studies or job training. Student permits for courses of more than one year may be renewed annually;
3. two years, for independent work, subordinate permanent work, or for family reunification.

HOW TO FILL OUT THE FORMS

- Write in block letters, using a black pen, making sure that you stay well inside the spaces provided;

Example:

address **V I A A P P I A N U O V A**

- Applications cannot be examined unless signed by the applicant;
- Applications must be presented at one of the post offices listed on the websites www.poste.it and www.interno.it;
- Upon presentation of the application, the foreigner's identity must be verified through examination of a passport or another equivalent document;
- Applications must be presented in an open envelope, and the postal worker will provide a registered letter receipt to be filled out by the applicant.

FOR GENERAL INFORMATION, CALL TOLL-FREE

803 160

NOTE

- For renewal applications, a photocopy of the residency permit/card to be renewed or updated must be included in the envelope.

NOTES

To fill in form “MOD 209 - Modelli 1 e 2”

WRITE IN BLOCK CAPITALS IN BLACK INK

INSIDE THE SPACES PROVIDED ONLY

- a) Write the information as printed on your passport or equivalent document;
- b) See “Province” in the **attached table no. 1**;
- c) Tick the type of interest (e.g. X);
- b) See the code corresponding to the type of Residence Permit in the **attached table no.2**;
- e) Enter series and number of (Permanent) Residence Permit held or reference permit;
- f) Fill in section 2 only after completely filling in Form 1 and Form 2 if you have an income and after photocopying all the documents needed (A4 format) for the type of permit requested. The application will not be accepted at the post office counter if left unsigned;
- g) Enter the total number of sheets comprising the application (forms and photocopies of documents);
- h) Enter the total number of children declared in Section 12 of Form 1;
- i) Enter the appropriate letter:
 - **A** for single,
 - **B** for married;
- i) Enter the appropriate letter:
 - **F** for female,
 - **M** for male;
- k) Enter the country code listed in the **attached table no. 3**;
- l) Fill in only if presenting a document other than a passport, see the **attached table no. 4**;
- b) See the code corresponding to the authority issuing the document other than a passport in the **attached table no. 5**;
- n) Fill in only in the case of a first (Permanent) Residence Permit application. Enter the information found on your visa;
- o) The duration of the renewed travel document cannot exceed that of the residence permit;
- p) Optional field, of use to the Police Headquarters for any communications regarding the application;
- q) Do not fill in if the same as above;
- r) Enter Name and Surname or name of company, organization or association where the registered letter containing the appointment at the police headquarters is to be sent to;
- s)
- t) Fill in only in the case of a Permanent Residence Permit application.
- u) Adopted or fostered minors or minors under the applicant's guardianship are classed as minor children;
- v) Fill in only in the case of subordinate employment;
- w) Enter the professional category you are a member of (e.g.: doctors, street traders, architects, etc.);
- x) To be filled in only by foreigners hired during the current year – attach photocopy of most recent pay packets;
- y) Fill in only for self-employment started during the current year;

Notes for filling in of Form “MOD. 209 - Modelli 1 e 2”

Fill in only in the case of a Permanent Residence Permit application and conversion of Residence Permit for reasons other than family reasons.

ANNEX no. 1**TABLE OF PROVINCE ABBREVIATION CODES**

Province Name	Province Abbreviation
AGRIGENTO	AG
ALESSANDRIA	AL
ANCONA	AN
AOSTA	AO
AREZZO	AR
ASCOLI PICENO	AP
ASTI	AT
AVELLINO	AV
BARI	BA
BELLUNO	BL
BENEVENTO	BN
BERGAMO	BG
BIELLA	BI
BOLOGNA	BO
BOLZANO	BZ
BRESCIA	BS
BRINDISI	BR
CAGLIARI	CA
CALTANISSETTA	CL
CAMPOBASSO	CB
CASERTA	CE
CATANIA	CT
CATANZARO	CZ
CHIETI	CH
COMO	CO
COSENZA	CS
CREMONA	CR
CROTONE	KR
CUNEO	CN
ENNA	EN
FERRARA	FE
FIRENZE (FLORENCE)	FI
FOGGIA	FG
FORLI	FO
FROSINONE	FR
GENOVA (GENOA)	GE
GORIZIA	GO
GROSSETO	GR
IMPERIA	IM
ISERNIA	IS
LA SPEZIA	SP
L'AQUILA	AQ
LATINA	LT
LECCE	LE
LECCO	LC

LIVORNO	LI
LODI	LO
LUCCA	LU
MACERATA	MC
MANTOVA (MANTUA)	MN
MASSA	MS
MATERA	MT
MESSINA	ME
MILANO (MILAN)	MI
MODENA	MO
NAPOLI (NAPLES)	NA
NOVARA	NO
NUORO	NU
ORISTANO	OR
PADOVA (PADUA)	PD
PALERMO	PA
PARMA	PR
PAVIA	PV
PERUGIA	PG
PESARO	PS
PESCARA	PE
PIACENZA	PC
PISA	PI
PISTOIA	PT
PORDENONE	PN
POTENZA	PZ
PRATO	PO
RAGUSA	RG
RAVENNA	RA
REGGIO CALABRIA	RC
REGGIO EMILIA	RE
RIETI	RI
RIMINI	RN
ROMA (ROME)	RM
ROVIGO	RO
SALERNO	SA
SASSARI	SS
SAVONA	SV
SIENA	SI
SIRACUSA (SYRACUSE)	SR
SONDRIO	SO
TARANTO	TA
TERAMO	TE
TERNI	TR
TORINO (TURIN)	TO
TRAPANI	TP
TRENTO (TRENT)	TN
TREVISO	TV
TRIESTE	TS
UDINE	UD
VARESE	VA
VENEZIA (VENICE)	VE
VERBANIA	VB
VERCELLI	VC
VERONA	VR

VIBO VALENTIA	VV
VICENZA	VI
VITERBO	VT

Annex no. 1- TABLE OF PROVINCE ABBREVIATIONS

ANNEX no. 2

CODES: REASONS FOR REQUESTING RESIDENCY PERMIT / CARD

Code	Reason
01	Adoption
02	Guardianship
03	Updating residency card (change of address, marriage status, addition of children, change of passport, updating photo)
04	Updating residency permit (change of address, marriage status, addition of children, change of passport)
05	Pending employment
06	Pending reacquisition of citizenship
07	Renewal of political asylum
08	Residency card for EU citizens (optional)
09	Residency card for aliens
10	Conversion of residency permit
11	Duplicate residency card
12	Duplicate residency permit
13	Family
14	Family, minor aged 14 - 18
15	Independent work
16	Subordinate work
17	Work - special cases provided for by art. 27 of the Immigration Code
18	Subordinate work - seasonal
19	Mission
20	Religious motives
21	Elected domicile
22	Scientific research
23	Renewal of stateless status
24	Study
25	Internship
26	Tourism

COUNTRY CODES

ANNEX no. 3

Country Name	Country Code
AFGHANISTAN	AFG
ALBANIA	ALB
ALGERIA	DZA
AMERICAN SAMOA	ASM
ANDORRA	AND
ANGOLA	AGO
ANGUILLA	AIA
ANTIGUA AND BARBUDA	ATG
ARGENTINA	ARG
ARMENIA	ARM
AUSTRALIA	AUS
AUSTRIA	AUT
AZERBAIJAN	AZE
BAHAMAS	BHS
BAHRAIN	BHR
BANGLADESH	BGD
BARBADOS	BRB
BELARUS	BLR
BELGIUM	BEL
BELIZE	BLZ
BENIN	BEN
BERMUDAS	BMU
BHUTAN	BTN
BOLIVIA	BOL
BOSNIA AND HERZEGOVINA	BIH
BOTSWANA	BWA
BRAZIL	BRA
BRITISH VIRGIN ISLANDS	VGB
BRUNEI DARUSSALAM	BRN
BULGARIA	BGR
BURKINA FASO	BFA
BURUNDI	BDI
CAMBODIA	KHM
CAMEROON	CMR
CANADA	CAN
CAPE VERDE	CPV
CAYMAN ISLANDS	CYM
CENTRAL AFRICAN REPUBLIC	CAF
CHAD	TCD
CHILE	CHL
CHINA	CHN
CHRISTMAS ISLAND	CXR
COCOS/KEELING ISLANDS	CCK
COLOMBIA	COL
COMOROS	COM
CONGO (BRAZZAVILLE)	COG
COSTA RICA	CRI
CÔTE D'IVOIRE (IVORY COAST)	CIV
CROATIA	HRV

CUBA	CUB
CYPRUS	CYP
CZECH REPUBLIC	CZE
DEMOCRATIC REPUBLIC OF THE CONGO	COD
DENMARK	DNK
DJIBOUTI	DJI
DOMINICA	DMA
DOMINICAN REPUBLIC	DOM
EAST TIMOR	TLS
ECUADOR	ECU
EGYPT	EGY
EL SALVADOR	SLV
EQUATORIAL GUINEA	GNQ
ERITREA	ERI
ESTONIA	EST
ETHIOPIA	ETH
FALKLAND ISLANDS (MALVINAS)	FLK
FAROE ISLANDS	FRO
FEDERATED STATES OF MICRONESIA	FSM
FIJI	FJI
FINLAND	FIN
FRANCE	FRA
FRENCH GUIANA	GUF
FRENCH POLYNESIA	PYF
GABON	GAB
GAMBIA	GMB
GEORGIA	GEO
GERMANY	DEU
GHANA	GHA
GIBRALTAR	GIB
GREECE	GRC
GREENLAND	GRL
GRENADA	GRD
GUADALOUPE	GLP
GUAM	GUM
GUATEMALA	GTM
GUINEA	GIN
GUINEA-BISSAU	GNB
GUYANA	GUY
HAITI	HTI
HONDURAS	HND
HONG KONG	HKG
HUNGARY	HUN
ICELAND	ISL
INDIA	IND
INDONESIA	IDN
IRAN	IRN
IRAQ	IRQ
IRELAND	IRL
ISRAEL	ISR
ITALY	ITA
JAMAICA	JAM
JAPAN	JPN
JORDAN	JOR
KAZAHKSTAN	KAZ

KENYA	KEN
KIRIBATI	KIR
KUWAIT	KWT
KYRGYZSTAN	KGZ
LAOS	LAO
LATVIA	LVA
LEBANON	LBN
LESOTHO	LSO
LIBERIA	LBR
LIBYA	LBY
LIECHTENSTEIN	LIE
LITHUANIA	LTU
LUXEMBOURG	LUX
MACAO	MAC
MACEDONIA	MKD
MADAGASCAR	MDG
MALAWI	MWI
MALAYSIA	MYS
MALDIVES	MDV
MALI	MLI
MALTA	MLT
MARIANA ISLANDS	MNP
MARSHALL ISLANDS	MHL
MARTINIQUE	MTQ
MAURITANIA	MRT
MAURITIUS	MUS
MAYOTTE	MYT
MEXICO	MEX
MOLDOVA	MDA
MONACO	MCO
MONGOLIA	MNG
MONTSERRAT	MSR
MOROCCO	MAR
MOZAMBIQUE	MOZ
MYANMAR (BURMA)	MMR
NAMIBIA	NAM
NAURU	NRU
NEPAL	NPL
NETHERLANDS	NLD
NETHERLANDS ANTILLES	ANT
NEW CALEDONIA	NLC
NEW ZEALAND	NLZ
NICARAGUA	NIC
NIGER	NER
NIGERIA	NGA
NORFOLK ISLAND	NFK
NORTH KOREA	PRK
NORWAY	NOR
OMAN	OMN
PAKISTAN	PAK
PALAU	PLW
PALESTINE	PSE
PANAMA	PAN
PAPUA NEW GUINEA	PNG
PARAGUAY	PRY

PERU	PER
PHILIPPINES	PHL
PITCAIRN ISLAND	PCN
POLAND	POL
PORTUGAL	PRT
PUERTO RICO	PRI
QATAR	QAT
RÉUNION	REU
ROMANIA	ROU
RUSSIA	RUS
RWANDA	RWA
SAINT HELENA	SHN
SAINT LUCIA	LCA
SAINT PIERRE AND MIQUELON	SPM
SAINT VINCENT AND THE GRENADINES	VCT
SAMOA	WSM
SAN MARINO	SMR
SÃO TOMÉ AND PRINCIPE	STP
SAUDI ARABIA	SAU
SENEGAL	SEN
SEYCHELLES	SYC
SIERRA LEONE	SLE
SINGAPORE	SGP
SLOVAK REPUBLIC	SVK
SLOVENIA	SVN
SOLOMON	SLB
SOMALIA	SOM
SOUTH KOREA	KOR
SPAIN	ESP
SRI LANKA (CEYLON)	LKA
ST. CHRISTOPHER AND NEVIS	KNA
STATELESS	XXX
SUDAN	SDN
SURINAME	SUR
SWAZILAND	SWZ
SWEDEN	SWE
SWITZERLAND	CHE
SYRIA	SYR
TAIWAN (REPUBLIC OF CHINA)	TWN
TAJIKISTAN	TJK
TANZANIA	TZA
THAILAND	THA
TOGO	TGO
TOKELAU	TKL
TONGA	TON
TRINIDAD AND TOBAGO	TTO
TUNISIA	TUN
TURKEY	TUR
TURKMENISTAN	TKM
TURKS AND CAICOS ISLANDS	TCA
TUVALU	TUV
UGANDA	UGA
UKRAINE	UKR
UNITED ARAB EMIRATES	ARE
UNITED KINGDOM	GBR

UNITED STATES OF AMERICA	USA
URUGUAY	URY
UZBEKISTAN	UZB
VANUATU	VUT
VATICAN CITY	VAT
VENEZUELA	VEN
VIETNAM	VNM
VIRGIN ISLANDS	VIR
WALLIS ISLAND	WLF
WESTERN SAHARA	ESH
YEMEN	YEM
YUGOSLAVIA (SERBIA - MONTENEGRO)	YUG
ZAMBIA	ZMB
ZIMBABWE	ZWE

ANNEX no. 4

LIST OF DOCUMENTS EQUIVALENT TO PASSPORT

Code	Document
01	TRAVEL DOCUMENT FOR STATELESS PERSONS
02	TRAVEL DOCUMENT FOR REFUGEES
03	TRAVEL DOCUMENT FOR ALIENS
04	SEAFARER'S IDENTITY CARD
05	CIVIL AVIATION DOCUMENT
06	UNITED NATIONS LAISSEZ-PASSER
07	DOCUMENT ISSUED BY NATO HEADQUARTERS
08	UNMIK TRAVEL DOCUMENT
09	NATIONAL IDENTITY CARD FOR EU CITIZENS

Annex no. 4 - CODES FOR DOCUMENTS EQUIVALENT TO PASSPORT

ANNEX no. 5

**AUTHORITIES ISSUING TRAVEL DOCUMENTS EQUIVALENT TO
PASSPORT**

Code	Document
01	GOVERNMENT
02	DIPLOMATIC/CONSULAR REPRESENTATIVE OF THE COUNTRY OF CITIZENSHIP ABROAD
03	DIPLOMATIC/CONSULAR REPRESENTATIVE OF THE COUNTRY OF CITIZENSHIP IN ITALY
04	DIPLOMATIC/CONSULAR REPRESENTATIVE OF THE VATICAN
05	U.N. - LAISSEZ-PASSER FOR UNITED NATIONS OFFICIALS
06	POLICE DEPARTMENT

Annex no. 5 - CODES FOR AUTHORITIES ISSUING TRAVEL DOCUMENTS

Information pursuant to Art. 13 of Legislative Decree 196/2003

(Personal Data Protection Code)

Pursuant to art. 13 of Legislative Decree 196/2003, we hereby inform you that:

- The data provided will be used by the police department in full compliance with the law cited above.
- Data will be used only for the management (which may be electronic) of procedures related to issuing and renewing residency permits and cards, as well as communication regarding these procedures.
- Data will be processed in written form and in a paper, electronic, and telecommunications format.
- Providing the data requested (with the exception of telephone numbers and e-mail addresses, which are optional, but instrumental in making police department communications with the data subject more efficient and rapid) is obligatory in order to initiate the procedure of issuing or renewing residency permits and cards, and refusal to provide such data will prevent this procedure from being initiated.
- Data will not be circulated.
- Police department personnel and parties involved in the aforementioned procedures, pursuant to the Immigration Code approved by Legislative Decree no. 286 of 25 July 1998, as amended, and related implementation laws, may come in contact with this data.
- Parties involved in these procedures under the agreement signed with Poste Italiane SPA, pursuant to art. 39, paragraph 4-*bis* of Italian Law no. 3 of 16 January 2003, as amended by art. 1-*quinquies* of Italian Law no. 271 of 12/11/2004, containing urgent immigration provisions, may also come in contact with this data.
- The data controller is the police department (*Questura*).
- The data subject may at any time exercise his or her rights with regard to the data controller in compliance with art. 7, "Right to access personal data and other rights" as per Legislative Decree 196/2003, cited below.

Art.7 - Right to access personal data and other rights

1. Data subjects have the right to receive confirmation of whether or not personal data concerning them exist, regardless of whether it has already been recorded, and to obtain such data in intelligible form.
2. Data subjects have the right to obtain information on:
 - a) the source of personal data
 - b) the purposes and methods of processing
 - c) the logic applied in processing, if the latter is carried out using electronic means
 - d) the identity of the data controller, data processing managers, and the representative designated as per article 5, paragraph 2
 - e) the parties or categories of entity to whom personal data may be communicated or who may come into its possession as designated representative(s) within the state, data processing managers, or persons in charge of processing.
3. Data subjects have the right to obtain:
 - a) updating, correction, or, if so desired, supplementation of data;
 - b) deletion, transformation into anonymous form, or blocking of data that has been processed unlawfully, including data that does not need to be kept for the purposes for which it has been collected or subsequently processed;
 - c) certification that the parties to whom the data has been transmitted or disclosed have been notified of the operations listed under letters a) and b), including the content thereof, unless this should prove impossible or involve measures that are clearly disproportionate to the right to be safeguarded;
4. Data subjects have the right to object, in whole or in part:
 - a) on legitimate grounds, to the processing of personal data concerning them, even though it may be relevant to the purpose of data collection;
 - b) to the processing of personal data concerning them, should it be for the purposes of sending out advertising or direct sales material or for market research surveys or sales initiatives.

Privacy Information