



PERMESSO DI SOGGIORNO GUIDE
U.S. Region Legal Service Office
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Mon-Fri 0900-1200, 1300-1500
Tues only 0900-1200



SOGGIORNO APPLICATION PACKAGE REQUIREMENTS

- One (1) Permesso di Soggiorno Application
Submit separate application for each person over the age of 14 years old

- Two (2) Passport-Sized photographs

NOTE:

- Photos can be taken at Photo Center next to Navy Exchange on NAS I
- No dark lenses, hair falling over forehead, eyes or ears. Expression must be neutral.

- Two (2) copies of the picture and signature page of No-Fee passport

- Two (2) copies of the Mission Visa sticker in your passport

- Proof of SOFA Status:

- If you are an Active Duty Dependent: One (1) copy of **Orders**
- If you are a DoD Civilian Employee/DoD Civilian Employee Dependent: Two (2) Copies of **DD 1614** and Two (2) copies of **DD 1617**
- If you are a Contractor/Contractor Dependent: Two (2) copies of **DOCPER Accreditation Letter**

FOR SINGLE OR DUAL MILITARY PARENTS:

Include two (2) copies of parent passport(s)

- SCHEDULE AN APPOINTMENT** with a soggiorno specialist to submit the application(s). **To make an appointment, scan the QR code below to send us an email OR call our office at +39-095-86-2953.**



Important info

You MUST apply for a Soggiorno permit within 8 days of your arrival into Italy. If your mission visa expires before you apply for a soggiorno permit, you will be required to return to the US and obtain a new Mission visa. No exceptions apply.

The “Permesso di Soggiorno” is the ONLY Italian government document that grants military dependents, DoD civilians, contractors and their dependents legal permission to temporarily reside in Italy. You should not travel without your original soggiorno permit, passport, ID, and orders/employment documents.

Will I need to renew my soggiorno permit? And When?

YES. Your first soggiorno permit will be valid for 2 (two) years from issuance, pursuant to Italian Law. If your tour lasts 3 (three) or more years, you will need to reapply 60 days prior to the soggiorno permit expiration. Please remember that Italian dates go by DAY/MONTH/YEAR when looking at your soggiorno permit expiration date. Contact our office to schedule a renewal appointment.

Do I need a soggiorno permit for a baby born in Italy?

Yes. Please contact our office as soon as possible. To process your newborn’s application, we will need:

- Parent’s soggiorno permit
- Two (2) passport photos for parent
- Two (2) passport photos for newborn
- Two (2) copies of newborn’s passport
- Two (2) copies of US Consular Certificate of Birth Abroad

Replacing a Lost, Stolen, or Unavailable Soggiorno Permit

A new soggiorno permit must be obtained when the original is lost, stolen, or otherwise unavailable. Please follow the following steps to apply for a soggiorno permit replacement.

- 1) Report the loss to NASSIG security and request an Italian translation of your statement from the NASSIG Security Liaison.
- 2) Bring the Italian translation of your statement to the Carabinieri station on NAS II for endorsement by Carabinieri officials.
- 3) Bring the Italian translation of the statement endorsed by Carabinieri officials along with two (2) passport photos to the RLSO to submit a replacement application.

Returning Your Soggiorno Permit at Checkout before Leaving Sicily

YOU ARE REQUIRED TO SURRENDER YOUR SOGGIORNO PERMIT BEFORE YOUR PERMANENT CHANGE OF STATION. Return your soggiorno permit to RLSO before your scheduled departure. We will sign your check-out sheet only when you give us your soggiorno permits or a report of loss of soggiorno permits.

If you are transferring within Italy (e.g. Naples) you must return your soggiorno permit to the legal office at your new duty station, where you will be assisted in applying for a new soggiorno permit. Your new soggiorno permit will be issued by the local immigration office at your new location.

Sponsor's Background Information

(Active Duty Member / US Government Employee / US Government Contractor)

SPONSOR'S LAST NAME: _____ (as shown on passport)

MAIDEN/FORMER NAME: _____

FIRST NAME: _____ MIDDLE NAME(S): _____ SEX: M F

BIRTHPLACE: _____ city, state or province, country DOB: _____ dd/mm/yyyy

RANK/RATE: _____ COMMAND/DEPT: _____ DIVISION: _____

WORK PHONE: _____ WORK EMAIL: _____

APPLICANT'S RELATIONSHIP TO SPONSOR (check one):

SPOUSE	CHILD
PARENT	STEPCHILD
OTHER (specify below)	LEGAL WARD

SPONSOR'S CITIZENSHIP (check one):

U.S.A
U.S.A NATURALIZED
OTHER (specify below)

Additional Dependents Residing with you in Italy

FIRST NAME:	LAST NAME:	BIRTHPLACE	DOB (dd/mm/yy)
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

Privacy Act Statement

Authority. 44 U.S.C. section 3101, 5 U.S.C. section 301.

Principal Purposes. The information solicited is intended for the following purposes:

- Preparation and submission of Foreigner's Permits of Stay (Permessi di soggiorno per stranieri).
- Determinations on the status of personnel regarding entitlement to command sponsorship, dependent entry approval, and recognition as members of the civilian component of the U.S. Armed Forces in Italy with accompanying benefits.
- Evaluation of petitions, grievances, and complaints.
- Other determinations as required in the course of naval administration.

Routine Uses. Additionally, the information in Soggiorno files is sometimes provided to agencies of the Department of Justice and to State or local law enforcement and court authorities for use in connection with civilian criminal and civil court proceedings.

Mandatory/Voluntary Disclosure, Consequences of Refusing to Disclose. Disclosure is VOLUNTARY. Failure to disclose requested information or sign this form may result in a loss of status as a member of the civilian component of the U.S. Armed Forces, loss of accompanying benefits, and deportation from Italy by Italian Immigrations authority.

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