



PERMESSO DI SOGGIORNO GUIDE
U.S. Region Legal Service Office
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Walk in daily 0830-1200, 1300-1500



SOGGIORNO PACKET – ADULT APPLICANTS (14 YRS OLD +)

MUST BRING TO LEGAL OFFICE FOR EACH APPLICANT:

- One (1) Permesso di Soggiorno Application

- Three (3) Passport-Sized photographs
NOTE: No dark lenses, nor hair falling over forehead, eyes or ears. Expression must be neutral.
 - Can get photos taken at Navy Exchange on NAS I

- Three (3) 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:
 - o If you are an Active Duty Dependent: One (1) copy of **Orders**
 - o If you are a DoD Civilian Employee/DoD Civilian Employee Dependent: Two (2) Copies of **DD 1614** and Two (2) copies of **DD 1617**
 - o If you are a Contractor/Contractor Dependent: Two (2) copies of **DOCPER Accreditation Letter**

MUST BRING TO LEGAL OFFICE FOR EACH CHILD APPLICANT (younger than 14 years old):

- Two (2) Passport-Sized photographs
 - Two (2) Copies of the picture and signature page of child's passport
 - Two (2) Copies of Mission Visa sticker in child's passport
- Only for dual military parents or single military parent: include two copies of parent's passport

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, 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.

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.