



PREVENTIVE LAW SERIES THE SOJOURNER PERMIT



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Upon transferring to Naples, one of the first tasks that military dependents and civilian employees must accomplish is obtaining a **Sojourner Permit**, *the Permesso di Soggiorno*. This process can be confusing because it occurs during the first week in Italy, so the following information is offered to help you both before and after you obtain your Sojourner Permit.

What is a Sojourner Permit? A Sojourner Permit is an Italian government document that certifies that a NATO force military dependent or member of a civilian component is a temporary legal resident of Italy. It is *different from the Visa that you must obtain before coming to Italy* that is placed in your passport. The Visa *is only an entry approval* and the first necessary step to obtain a sojourner permit upon your arrival in Italy.

Who must obtain a Sojourner Permit? Italian law requires all foreign personnel entering Italy, other than an active duty member under military orders, to obtain a Sojourner Permit. Application must be made **within eight days** of arrival in Italy. Sojourner Permits are required for all military dependents, all members of a civilian component (DOD civilians, NAFI employees, technical representatives, Red Cross, NFCU, USO and employees of other organizations providing services to and enjoying a special status with the U.S. military) and their dependents.

How do I obtain a Sojourner Permit? As part of the Area Orientation process, the Region Legal Service Office, Europe, Africa, Central (RLSO EURAFCENT) assists in the preparation of Sojourner Permit applications, and oversees the acquisition of the Sojourner Permit for all personnel attached to U.S. Navy commands in the **Naples/Caserta areas only**.

Army and Air Force personnel stationed at AFSOUTH apply for Sojourner Permits through the AFSOUTH Provost Marshall's Office.

When you submit your package, you will need:*

- 1) Valid Official or No-Fee passport with type D, *missione* Visa
- 2) Two ****IDENTICAL**** passport-sized photographs
- 3) A copy of your/sponsor's orders
- 4) A copy of your rental lease or hotel invoice/receipt (only if you live in the Naples area.
Not applicable if you live on Support Site/in the province of Caserta)
- 5) Completed Worksheet: obtain a copy from the RLSO front desk or during Area Orientation

*Please see the Sojourner Permit First Time Application Checklist for complete details

Once we receive all of the documents, we will schedule you an appointment to apply. These documents are used to create the application in Italian that will be submitted to the immigration office.

Please be advised that all applicants 14 years of age and older must apply in-person. A spouse or parent may not submit another family member's application, as each person's signature is required. Applicants under the age of 14 will be on a parent's sojourner permit. Make sure you come with passports and pictures for all your children.

What about fingerprints? The Italian Bossi-Fini Immigration Law of July 30, 2002 requires fingerprints to be taken upon applying for a Sojourner Permit for all applicants age 14 years or older. For new arrivals, the Italian Forensic Police will take fingerprints at the Capodichino base by appointment only, after you have submitted your application package.

How do I renew my expired Sojourner Permit? Two months before the expiration date, you must visit RLSO EURAFCENT, which is located on the second deck of Building Admin II at Capodichino with the following documents listed below:

- 1) Document showing your new rotation date or your original orders if rotation date is after expiration;
- 2) Valid Official or No-fee passport (soon to expire passports will not be accepted)
- 3) Two ****IDENTICAL**** passport-sized photographs
- 4) Your current Sojourner Permit (police report if lost, see information below)
- 5) A copy of your rental lease, hotel invoice/receipt, proof of ownership, or agreement between you and the owner if you live in a home you do not own and do not pay rent (only if you live in the Naples area. Not applicable if you live on Support Site/in the province of Caserta)
- 6) Completed Worksheet: get a copy at the RLSO front desk

What are the Sojourner Permit office hours at RLSO EURAFCENT? Sojourner's permit application packages (all documents listed above) can be delivered to the front desk during regular service hours. All other sojourner permit services are by appointment. You can set up an appointment by emailing napleslegalassistance@us.navy.mil.

Processing by the Italian authorities takes six weeks to three months, so please be patient. When ready, an e-mail will be sent notifying you to pick up your soggiorno.

What do I do with my Sojourner Permit? Make a copy of your Sojourner Permit and carry it with you at all times. Keep your original Sojourner Permit in a secure location, along with your passport.

Make sure your original Sojourner Permit accompanies you whenever you travel outside Italy.

What if my sojourner's permit is misspelled? If there is a mistake or misspelling in the name/last name, date/place or birth, or citizenship, then the sojourner's permit must be returned to the Immigration Office for correction. You will receive a notification e-mail when the permit is ready for pick up.

What if I have a newborn? If you have a newborn while in Italy, your baby needs a sojourner's permit as well. To add the baby, the permit of one of the parents must be renewed. If the parent's permits include other children, their permits must be renewed as well. So you will need to bring all the documents listed above for renewal (as if they were expired), and for the newborn bring a copy of the tourist passport, 2 passport-sized photos, and a copy of the Italian Birth Certificate.

If you go to the United States to give birth to your newborn, you will need to request and obtain a Mission Visa for your newborn placed in the US passport BEFORE coming back to Italy.

Lost or Stolen Sojourner Permits must be reported to the Italian Polizia where you reside. Reports must be made in-person. Upon report, you will be provided a *denuncia di smarrimento*, which must be carried with you in place of the permit while a new one is being issued. It is important that the document indicate it was produced on behalf of the Italian Questura with the words *rilasciato dalla Questura di Napoli/Caserta*. You can contact I-7 Security Department for assistance with filing a report.

What do I do with my Sojourner Permit when I PCS out of Italy? You are required to check-out at RLSO EURAFCENT before departing Italy on Permanent Change of Station orders. Upon check-out, all Sojourner Permits must be turned in or check-out will not be authorized from this office.