



## Residency Certification process for Individuals with Dual Citizenship seeking off-base employment

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Dependents of U.S. Department of Defense (DoD) military and civilian employees who are also citizens of a European Union (EU) member state and reside on Support Site may be eligible to apply for Italian residency. Obtaining Italian residency is a prerequisite for seeking off-base employment in Italy.

### **Process for Obtaining a Residency Certificate (Comune di Gricignano):**

The following steps outline the process for EU citizen dependents residing on Support Site to apply for a residency certificate:

- Contact the Housing Office to schedule an appointment to complete the “dichiarazione di residenza”.
- At the scheduled appointment, provide the following documents:
  - A copy of your valid ID/Passport;
  - A copy of your Codice Fiscale (Italian Tax Code).

Once the Residency Certification Memo is completed, it will be forwarded to the NSA Commanding Officer (CO) for signature.

Once the residency package is complete, the applicant will be contacted to collect the hard copies from the Housing Office.

The applicant is responsible for submitting the hard copies of the residency package to the Comune di Gricignano residency office.

Following submission, the applicant and the Housing Office will be contacted by the Municipal Police Commander to schedule a visit to the apartment for residency verification.

Upon successful completion of the residency verification, the EU applicant will receive a copy of the residency certificate as per guidance provided during the visit at the apartment.

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