



PREVENTIVE LAW SERIES THE SOJOURNER PERMIT



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Upon transferring to Italy, one of the first tasks that military dependents, civilian employees and their dependents, and contractors and their dependents must accomplish is obtaining a **Sojourner Permit**, the *Permesso di Soggiorno*. We understand this process can be a stressful and confusing beginning to your tour in Italy; the following information is provided to help you and your family 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 the U.S. civilian component is a temporary legal resident of Italy. It is different from the mission visa that you must obtain in your passport prior to arriving in Italy. The mission visa *is only an entry approval visa* 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 and European Citizens, to obtain a Sojourner Permit. Sojourner Permits are required for all military dependents, all members of a civilian component (GS civilians, NAFI employees, technical representatives, DoW contractors Red Cross, NFCU, USO and employees of other organizations providing services to and enjoying a special status accompanying the U.S. military) and their dependents. Active duty military DO NOT need a Sojourner Permit. Citizens of the Schengen Area are not required to obtain a Sojourner Permit or mission visa; however, there may be other requirements for you to reside in Italy (please consult with your embassy).

Where to apply for a Sojourner Permit? Region Legal Service Office, Europe, Africa, Central (RLSO EURAFCENT) assists in the preparation of Sojourner Permit applications and appointments with the immigration offices of Caserta and Naples for (1) U.S. Navy and U.S. Marine Corps personnel who live in the provinces of Naples or Caserta ONLY! (e.g., Naples, Pozzuoli, Lago Patria, Bacoli, Quarto, Gricignano and NSA Naples Support Site) and (2) GS civilians, contractors, all civilian component personnel, and their family members, who live in the provinces of Naples or Caserta ONLY! The above personnel may drop off the required documents during Area Orientation or at our Legal Assistance office located at NSA Naples Capodichino. The Sojourner Permit First Time Checklist and Sojourner Worksheet provides the complete list of documents needed to apply. These documents are used to create an application in Italian that will be submitted to the relevant immigration office.

U.S. Army and U.S. Air Force family members will apply for their Sojourner Permits through the Provost Marshall's Office at JFC. Contact the Carabinieri office at JFC, Building A6, Room 341,
POC: Claudio.DEVINCENTIS@jfcnp.nato.int.

When do I apply for a Sojourner Permit? Italian immigration law requires permit applications to be initiated within eight (8) days of entry into Italy; however, if you miss Naples Area Orientation or there is not one scheduled when you arrive, you may bring your documents directly to RLSO EURAFCENT Legal Assistance office **as soon as possible** after your arrival into Italy and at least within thirty (30) days.

What happens after I turn in my documents? If you are eligible to apply with RLSO EURAFCENT Legal Assistance office, the Sojourner specialist will review your submitted documents and will notify you and your sponsor by email with the next steps for an in-person appointment at the relevant Immigration Office in Napoli or Caserta, depending on where you reside at the time you turn in your application. All Sojourner Permit applicants, including children of any age, must appear in person for their appointment with the immigration office.

What do I do with my Sojourner Permit? You will obtain an Electronic Sojourner Permit that is the same size of a credit card/ID Card; **carry it with you at all times!!** We recommended taking a photo, front and back, of your permit or making a copy, front and back. **Make sure your original Sojourner Permit accompanies you whenever you travel in and outside Italy.**

What if my Sojourner Permit has an error? If there is a mistake or misspelling in the name/last name, date/place or birth, or citizenship, then the Sojourner Permit must be returned to the immigration office for reissuance of a new permit. This will require a new in-person appointment with the relevant immigration office. Please contact RLSO EURAFCENT, if you applied through our office, as soon as you notice the error.

When and How do I renew my Sojourner Permit? Pursuant to Italian immigration law, the Sojourner Permit renewal can be requested up to three months (90 days) before its expiration date. If you (U.S. Navy, U.S. Marine Corps dependents, CIVs/Contractors and their dependents) still reside in the provinces of Naples or Caserta (including Support Site), you must contact the RLSO EURAFCENT Legal Assistance office (located on the second deck of Building Admin II at Capodichino) to obtain a renewal checklist. You will drop off ALL required documents and photos for you and/or your family. The Sojourner specialist will review all documents and will notify you and your sponsor by email with the next steps for an in-person appointment. All Sojourner Permit applicants, including children of any age, must appear in person for their appointment with the immigration office.

What if I have a newborn while in Italy? Your newborn needs a Sojourner Permit. Your newborn will need an Italian Birth Certificate and a Tourist passport, at a minimum, before you can apply for a new Sojourner's Permit. In order to add the newborn, the permit of one of the parents must be renewed. If the parent's permit includes other children, their permits must be renewed as well. Contact the RLSO EURAFCENT Legal Assistance office to obtain a "Newborn Checklist". You will drop off ALL required documents for you and/or your family. The Sojourner specialist will review all documents and will notify you and your sponsor by email with the next steps for an in-person appointment, the newborn must be present as well.

If you choose to give birth outside of Italy, you will need to request and obtain a Mission Visa for your newborn placed in their passport BEFORE coming back to Italy.

Lost or Stolen Sojourner Permits must be reported to the Italian Polizia or the Carabinieri. 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 report includes the identification number of the lost Sojourner Permit and has the words *rilasciato dalla Questura di Napoli/Caserta*. You can contact I-7 Security Department for assistance with filing a report. Once you obtain the Italian police report, you will have to initiate a renewal permit application with RLSO EURAFCENT (JFC or your local immigration office), submitting all documents and photos as required in our renewal checklist.

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, and turn in all Sojourner permits for yourself and/or family members.

For questions about mission visa or the Sojourner Permit process, you may email napleslegalassistance@us.navy.mil.