



SOJOURNER'S PERMIT CHECKLIST FIRST TIME APPLICATION

WHO needs a Sojourner Permit: A Sojourner's Permit is REQUIRED for ALL dependents, Government civilians and Contractors. Active duty military and EU-Citizens DO NOT require Sojourner's Permits.

WHEN to apply: Italian immigration law requires individuals to apply within 8 days of entering Italy; however, you can apply within 30 days of your arrival into Italy. Sooner is better!

WHERE to apply: (please note the difference for Services)

- U.S. NAVY/USMC: RLSO EURAFCENT Legal Assistance Office assists with the preparation of applications for all Navy and Marine Corps assigned personnel who reside in Naples or Caserta provinces, includes Support Site.
- U.S. ARMY/USAF: Personnel will apply at the Carabinieri office at JFC Provost Marshal's office. POC: Claudio.devincentis@jfcnp.nato.int unless you are assigned to either the VET Clinic or AFN on Support Site, then you may apply with RLSO EURAFCENT Legal Assistance Office.
- ALL GS Civilian/ NAF Employees, Contractors, and their dependents will apply with RLSO EURAFCENT Legal Assistance if you reside in the provinces of Napoli and Caserta, including Support Site.

HOW to apply if eligible for RLSO EURAFCENT Legal Assistance:

- The Legal Assistance Office is located on NSA Naples Capodichino, Admin Building II, 1st Italian Floor, Room 1074.
- **If you are attending Naples Area Orientation**, you will bring the documents listed below in person during the Sojourner Permit application pick up time. If you missed AO, you can drop off ALL required documents listed below at the Legal Assistance Office on NSA Naples Capodichino.
- If you need assistance or have questions, please email Napleslegalassistance@us.navy.mil or call +39-081-568-4576/5181. RLSO EURAFCENT can help you with your permit only if you live in the provinces of Napoli and Caserta. If you choose to live elsewhere (e.g., Salerno, Avellino, Benevento or outside the Campania Region), you will have to apply at your local Immigration Office having jurisdiction over the city.

DOCUMENTS REQUIRED FOR 1ST TIME APPLICATIONS AT RLSO EURAFCENT ONLY
<p><u>No-Fee/Official Passport, or Tourist passport for Contractors and non-U.S. citizens only (bring original) AND:</u></p> <ul style="list-style-type: none"> - TWO (2) color copies of the photograph page and "official" language page next to it; - ONE (1) color copy of Mission Visa page; and - ONE (1) color copy of the passport page with your entry stamp into Italy/Schengan Area <p>**We won't keep your original passport, but we need to see it**</p>
<p><u>TH R E E (3) IDENTICAL Passport-size photos:</u> Applicants 14 yrs old and above & taken within the last 6 months;</p> <p><u>TWO (2) IDENTICAL Passport-size photos:</u> Applicants 13 yrs old and below & taken within the last 6 months</p>
<p><u>ONE (1) Copy of orders:</u> e.g. military orders, Civilian Orders, letter of accreditation (DOCPER/ECOPS letter Verification of employment, RAT orders)</p>
<p><u>Copy of your rental lease:</u> (Only required if you live in Napoli province, e.g. Naples, Pozzuoli, Lago Patria, Bacoli, Quarto, etc.)</p> <p>If you own the home, bring proof of ownership. If you live in a house that you do not own but you do not pay any rent, bring a copy of the agreement between you and the owner. If you are still in a hotel, bring a copy of the invoice with your name. This document is NOT REQUIRED if you live in Caserta province, e.g., Gricignano area and on NSA Support Site.</p>
<p><u>Completed Permit Worksheet:</u> Found in the Naples Area Orientation Booklet or you can obtain one at the RLSO EURAFCENT Legal Assistance Office. Email napleslegalassistance@us.navy.mil.</p> <p>*THE WORKSHEET IS NOT THE ACTUAL PERMIT APPLICATION, WHICH IS COMPLETED BY OUR PARALEGAL IN ITALIAN.*</p> <p>Write legibly, and sign and date the 2nd (back) page of the worksheet.</p>