



SOJOURNER'S PERMIT CHECKLIST

RENEWAL APPLICATION

WHO needs a Sojourner Permit: A Sojourner's Permit is REQUIRED for all dependents and civilians/contractors (Active duty members stationed in Italy and EU-Citizens do not require Sojourner's Permits).

WHO needs to appear in person: **** ALL APPLICANTS 14 YEARS OLD AND ABOVE MUST APPLY IN PERSON ****

WHERE to apply: RLSO EURAFCENT (Capodichino Base, Admin Building II, 1st Italian Floor, Room 1074) assists USN/USMC personnel only. USA/USAF personnel should report to their respective provost Marshall office (JFC). Renewal applications are accepted **BY APPOINTMENT only**. Contact the Civil Law personnel at Napleslegalassistance@us.navy.mil or call DSN 626-4576 or 626-5181 (Comm. 081-569-4576/5181). At the appointment you will bring ALL the required documents listed below.

RLSO EURAFCENT can help you with your permit *only if you live in the Provinces of Napoli and Caserta*. If you live elsewhere (e.g., province of Salerno, Avellino, Benevento or outside the Campania Region) you will have to apply at your local Immigration Office having jurisdiction on your city. However, we can prepare a letter for you in Italian that will help you out in obtaining the sojourner's permit.

Applications will NOT be accepted on Italian Holidays.

Fingerprints: No fingerprints will be required upon renewal. However, if you turned 14 years old in the meantime OR if you legally changed your last name, you will be asked to attend next available Fingerprinting session, to comply with Italian Law.

WHAT documents are required to apply:

RENEWAL

60 days before the current permit expires

Your original Sojourner's permit – If lost, you MUST provide a police report from the Carabinieri. You can contact India-7 (626-5549) for assistance with filing a report. It would be ideal to bring with you a photocopy of the lost permit.

(The immigration office does NOT accept a report in English from the U.S. Navy Security).

No-Fee/Official Passport (valid for at least 6 months) - bring original AND:

- two (2) copies of photograph page and "official" language page next to it;
- Contractors and Non-US citizens will bring regular Tourist Passport and copies of photograph page.

Note: If your passport has less than six months left, you must renew your passport first.

TWO (2) ** IDENTICAL Passport sized photos of all applicants (taken within the last 6 months)**

Proof of your extension: e.g. your new military orders, OTEIP, Overseas Tour Extension, or new accreditation letter (DOCPER/ECOPS), Verification of employment, etc.

Copy of your rental lease (Only required if you live in Napoli or its province - e.g. Pozzuoli, Lago Patria, Bacoli, Quarto, etc.):

If you own the house where you live, bring proof of ownership; if you live in a house that you do not own but you do not pay any rent, bring copy of agreement between you and the owner; if you are in a hotel, bring a copy of the invoice with your name.

This is not applicable if you are in the province of Caserta (Gricignano Area and on Support Site).

Completed Renewal Worksheet*: Obtain a copy at the RLSO EURAFCENT Front Desk or find it attached.

*THE WORKSHEET IS NOT THE ACTUAL APPLICATION, WHICH WILL BE PREPARED BY A PARALEGAL SPECIALIST.