



# SOJOURNER'S PERMIT CHECKLIST

## FIRST TIME 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). 1<sup>st</sup> time applications are accepted **BY APPOINTMENT only**. Contact the Civil Law personnel at [Napleslegalassistance@us.navy.mil](mailto: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.

This is only the first appointment to complete/sign the application with the specialist. There will be a second appointment at a later date to be fingerprinted by the Italian Immigration authorities.

**If you are attending area orientation**, you will bring the documents listed below in person at the designated time. You will then receive an appointment via e-mail to sign your application and to be fingerprinted.

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.

**WHEN to apply:** Generally, within 8 days of your arrival in Italy.

**Fingerprints:** All applicants **14 years old and above** must be fingerprinted by the Italian Forensic Team that generally comes on board on specific days. You will be invited via email to join next available session.

**Applications will NOT be accepted on Italian Holidays.**

**WHAT documents are required to apply:**

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**No-Fee/Official Passport (tourist passport for Contractors and non-US citizens only) - bring original AND:**

- **two (2) copies** of photograph page and "official" language page next to it;
- **1 copy** of "Missione" visa page

**TWO (2) \*\* IDENTICAL\*\* Passport sized photos of all applicants,** no matter the age (**taken within the last 6 months**)

**Copy of orders:** e.g. your military orders, Civilian Orders, letter of accreditation (DOCPER/ECOPS letter Verification of employment, RAT orders, 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.