



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 do not require Sojourner's Permits).

WHERE to apply: RLSO EURAFCENT (Admin II, 1st floor, Capodichino) assists USN/USMC personnel only. USA/USAF personnel should report to their respective provost Marshall office (JFC). Send an email to Tiziana.Petrarca.IT@eu.navy.mil or to Naples.Legal@eu.navy.mil attaching all the required documents listed below (except the photos, which you will drop off in person). You will then receive an appointment 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, you will have to apply at your local Immigration Office having jurisdiction on your city.

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

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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2 ** IDENTICAL** Passport sized photos (taken within the last 6 months) - Only 2 photos are required for all applicants, no matter the age.
No-Fee/Official Passport (tourist passport for Contractors only) - bring original AND : - 2 copies of photograph page - 1 copy of "Missione" visa page - 1 copy of "official" language page: usually at the end, page 26 or 27, it is the page that shows that your passport is a no-fee passport (not applicable to contractors and non-US passports). <u>New US Passports have this page next to the photograph page.</u>
Copy of orders: Military Orders, Civilian Orders or letter of accreditation (DOCPER letter).
Copy of your rental lease or hotel receipt/invoice: Only if you live <u>in Naples or its province.</u> It is not applicable if you are in the province of Caserta (on or off Support Site).
Completed Worksheet*: Obtain a copy at the RLSO EURAFCENT Quarterdeck or find it attached. *THIS IS NOT THE APPLICATION