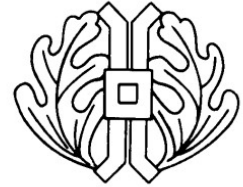




PERMESSO DI SOGGIORNO GUIDE

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COMPLETED SOGGIORNO PACKAGES MUST INCLUDE:

- ONE (1) Soggiorno Application Form**
- THREE (3) Passport-Sized Photographs**
+ **PLUS TWO (2) Photographs of Each Included Child**
- THREE (3) Copies of the Picture and Signature Page of the No-Fee Passport**
+ **PLUS TWO (2) Copies for Each Included Child's Picture and Signature Page of the No-Fee Passport**
+ **PLUS TWO (2) Copies of the Front Cover of Each Non-US Citizen Passport**
- TWO (2) Copies of the MISSION VISA STICKER in Each Passport**
+ **PLUS TWO (2) Copies for Each Included Child**
- Proof of SOFA Status**

<u>Active Duty Dependents</u>	<u>DOD Civilian Employees</u>	<u>Contractors and Dependents</u>
ONE (1) Copy of Page 2 (USN) or Orders (USA, USAF)	OR	TWO (2) Copies of Forms DD 1614 and DD 1617
	OR	TWO (2) Copies of DOCPER Accreditation Letter

The "Permesso di Soggiorno" is the ONLY Italian government document that grants legal permission to temporarily reside in Italy throughout the duration of a tour of duty. You should not travel outside of Sicily without your original Soggiorno, tourist and official passports, military identification card, and orders/employment documents.

You MUST apply for a Soggiorno within 8 days of your arrival into Italy.

Who needs a Soggiorno?

Active Duty Service Members may reside in Italy with their Common Access Cards and Military Orders. A Soggiorno permit is REQUIRED for the following:

- Dependents of Active Duty Service Members,
- Civilian Employees (GS) and their dependents,
- Contractor Employees (TR) and their dependents.
- American Red Cross and Navy-Marine Corps Relief Society representatives and their dependents.

Do Children Have to Submit their Own Separate Application?

Children need to apply for their own Soggiorno permit and fill out their own application if:

- They are 14 years of age or older, or
- Both parents are active duty service members, or
- They are the child of a single military parent.

If ANY child is younger than 14, their information must be included in your application. In addition, you MUST include copies of the child's passport and visa in the application.

How Long Does it Take to Process the Soggiorno?

The RLSO Soggiorno staff closely with the Catania Immigration Authorities and Italian Law Enforcement to process Soggiorno permits and renewals. Due to fluctuating demand, Soggiorno renewals may take *as long as 90 days to process*.

Do I need a Soggiorno for a baby born in Italy?

Yes. Please contact our office, as soon as possible. To process the required documents, we will need the dependent sponsor's Soggiorno and original Soggiorno of any other children along with the applicable documents listed below:

- Two (2) copies of newborn's passport; and
- Two (2) copies of the Italian birth certificate or the US Consular Certificate of Birth Abroad; and
- Two (2) passport photos for each applicant; and
- Two (2) copies of updated Page 2 (USN) or Orders (USA, USAF); and
- One (1) copy of each applicant's No-Fee or Official passport.

When Must I Renew My Soggiorno Permit?

The original Soggiorno permit is usually only valid for two (2) years from the date you arrive in Italy. Civilians in Sigonella staying longer than two years are required to return to the RLSO to apply for renewal ***sixty (60) days before expiration*** of the original Soggiorno permit. Please report any changes in employment and/or personal status, such as a new job, resignation, retirement, divorce, separation, or loss of dependency, to the RLSO.

Replacing a Lost, Stolen, or Unavailable Soggiorno

A new Soggiorno must be obtained when the original is lost, stolen, or otherwise unavailable. Please follow the following steps to apply for a Soggiorno permit replacement.

1. Report the loss to NASSIG security and request an Italian translation of your statement from the NASSIG Security Liaison.
2. Bring the Italian translation of your statement to the Carabinieri station on NAS II for endorsement by Carabinieri officials.
3. Bring the Italian translation of the statement endorsed by Carabinieri officials along with two (2) passport photos for each applicant to the RLSO to submit a replacement application.

Returning Your Soggiorno at Checkout before Leaving Sicily

When Transferring Away From Italy

Italian law requires you to surrender your Soggiorno permit when leaving the Country. Contact the RLSO 2-4 weeks ahead of your departure to schedule your drop-off. The RLSO will sign check-out sheets only when the Soggiorno Permits have been returned.

When Transferring Within Italy

Personnel transferring to another base in Italy (e.g. Naples) must return their Soggiorno permit to the local legal office at their new duty location. The local legal office at their new duty location will help personnel apply for a new Soggiorno permit that will be issued by the local Italian immigration office at the new location

Failure to keep a valid Soggiorno may result in substantial fines, deportation, or denial of entry or re-entry into Italy.