

## **DOCUMENTS TO BE INCLUDED IN THE POST-OFFICE KIT FOR EACH TYPE OF RESIDENCE PERMIT:**

### **Residence permits for SUBORDINATE EMPLOYMENT:**

Request via: POST-OFFICE KIT

Documents to be included in the kit:

- Contract of stay (“Contratto di soggiorno”) stipulated at Sportello Unico per l’Immigrazione (only upon first release).
- Copy of the tax code already in the possession of the applicant (only upon first release);
- Declaration of hospitality and rental contract with the identity document of the host (only upon release) or residence certificate (upon renewal);
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);
- Copy of residence permit already in the possession of the applicant (both expired or currently valid);
- Copy of the UNILAV form;
- Tax return or CUD form;
- Revenue stamp of €16;
- Postal payment slip of €70.46 for residence permits lasting less than or equal to one year or of €80.46 for residence permits lasting more than 1 year or equal to 2 years.

### **Residence permits for SEASONAL WORK:**

Request via: POST-OFFICE KIT

Documents to be included in the kit:

- Contract of stay (“Contratto di soggiorno”)/Employment contract stipulated at Sportello Unico per l’Immigrazione (only upon first release) and authorization for seasonal work (“nullaosta”) (both upon first release and renewal);
- Declaration of hospitality and rental contract with the identity document of the host (only upon release) or residence certificate (upon renewal).
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);
- Copy of residence permit already in the possession of the applicant (both expired or currently valid);
- Copy of the UNILAV form.
- Tax return or CUD form.
- Revenue stamp of €16.
- Postal payment slip of €70.46.

### **Residence permits for SELF-EMPLOYMENT:**

Request via: POST-OFFICE KIT

Documents to be included in the kit:

- Declaration of hospitality (upon release) or certificate of residence (upon renewal);
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);
- Copy of residence permit already in the possession of the applicant (both expired or currently valid);
- Copy of the Business Profile issued by the Chamber of Commerce.

- Copy of the form “Redditi Persone Fisiche” and the proof of the electronic submission.
- Copy of the income statement authenticated by the accountant.
- Copy of the VAT number attribution certificate.
- Revenue stamp of €16.
- Postal payment slips of €70.46 for residence permits lasting less than or equal to one year or of €80.46 for residence permits lasting more than 1 year or equal to 2 years.

#### **Residence permit for STUDY:**

Request via: POST-OFFICE KIT

Documents to be included in the kit:

- Declaration of hospitality and rental contract with host identity document (upon release) or residence certificate (upon renewal).
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);
- Copy of residence permit already in the possession of the applicant (both expired or currently valid);
- Self-certification of enrollment and transcript of records of the exams taken;
- Copy of the insurance policy to cover health expenses for the period of stay or copy of the certificate of voluntary registration to the Italian National Healthcare Service (postal payment slip).
- Documentation certifying means of support;
- Revenue stamp of €16;
- Postal payment slip of €70.46.

#### **EU residence permit for LONG-TERM RESIDENTS:**

Request via: POST-OFFICE KIT

Documents to be included in the kit:

- Certificate of residence and family status;
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);
- Copy of residence permit already in the possession of the applicant (both expired or currently valid);
- Certificate of pending charges and criminal record (only upon first release).
- Housing suitability certificate (first release only);
- Italian language test (only on first release);
- Income declaration form (only on first release);
- Copy of the UNILAV form or C.C.I.A.A. (Chamber of Commerce) registration;
- School enrollment for minors of compulsory education age;
- Revenue stamp of €16;
- Postal payment slip of €130.46.

#### **Residence permit for FAMILY with visa (so-called “family reunification”):**

Request via: POSTAL KIT

Documents to be included in the kit:

- Form 209 filled-in at Sportello Unico per l’Immigrazione (only upon first release).
- Declaration of hospitality and rental contract with host identity document (upon release) or residence certificate (upon renewal) of the applicant;
- Certificate of residence and family status of the family member already in Italy;
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);

- Copy of residence permit already in the possession of the applicant (both expired or currently valid);
- Income declaration form (upon renewal);
- Revenue stamp of €16;
- Postal payment slip of €70.46 for residence permits lasting less than or equal to one year or of €80.46 for residence permits lasting more than 1 year or equal to 2 years.

**Residence permits for FAMILY without visa (so-called family cohesion):**

Request via: POST-OFFICE KIT

Documents to be included in the kit:

- Declaration of hospitality and rental contract with host identity document (upon release) or residence certificate (upon renewal) of the applicant;
- Valid identity document of the family member;
- Certificate of residence and family status of the family member already in Italy;
- Income declaration of the family member already in Italy;
- Housing suitability certificate (first release only);
- Marriage and Birth certificate (with maternity and paternity) translated and legalized/apostilled by the diplomatic/consular representation in the country of origin (only on first issuance); ATTENTION: the date of the marriage certificate mustn't be older than six months with respect to the date of the request
- Any other documents required by art. 28 of T.U.I. and following articles.
- Certificate of residence and family status of the family member already in Italy;
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);
- Revenue stamp of €16;
- Postal payment slip of €70.46 for residence permits lasting less than or equal to one year or of €80.46 for residence permits lasting more than 1 year or equal to 2 years.

**Residence permits EU CARD (former Legislative Decree 30/2007):**

Request via: POST-OFFICE KIT

Documents to be included in the kit and during the release:

- Declaration of hospitality and rental contract with host identity document (upon release) or residence certificate (upon renewal) of the applicant;
- Certificate of residence and family status of the relative belonging to the EU member state;
- Valid document of the family member;
- Income declaration of the family member;
- Marriage and Birth certificate (with maternity and paternity) translated and legalized/apostilled by the diplomatic/consular representation in the country of origin (only on first issuance); ATTENTION: the date of the marriage certificate mustn't be older than six months with respect to the date of the request
- For parents and for children over the age of 21, proof of being dependent on the relative belonging to the EU member state.
- Certificate of residence and family status of the family member already in Italy;
- Copy of the valid passport of the applicant (all pages with personal data, visas and stamps);
- Revenue stamp of €16;
- Postal payment slip of €30.46;

**FAMIT residence permit (for family members of an Italian citizen who has not exercised the right to mobility):**

Request via: POST-OFFICE KIT

Documents to be included both in the kit and during release:

- Declaration of hospitality and rental contract with host identity document (upon release) or residence certificate (upon renewal) of the applicant;
- Certificate of residence and family status of the relative belonging to an EU member state;
- Valid identity document of the family member holding Italian citizenship
- Income declaration of the family member holding Italian citizenship
- Marriage and Birth certificate (with maternity and paternity) translated and legalized/apostilled by the diplomatic/consular representation in the country of origin (only on first issuance); ATTENTION: the date of the marriage certificate mustn't be older than six months with respect to the date of the request
- Any other documentation required by art. 28 TUI and following articles
- Certificate of residence and family status of the family member already in Italy;
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);
- Revenue stamp of €16;
- Postal payment slip of €30.46;

**Residence permits for ELECTIVE RESIDENCY:**

Request via: POST-OFFICE KIT

Documents to be included in the kit:

- Certificate of residence and family status;
- Copy of the valid passport of the applicant (all pages with personal data, visas and stamps);
- Documentation certifying the existence of sufficient means of support;
- Revenue stamp of €16;
- Postal payment slip of €80.46.

**Residence permit DUPLICATE of residence permits:**

Request via: POST-OFFICE KIT

Documents to be included in the kit and to bring along during the first release:

- Certificate of residence and family status;
- Copy of a valid passport of the applicant (all pages with personal data, visas and stamps);
- Report/Declaration of the lost or stolen residence permit.
- Revenue stamp of €16;
- Postal payment slip of €30,46.