

RESIDENCE PERMITS TO BE REQUESTED VIA POST-OFFICE KIT

Across the national territory an agreement between the Ministry of the Interior and the Italian Post Offices has entered into force providing that non-EU citizens shall contact post-office desks for residence permit applications concerning the reasons below indicated:

- Update of residence permit (change of residence, marital status, passport, addition of children);
- In attendance for occupation status
- In attendance for Italian citizenship status
- Residence card for family members of EU and Italian citizens
- EU residence permit for long-term residents
- Conversion of the residence permit (e.g. from study to work)
- Copy of the residence permit
- Subordinate/self-employed work and cases foreseen by the art. 27 of the T.U.I.
- Seasonal work
- Family reasons (Articles 29, 30, 31 T.U.I. and art.19 paragraph 2 letter C T.U.I.)
- Religious reasons
- Elective residency
- Scientific research
- Study
- Professional training internship
- Conversion of the residence permit from subsidiary protection to subordinate/self-employed work purposes
- Residence card for family members of an EU citizen who do not hold citizenship of any EU member state (Art.10 Legislative Decree 30/2007).
- Permanent residence card for family members of the EU citizen who do not hold citizenship of any EU member state. (Art. 17 Legislative Decree 30/2007).
- Residence permits for assistance to minors (Art. 31 paragraph 3 of Legislative Decree 286/98);
- Residence permits for British citizens undergoing Brexit (Directive 2004/38/EC of 29 April 2004 - Right of citizens of the Union and their family members to move and reside freely within the territory of the Member States)
- Residence permits for family members of Italian citizens who didn't exercise the right to mobility, according to art. 23 paragraph 1 bis of Legislative Decree no. 30 of 2007.
- Custody
- Conversion of residence permits art. 19 paragraph 1.2 and temporary protection.
- Family reasons, pursuant to art. 19 paragraph 2 letter. C) T.U.I.
- Social protection reasons (art. 18 and art. 18 bis T.U.I.).

Issuance and renewal of the aforementioned permits must be requested by forwarding the appropriate **POST-OFFICE KIT** which can be found both in post offices and in trade associations that provide assistance in immigration issues.

While sending the kit, the applicant will be given the receipt of the shipment (with the code of the insured mail) and a reminder containing date and time of the appointment at the desk of

the Immigration Office of Ferrara in Via Fausto Beretta nr. 19, where each applicant shall present themselves personally.

If the foreign citizen is unable to show up at the scheduled appointment due to sudden and substantiated impediments, he/she will be automatically reconvened. The new appointment will be communicated via registered mail and/or SMS to the contact details indicated in the application.

In case of failure to show up for the second appointment without justified reason, the case will be automatically be archived.

In order to issue the requested residence permit, the post-office kit must contain the filled-in application form and a copy of all the documents required by current legislation according to the type of stay demanded.

- ATTENTION PLEASE: DO NOT INCLUDE ORIGINAL DOCUMENTS OR PHOTOS IN THE KIT, THE ORIGINAL COPIES OF ALL DOCUMENTS MUST BE CARRIED WITH YOU TO THE POLICE HEADQUARTERS ON THE DAY OF THE APPOINTMENT

On the day of the convocation, applicants must present themselves personally (together with all the minor children attached to their permit) and must bring along the following documents:

- 1) Original copy of a valid passport and original copy of all the documents attached in photocopy to the post-office kit.
- 2) Expired or currently valid residence permit.
- 3) Insurance tracking number and label of the shipped kit and convocation sheet.
- 4) 2 passport photos of the applicant and 2 passport photos of each child under the age of 14.