



# Computer integrated procedures for the delivery of the Permit of Stay in Electronic Format

permits of stay



- 1) Permits of stay and residence card
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# permits of stay and residence card

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In order to stay legally on Italian territory, foreign nationals must hold a Permit of Stay in accordance with the visa issued by Italian consular or diplomatic authorities of the Country of origin, as well as a valid personal document issued in the country of origin.

The foreign national who holds a personal document can apply for:

- ✓ A Residence Card for foreign nationals
- ✓ A permit of Stay

The Residence Card for Foreign Nationals can be requested after a regular stay in Italy of at least 5 years



The permit of stay  
Can be applied for different reasons,  
which give place to corresponding types of  
Permit, as shown below, making a  
distinction between the ones relating to  
conventions, and the ones of the exclusive  
competence of the Questura



## POST ADMINISTRATION

- ADOPTION
- RELIGIOUS REASONS
- ELECTIVE RESIDENCE
- STUDYING
- WORK HOLIDAY
- POLITICAL ASYLUM (RENEWAL)
- APPRENTICESHIP AND PROFESSIONAL TRAINING
- WAIT FOR RE-ACQUISITION OF NATIONALITY
- UNEMPLOYMENT
- RESIDENCE CARD FOR FOREIGNERS
- RESIDENCE CARD FOR E.U. NATIONALS
- DEPENDENT WORK
- INDEPENDENT WORK
- SEASONAL WORK FAMILY REASONS
- FAMILY REASONS FOR MINORS / 14-18 YEARS
- WORK PERMIT AS PER ARTICLE 27
- TOURISM
- STATELESS STATUS
- CONVERSION OF THE PERMIT OF STAY FROMT  
ANOTHER TYPING TO: - dependent work – independent  
work – family reasons – studying – elective residence
- DUPLICATE OF PERMIT OF STAY-RESIDENCE CARD
- UPDATING THE PERMIT OF STAY – RESIDENCE CARD  
(change of address, marital status, inscription of children, new  
passport)

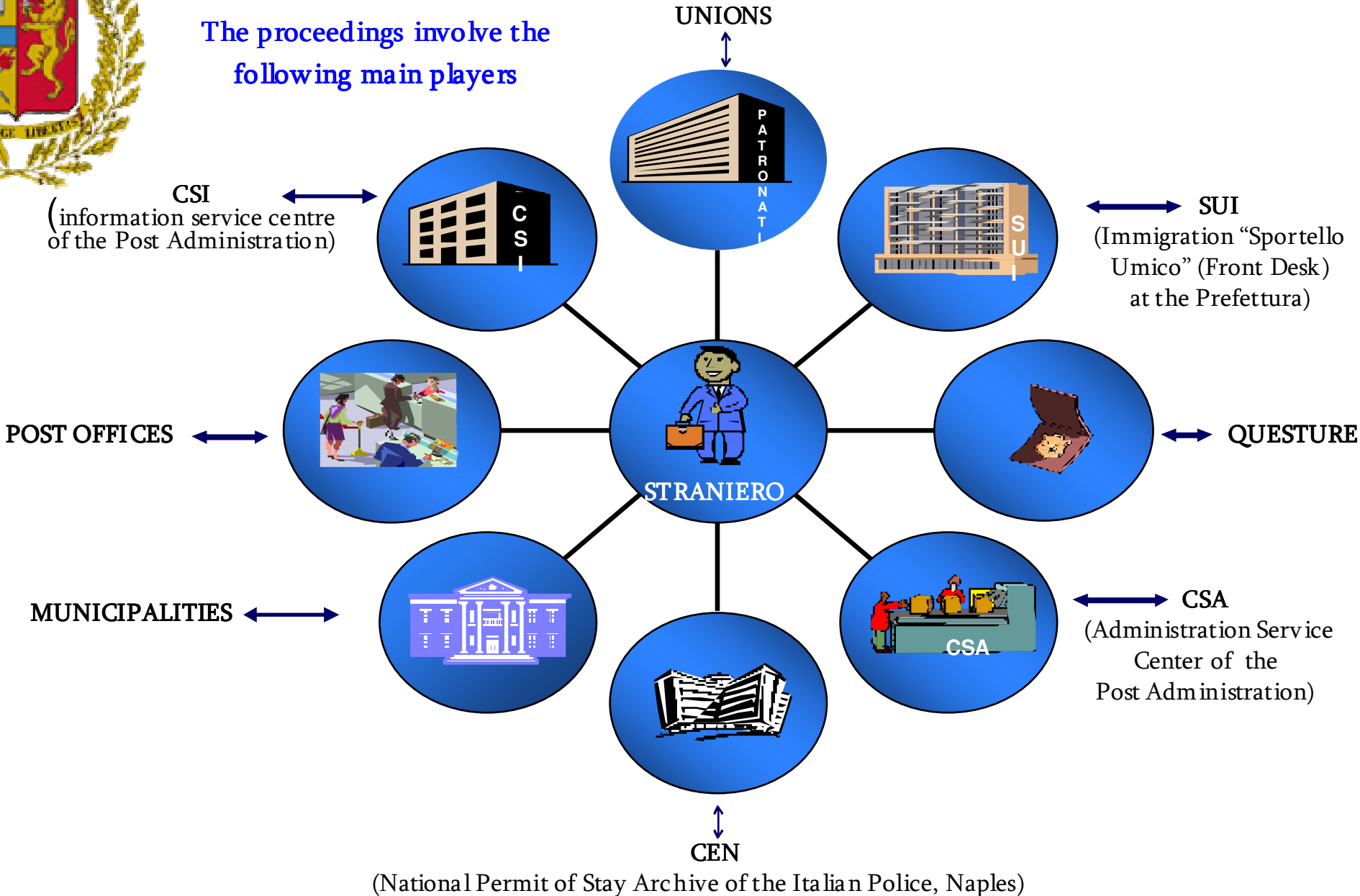
## QUESTURE

- MEDICAL TREATMENT
- SPORT COMPETITION
- UMANITARIAN REASONS
- BUSINESS
- MISSIONS
- POLITICAL ASYLUM
- MINOR AGE
- JUDICIAL REASONS
- STATELESS STATUS (issue)
- INTEGRATION OF MINORS
- INVITATION

# players and procedural flows



The proceedings involve the following main players



# remits acceptance at the post office



The foreign national  
remits at the counter  
the open envelope  
containing:

- 1) The Application form
- 2) Enclosures



The operator provides to:



## *The identification*

It confirms the correspondence between the applier and the holder portrayed in the document produced by the foreign national

## *Control of the presence of the document copy*

It controls whether the identity document copy is enclosed in the envelope

## *The check of the personal data*

It controls the correspondence between surname, name, and date of birth and the details of the document registered in the application form, and the data of the identity document

## *Control of the presence of the permit stay among the enclosures*

In case of renewal, it controls the presence of the copy of the permit of stay among the produced enclosures

# acceptance of the application at the post office



The operator:

*Remits the receipt to the foreigner*

*the receipt includes :*

- PERSONA DATA OF THE APPLICANT
- CHARGES OF THE SERVICE
- INFORMATION ON THE ACCESS TO THE WEB SITE



*the application is traced within the systems of the post administration by:*

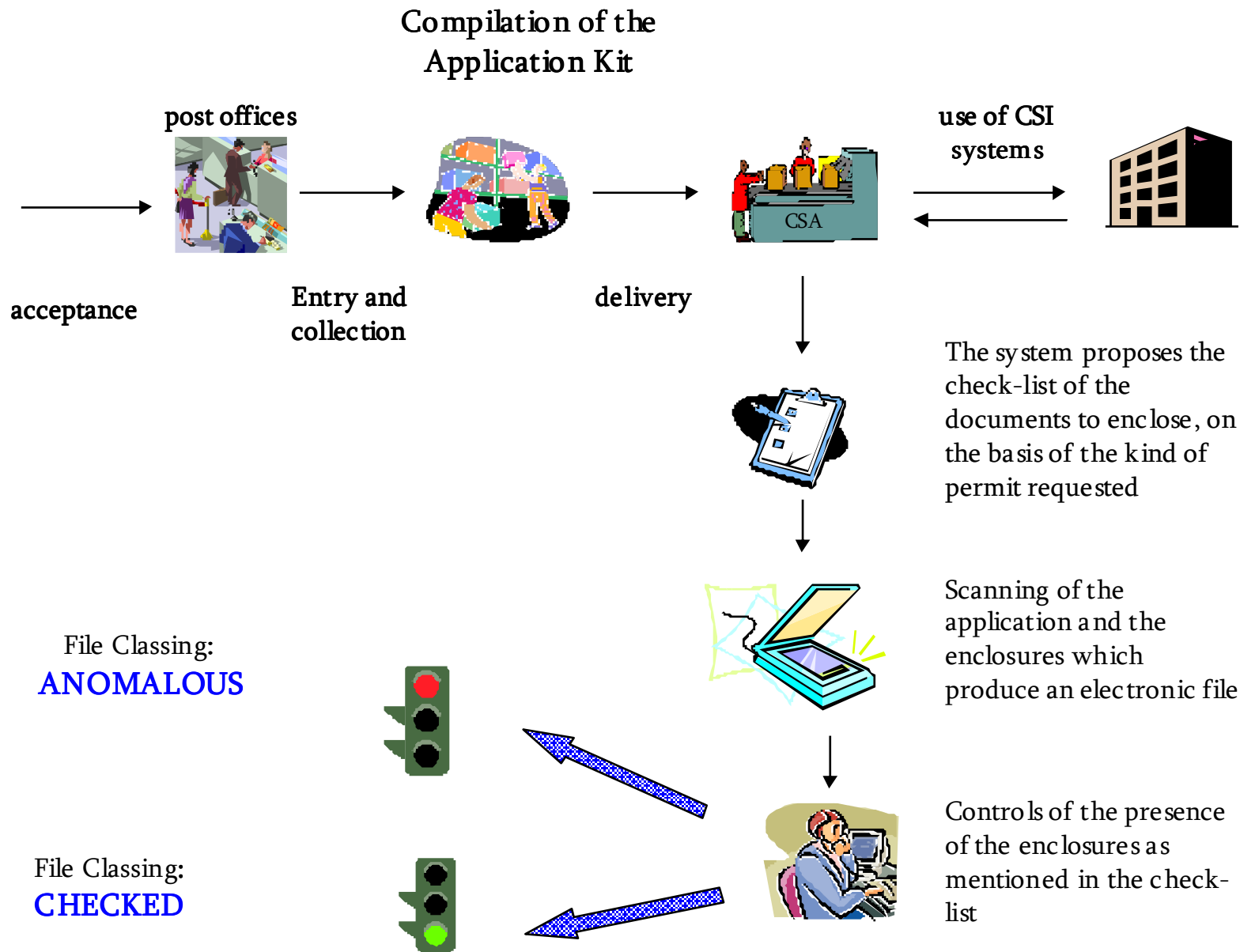
- DATE OF ACCEPTANCE
- CODE NUMBER OF THE REGISTERED MAIL



*the foreign national: pays the charges*



# phases of procedure



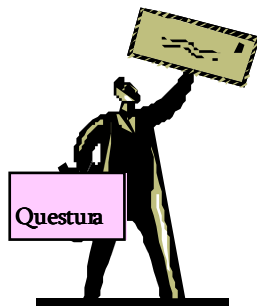


## ANOMALOUS APPLICATIONS:

The Questura operators must examine the ANOMALOUS APPLICATIONS to remedy the deficiencies noted and thus allowing their automatic transmission and uploading to the central Permit of Stay archive. Further to the uploading, the application will be available on the system, in order to undergo the subsequent procedure phases.

## CHECKED APPLICATIONS:

The system automatically sends a Registered Mail to the foreign national in order to convene him/her at the Immigration Office. If the foreign national has given his/her phone number, an SMS will be also sent.



The foreign national shall produce to the Office the enclosures in original, the passport, the Permit of Stay (in case of renewal), and 4 photographs

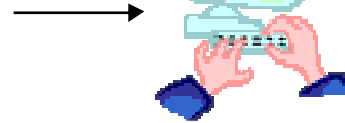
# Ist convening to the Questura: application entry



The foreign national is  
convened to the  
Questura



Questura

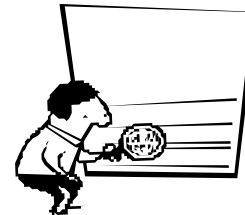


The operator carries out  
the last part of the  
procedure



Acquisition of  
Biometric Data  
and fingerprints  
of the Foreign  
National for the  
electronic Permit

Detailed check of the  
application and the  
pertaining produced  
enclosures



Request of Delivery of the  
ELECTRONIC PERMIT to  
the State's Stationery Office



The Foreign  
National is invited  
to the Forensic  
Police for the  
identification



The foreign national  
is requested to come  
back in 30 days to  
withdraw the  
ELECTRONIC  
PERMIT OF STAY

# Ilst convening to the Questura : withdrawal of the electronic permit of stay



The Electronic Permit reaches the Questura



The foreign national goes back to the Questura to withdraw the Electronic Permit



Questura



**WITHDRAWAL OF THE ELECTRONIC PERMIT OF STAY/RESIDENCE CARD**



**CROSS-CHECK OF FINGERPRINTS** of the Foreign National with the ones stored on the Electronic Permit

**PRINT AND DELIVERY OF THE PIN CODES**  
(to be used in case of theft or loss)

