

GENERAL INFORMATION

Under the agreement signed by the Ministry of Internal Affairs and Poste Italiane SPA, pursuant to art. 39, paragraph 4-*bis* of Italian Law no. 3 of 16 January 2003, as amended by art. 1-*quinquies* of Italian Law no. 271 of 12 November 2004, interested parties may present applications for residency permits and cards at post offices, using the kit available at these offices. Upon presentation of the application, the foreign national's identity will be verified.

The following types of residency permits/cards may be requested at the post office:

- | | |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1. Adoption | 14. Family, minor aged 14 - 18 |
| 2. Guardianship | 15. Independent work |
| 3. Updating residency card (change of address, marriage status, addition of children, change of passport, updating photo) | 16. Subordinate work |
| 4. Conversion of residency permit (change of address, marriage status, addition of children, change of passport) | 17. Work - special cases provided for by art. 27 of the Immigration Code |
| 5. Pending employment | 18. Subordinate work - seasonal |
| 6. Pending reacquisition of citizenship | 19. Mission |
| 7. Renewal of political asylum | 20. Religious motives |
| 8. Residency card for EU citizens (optional) | 21. Elected domicile |
| 9. Residency card for aliens | 22. Scientific research |
| 10. Conversion of residency permit | 23. Renewal of stateless status |
| 11. Duplicate residency card | 24. Study |
| 12. Duplicate residency permit | 25. Internship for job training |
| 13. Family | 26. Tourism |

Applications for the issue and renewal of all other types of residency permits/cards must still be presented at the police department (*questura*) immigration office.

To legally reside in Italy, foreign nationals must have legally entered Italian territory with a passport or equivalent travel document and an entrance visa, except in cases of exemption laid out by international agreements.

Foreign nationals must request a residency permit from the police department (Questura) of the province where they are staying within eight business days of their entrance.

For citizens of EU member states, presenting residency card applications at the post office is optional, so they may present it either there or at the police department immigration office.

Foreign nationals who have presented an application at the post office will receive a registered letter from the Immigration Office summoning them to be fingerprinted, when provided for by current law, and to receive their residency permit/card. Upon their first convocation, they must present 4 passport-sized ID photos with a white background, one of which will be attached to their residency permit/card.

Citizens of EU member countries will be summoned to the Immigration Office only to receive their residency card, and must present 4 photographs, one of which will be attached to their residency card.

Applications for a residency card for the applicant and his/her family members must be presented using a single kit; this kit should include a copy of form no. 1 for each member of the family for which the card is requested, as well as form no. 2 if the family member has an income.

Foreign nationals must apply for renewal of their residency permits at the police department (*questura*) of their province of residence, within the following deadlines: within 90 days of expiry for two-year residency permits for work and family reasons, within 60 days for one-year work permits, within 30 days for all other categories of residency permit.

Residency permits not issued for work or family reasons are valid for the period specified by the entry visa.

Their validity period may not, in any case, exceed:

1. three months, for business and tourism;
2. one year, for a course of studies or job training. Student permits for courses of more than one year may be renewed annually;
3. two years, for independent work, subordinate permanent work, or for family reunification.

HOW TO FILL OUT THE FORMS

- Write in block letters, using a black pen, making sure that you stay well inside the spaces provided;

Example:

address **V I A A P P I A N U O V A**

- Applications cannot be examined unless signed by the applicant;
- Applications must be presented at one of the post offices listed on the websites www.poste.it and www.interno.it;
- Upon presentation of the application, the foreigner's identity must be verified through examination of a passport or another equivalent document;
- Applications must be presented in an open envelope, and the postal worker will provide a registered letter receipt to be filled out by the applicant.

**FOR GENERAL INFORMATION, CALL TOLL-FREE
800 309 309**

NOTE

- For renewal applications, a photocopy of the residency permit/card to be renewed or updated must be included in the envelope.

NOTES

To fill in form “MOD 209 - Modelli 1 e 2”

WRITE IN BLOCK CAPITALS IN BLACK INK

INSIDE THE SPACES PROVIDED ONLY

- a) Write the information as printed on your passport or equivalent document;
- b) See “Province” in the **attached table no. 1**;
- c) Tick the type of interest (e.g. X);
- b) See the code corresponding to the type of Residence Permit in the **attached table no.2**;
- e) Enter series and number of (Permanent) Residence Permit held or reference permit;
- f) Fill in section 2 only after completely filling in Form 1 and Form 2 if you have an income and after photocopying all the documents needed (A4 format) for the type of permit requested. The application will not be accepted at the post office counter if left unsigned;
- g) Enter the total number of sheets comprising the application (forms and photocopies of documents);
- h) Enter the total number of children declared in Section 12 of Form 1;
- i) Enter the appropriate letter:
 - **A** for single,
 - **B** for married;
- i) Enter the appropriate letter:
 - **F** for female,
 - **M** for male;
- k) Enter the country code listed in the **attached table no. 3**;
- l) Fill in only if presenting a document other than a passport, see the **attached table no. 4**;
- b) See the code corresponding to the authority issuing the document other than a passport in the **attached table no. 5**;
- n) Fill in only in the case of a first (Permanent) Residence Permit application. Enter the information found on your visa;
- o) The duration of the renewed travel document cannot exceed that of the residence permit;
- p) Optional field, of use to the Police Headquarters for any communications regarding the application;
- q) Do not fill in if the same as above;
- r) Enter Name and Surname or name of company, organization or association where the registered letter containing the appointment at the police headquarters is to be sent to;
- s)
- t) Fill in only in the case of a Permanent Residence Permit application.
- u) Adopted or fostered minors or minors under the applicant's guardianship are classed as minor children;
- v) Fill in only in the case of subordinate employment;
- w) Enter the professional category you are a member of (e.g.: doctors, street traders, architects, etc.);
- x) To be filled in only by foreigners hired during the current year – attach photocopy of most recent pay packets;
- y) Fill in only for self-employment started during the current year;

Notes for filling in of Form “MOD. 209 - Modelli 1 e 2”

Fill in only in the case of a Permanent Residence Permit application and conversion of Residence Permit for reasons other than family reasons.

ANNEX no. 1**TABLE OF PROVINCE ABBREVIATION CODES**

| Province Name | Province Abbreviation |
|----------------------|------------------------------|
| AGRIGENTO | AG |
| ALESSANDRIA | AL |
| ANCONA | AN |
| AOSTA | AO |
| AREZZO | AR |
| ASCOLI PICENO | AP |
| ASTI | AT |
| AVELLINO | AV |
| BARI | BA |
| BELLUNO | BL |
| BENEVENTO | BN |
| BERGAMO | BG |
| BIELLA | BI |
| BOLOGNA | BO |
| BOLZANO | BZ |
| BRESCIA | BS |
| BRINDISI | BR |
| CAGLIARI | CA |
| CALTANISSETTA | CL |
| CAMPOBASSO | CB |
| CASERTA | CE |
| CATANIA | CT |
| CATANZARO | CZ |
| CHIETI | CH |
| COMO | CO |
| COSENZA | CS |
| CREMONA | CR |
| CROTONE | KR |
| CUNEO | CN |
| ENNA | EN |
| FERRARA | FE |
| FIRENZE (FLORENCE) | FI |
| FOGGIA | FG |
| FORLI | FO |
| FROSINONE | FR |
| GENOVA (GENOA) | GE |
| GORIZIA | GO |
| GROSSETO | GR |
| IMPERIA | IM |
| ISERNIA | IS |
| LA SPEZIA | SP |
| L'AQUILA | AQ |
| LATINA | LT |
| LECCE | LE |
| LECCO | LC |

| | |
|---------------------|----|
| LIVORNO | LI |
| LODI | LO |
| LUCCA | LU |
| MACERATA | MC |
| MANTOVA (MANTUA) | MN |
| MASSA | MS |
| MATERA | MT |
| MESSINA | ME |
| MILANO (MILAN) | MI |
| MODENA | MO |
| NAPOLI (NAPLES) | NA |
| NOVARA | NO |
| NUORO | NU |
| ORISTANO | OR |
| PADOVA (PADUA) | PD |
| PALERMO | PA |
| PARMA | PR |
| PAVIA | PV |
| PERUGIA | PG |
| PESARO | PS |
| PESCARA | PE |
| PIACENZA | PC |
| PISA | PI |
| PISTOIA | PT |
| PORDENONE | PN |
| POTENZA | PZ |
| PRATO | PO |
| RAGUSA | RG |
| RAVENNA | RA |
| REGGIO CALABRIA | RC |
| REGGIO EMILIA | RE |
| RIETI | RI |
| RIMINI | RN |
| ROMA (ROME) | RM |
| ROVIGO | RO |
| SALERNO | SA |
| SASSARI | SS |
| SAVONA | SV |
| SIENA | SI |
| SIRACUSA (SYRACUSE) | SR |
| SONDRIO | SO |
| TARANTO | TA |
| TERAMO | TE |
| TERNI | TR |
| TORINO (TURIN) | TO |
| TRAPANI | TP |
| TRENTO (TRENT) | TN |
| TREVISO | TV |
| TRIESTE | TS |
| UDINE | UD |
| VARESE | VA |
| VENEZIA (VENICE) | VE |
| VERBANIA | VB |
| VERCELLI | VC |
| VERONA | VR |

| | |
|---------------|----|
| VIBO VALENTIA | VV |
| VICENZA | VI |
| VITERBO | VT |

Annex no. 1- TABLE OF PROVINCE ABBREVIATIONS

ANNEX no. 2

CODES: REASONS FOR REQUESTING RESIDENCY PERMIT / CARD

| Code | Reason |
|-------------|------------------------------------------------------------------------------------------------------------------------|
| 01 | Adoption |
| 02 | Guardianship |
| 03 | Updating residency card (change of address, marriage status, addition of children, change of passport, updating photo) |
| 04 | Updating residency permit (change of address, marriage status, addition of children, change of passport) |
| 05 | Pending employment |
| 06 | Pending reacquisition of citizenship |
| 07 | Renewal of political asylum |
| 08 | Residency card for EU citizens (optional) |
| 09 | Residency card for aliens |
| 10 | Conversion of residency permit |
| 11 | Duplicate residency card |
| 12 | Duplicate residency permit |
| 13 | Family |
| 14 | Family, minor aged 14 - 18 |
| 15 | Independent work |
| 16 | Subordinate work |
| 17 | Work - special cases provided for by art. 27 of the Immigration Code |
| 18 | Subordinate work - seasonal |
| 19 | Mission |
| 20 | Religious motives |
| 21 | Elected domicile |
| 22 | Scientific research |
| 23 | Renewal of stateless status |
| 24 | Study |
| 25 | Internship |
| 26 | Tourism |

COUNTRY CODES

ANNEX no. 3

| Country Name | Country Code |
|-----------------------------|--------------|
| AFGHANISTAN | AFG |
| ALBANIA | ALB |
| ALGERIA | DZA |
| AMERICAN SAMOA | ASM |
| ANDORRA | AND |
| ANGOLA | AGO |
| ANGUILLA | AIA |
| ANTIGUA AND BARBUDA | ATG |
| ARGENTINA | ARG |
| ARMENIA | ARM |
| AUSTRALIA | AUS |
| AUSTRIA | AUT |
| AZERBAIJAN | AZE |
| BAHAMAS | BHS |
| BAHRAIN | BHR |
| BANGLADESH | BGD |
| BARBADOS | BRB |
| BELARUS | BLR |
| BELGIUM | BEL |
| BELIZE | BLZ |
| BENIN | BEN |
| BERMUDAS | BMU |
| BHUTAN | BTN |
| BOLIVIA | BOL |
| BOSNIA AND HERZEGOVINA | BIH |
| BOTSWANA | BWA |
| BRAZIL | BRA |
| BRITISH VIRGIN ISLANDS | VGB |
| BRUNEI DARUSSALAM | BRN |
| BULGARIA | BGR |
| BURKINA FASO | BFA |
| BURUNDI | BDI |
| CAMBODIA | KHM |
| CAMEROON | CMR |
| CANADA | CAN |
| CAPE VERDE | CPV |
| CAYMAN ISLANDS | CYM |
| CENTRAL AFRICAN REPUBLIC | CAF |
| CHAD | TCD |
| CHILE | CHL |
| CHINA | CHN |
| CHRISTMAS ISLAND | CXR |
| COCOS/KEELING ISLANDS | CCK |
| COLOMBIA | COL |
| COMOROS | COM |
| CONGO (BRAZZAVILLE) | COG |
| COSTA RICA | CRI |
| CÔTE D'IVOIRE (IVORY COAST) | CIV |
| CROATIA | HRV |

| | |
|----------------------------------|-----|
| CUBA | CUB |
| CYPRUS | CYP |
| CZECH REPUBLIC | CZE |
| DEMOCRATIC REPUBLIC OF THE CONGO | COD |
| DENMARK | DNK |
| DJIBOUTI | DJI |
| DOMINICA | DMA |
| DOMINICAN REPUBLIC | DOM |
| EAST TIMOR | TLS |
| ECUADOR | ECU |
| EGYPT | EGY |
| EL SALVADOR | SLV |
| EQUATORIAL GUINEA | GNQ |
| ERITREA | ERI |
| ESTONIA | EST |
| ETHIOPIA | ETH |
| FALKLAND ISLANDS (MALVINAS) | FLK |
| FAROE ISLANDS | FRO |
| FEDERATED STATES OF MICRONESIA | FSM |
| FIJI | FJI |
| FINLAND | FIN |
| FRANCE | FRA |
| FRENCH GUIANA | GUF |
| FRENCH POLYNESIA | PYF |
| GABON | GAB |
| GAMBIA | GMB |
| GEORGIA | GEO |
| GERMANY | DEU |
| GHANA | GHA |
| GIBRALTAR | GIB |
| GREECE | GRC |
| GREENLAND | GRL |
| GRENADA | GRD |
| GUADALOUPE | GLP |
| GUAM | GUM |
| GUATEMALA | GTM |
| GUINEA | GIN |
| GUINEA-BISSAU | GNB |
| GUYANA | GUY |
| HAITI | HTI |
| HONDURAS | HND |
| HONG KONG | HKG |
| HUNGARY | HUN |
| ICELAND | ISL |
| INDIA | IND |
| INDONESIA | IDN |
| IRAN | IRN |
| IRAQ | IRQ |
| IRELAND | IRL |
| ISRAEL | ISR |
| ITALY | ITA |
| JAMAICA | JAM |
| JAPAN | JPN |
| JORDAN | JOR |
| KAZAHKSTAN | KAZ |

| | |
|----------------------|-----|
| KENYA | KEN |
| KIRIBATI | KIR |
| KUWAIT | KWT |
| KYRGYZSTAN | KGZ |
| LAOS | LAO |
| LATVIA | LVA |
| LEBANON | LBN |
| LESOTHO | LSO |
| LIBERIA | LBR |
| LIBYA | LBY |
| LIECHTENSTEIN | LIE |
| LITHUANIA | LTU |
| LUXEMBOURG | LUX |
| MACAO | MAC |
| MACEDONIA | MKD |
| MADAGASCAR | MDG |
| MALAWI | MWI |
| MALAYSIA | MYS |
| MALDIVES | MDV |
| MALI | MLI |
| MALTA | MLT |
| MARIANA ISLANDS | MNP |
| MARSHALL ISLANDS | MHL |
| MARTINIQUE | MTQ |
| MAURITANIA | MRT |
| MAURITIUS | MUS |
| MAYOTTE | MYT |
| MEXICO | MEX |
| MOLDOVA | MDA |
| MONACO | MCO |
| MONGOLIA | MNG |
| MONTSERRAT | MSR |
| MOROCCO | MAR |
| MOZAMBIQUE | MOZ |
| MYANMAR (BURMA) | MMR |
| NAMIBIA | NAM |
| NAURU | NRU |
| NEPAL | NPL |
| NETHERLANDS | NLD |
| NETHERLANDS ANTILLES | ANT |
| NEW CALEDONIA | NLC |
| NEW ZEALAND | NLZ |
| NICARAGUA | NIC |
| NIGER | NER |
| NIGERIA | NGA |
| NORFOLK ISLAND | NFK |
| NORTH KOREA | PRK |
| NORWAY | NOR |
| OMAN | OMN |
| PAKISTAN | PAK |
| PALAU | PLW |
| PALESTINE | PSE |
| PANAMA | PAN |
| PAPUA NEW GUINEA | PNG |
| PARAGUAY | PRY |

| | |
|----------------------------------|-----|
| PERU | PER |
| PHILIPPINES | PHL |
| PITCAIRN ISLAND | PCN |
| POLAND | POL |
| PORTUGAL | PRT |
| PUERTO RICO | PRI |
| QATAR | QAT |
| RÉUNION | REU |
| ROMANIA | ROU |
| RUSSIA | RUS |
| RWANDA | RWA |
| SAINT HELENA | SHN |
| SAINT LUCIA | LCA |
| SAINT PIERRE AND MIQUELON | SPM |
| SAINT VINCENT AND THE GRENADINES | VCT |
| SAMOA | WSM |
| SAN MARINO | SMR |
| SÃO TOMÉ AND PRINCIPE | STP |
| SAUDI ARABIA | SAU |
| SENEGAL | SEN |
| SEYCHELLES | SYC |
| SIERRA LEONE | SLE |
| SINGAPORE | SGP |
| SLOVAK REPUBLIC | SVK |
| SLOVENIA | SVN |
| SOLOMON | SLB |
| SOMALIA | SOM |
| SOUTH KOREA | KOR |
| SPAIN | ESP |
| SRI LANKA (CEYLON) | LKA |
| ST. CHRISTOPHER AND NEVIS | KNA |
| STATELESS | XXX |
| SUDAN | SDN |
| SURINAME | SUR |
| SWAZILAND | SWZ |
| SWEDEN | SWE |
| SWITZERLAND | CHE |
| SYRIA | SYR |
| TAIWAN (REPUBLIC OF CHINA) | TWN |
| TAJIKISTAN | TJK |
| TANZANIA | TZA |
| THAILAND | THA |
| TOGO | TGO |
| TOKELAU | TKL |
| TONGA | TON |
| TRINIDAD AND TOBAGO | TTO |
| TUNISIA | TUN |
| TURKEY | TUR |
| TURKMENISTAN | TKM |
| TURKS AND CAICOS ISLANDS | TCA |
| TUVALU | TUV |
| UGANDA | UGA |
| UKRAINE | UKR |
| UNITED ARAB EMIRATES | ARE |
| UNITED KINGDOM | GBR |

| | |
|----------------------------------|-----|
| UNITED STATES OF AMERICA | USA |
| URUGUAY | URY |
| UZBEKISTAN | UZB |
| VANUATU | VUT |
| VATICAN CITY | VAT |
| VENEZUELA | VEN |
| VIETNAM | VNM |
| VIRGIN ISLANDS | VIR |
| WALLIS ISLAND | WLF |
| WESTERN SAHARA | ESH |
| YEMEN | YEM |
| YUGOSLAVIA (SERBIA - MONTENEGRO) | YUG |
| ZAMBIA | ZMB |
| ZIMBABWE | ZWE |

ANNEX no. 4

LIST OF DOCUMENTS EQUIVALENT TO PASSPORT

| Code | Document |
|-------------|----------------------------------------|
| 01 | TRAVEL DOCUMENT FOR STATELESS PERSONS |
| 02 | TRAVEL DOCUMENT FOR REFUGEES |
| 03 | TRAVEL DOCUMENT FOR ALIENS |
| 04 | SEAFARER'S IDENTITY CARD |
| 05 | CIVIL AVIATION DOCUMENT |
| 06 | UNITED NATIONS LAISSEZ-PASSER |
| 07 | DOCUMENT ISSUED BY NATO HEADQUARTERS |
| 08 | UNMIK TRAVEL DOCUMENT |
| 09 | NATIONAL IDENTITY CARD FOR EU CITIZENS |

Annex no. 4 - CODES FOR DOCUMENTS EQUIVALENT TO PASSPORT

ANNEX no. 5

**AUTHORITIES ISSUING TRAVEL DOCUMENTS EQUIVALENT TO
PASSPORT**

| Code | Document |
|-------------|------------------------------------------------------------------------------|
| 01 | GOVERNMENT |
| 02 | DIPLOMATIC/CONSULAR REPRESENTATIVE OF THE COUNTRY OF CITIZENSHIP ABROAD |
| 03 | DIPLOMATIC/CONSULAR REPRESENTATIVE OF THE COUNTRY OF CITIZENSHIP IN ITALY |
| 04 | DIPLOMATIC/CONSULAR REPRESENTATIVE OF THE VATICAN |
| 05 | U.N. - LAISSEZ-PASSER FOR UNITED NATIONS OFFICIALS |
| 06 | POLICE DEPARTMENT |

Annex no. 5 - CODES FOR AUTHORITIES ISSUING TRAVEL DOCUMENTS

Information pursuant to Art. 13 of Legislative Decree 196/2003

(Personal Data Protection Code)

Pursuant to art. 13 of Legislative Decree 196/2003, we hereby inform you that:

- The data provided will be used by the police department in full compliance with the law cited above.
- Data will be used only for the management (which may be electronic) of procedures related to issuing and renewing residency permits and cards, as well as communication regarding these procedures.
- Data will be processed in written form and in a paper, electronic, and telecommunications format.
- Providing the data requested (with the exception of telephone numbers and e-mail addresses, which are optional, but instrumental in making police department communications with the data subject more efficient and rapid) is obligatory in order to initiate the procedure of issuing or renewing residency permits and cards, and refusal to provide such data will prevent this procedure from being initiated.
- Data will not be circulated.
- Police department personnel and parties involved in the aforementioned procedures, pursuant to the Immigration Code approved by Legislative Decree no. 286 of 25 July 1998, as amended, and related implementation laws, may come in contact with this data.
- Parties involved in these procedures under the agreement signed with Poste Italiane SPA, pursuant to art. 39, paragraph 4-*bis* of Italian Law no. 3 of 16 January 2003, as amended by art. 1-*quinquies* of Italian Law no. 271 of 12/11/2004, containing urgent immigration provisions, may also come in contact with this data.
- The data controller is the police department (*Questura*).
- The data subject may at any time exercise his or her rights with regard to the data controller in compliance with art. 7, "Right to access personal data and other rights" as per Legislative Decree 196/2003, cited below.

Art.7 - Right to access personal data and other rights

1. Data subjects have the right to receive confirmation of whether or not personal data concerning them exist, regardless of whether it has already been recorded, and to obtain such data in intelligible form.
2. Data subjects have the right to obtain information on:
 - a) the source of personal data
 - b) the purposes and methods of processing
 - c) the logic applied in processing, if the latter is carried out using electronic means
 - d) the identity of the data controller, data processing managers, and the representative designated as per article 5, paragraph 2
 - e) the parties or categories of entity to whom personal data may be communicated or who may come into its possession as designated representative(s) within the state, data processing managers, or persons in charge of processing.
3. Data subjects have the right to obtain:
 - a) updating, correction, or, if so desired, supplementation of data;
 - b) deletion, transformation into anonymous form, or blocking of data that has been processed unlawfully, including data that does not need to be kept for the purposes for which it has been collected or subsequently processed;
 - c) certification that the parties to whom the data has been transmitted or disclosed have been notified of the operations listed under letters a) and b), including the content thereof, unless this should prove impossible or involve measures that are clearly disproportionate to the right to be safeguarded;
4. Data subjects have the right to object, in whole or in part:
 - a) on legitimate grounds, to the processing of personal data concerning them, even though it may be relevant to the purpose of data collection;
 - b) to the processing of personal data concerning them, should it be for the purposes of sending out advertising or direct sales material or for market research surveys or sales initiatives.

Privacy Information