

## GUIDE FOR NON-EU CITIZENS IN SARDINIA

This guide is designed to provide you with the necessary information about essential services to citizens, and how to access them. It has been designed especially for people who have recently arrived in Italy and in Sardinia, but anyone can refer to it if they find the information it contains helpful. Together with the guide, you will find a list of the main institutions (municipalities and prefectures, and so on.) and organizations/associations operating in Sardinia that can assist you in your integration in your new town.

Please note that in this moment of COVID SARS-19 pandemic emergency, the ways the services are provided could be different from what is planned and is described below. We therefore invite you to verify the procedures adopted by the institutions before going to the offices, either by sending an email or by phoning.

This guide has been created by Centro Studi e Ricerche IDOS in collaboration with Federica Fioretti.

You can find this guide online at <http://iosonounmigrante.regione.sardegna.it/> and download it in the following languages: Italian, French, Russian and Arabic.

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## MAIN DATA ON SARDINIA



Sardinia is the second largest island in the Mediterranean Sea, behind Sicily. Its population is about 1.6 million inhabitants, and the official languages are Italian and Sardinian. Sardinia is a region with an Autonomous Statute divided into five provinces and metropolitan cities: Cagliari (capital city), Oristano, Nuoro, Sassari, and the Province of South Sardinia. There are four Prefectures - Territorial Offices of the Government (UTG): Cagliari, Nuoro, Oristano, and Sassari.

You can use trains and buses to move throughout the region with public services. The railway line connects Cagliari with Sassari, Porto Torres, Olbia, Golfo Aranci, Iglesias, and

Carbonia. Buses connect all the towns, even the smallest ones. In the larger towns urban transport lines are available. In case of long journeys, you may need to change means of transport; check the site <http://www.sardegnamobilita.it/> for schedules, travel times, and connections.

## CODICE FISCALE – TAX CODE

What is Codice Fiscale (tax code)?

The Codice Fiscale (tax code) is a 16-character code (letters and numbers) that is unique for each citizen. It is essential for various activities such as opening a bank account, requesting a utility contract (electricity, water, gas), paying taxes, applying for social benefits, and so on.

Where can I apply for it?

You can apply for the Codice Fiscale at the Agenzia delle Entrate (Internal Revenue Service) offices. You can find the nearest office at <https://www.agenziaentrate.gov.it/portale/> - click on “Trova ufficio” <https://www.agenziaentrate.gov.it/portale/trova-ufficio> and enter your address. You will need to submit:

- ✓ a valid identification document (for example, passport)
- ✓ two photocopies of the identity document that you are submitting
- ✓ your residence permit
- ✓ the filled out form AA4/8, which you can download for free from the Agenzia delle Entrate website at the page: [https://www.agenziaentrate.gov.it/portale/web/guest/schede/istanze/richesta-ts\\_cf/modello-e-istruzioni-cf-aa4\\_8](https://www.agenziaentrate.gov.it/portale/web/guest/schede/istanze/richesta-ts_cf/modello-e-istruzioni-cf-aa4_8)

When will I get my Codice Fiscale?

The Codice Fiscale is free and is issued promptly upon application.

### PLEASE NOTE



Those who have entered Italy with a work permit or for reasons of family reunification obtain their Codice Fiscale (Tax Code) at the Sportello Unico per l'Immigrazione (Immigration Office) when they apply for their first residence permit. Therefore, it is not necessary to request it from the Agenzia delle Entrate.

People with a residence permit for international protection seekers receive a **temporary Codice Fiscale** (made up of numbers only) from the Questura (Police Headquarters) or Border Police.

## ENROLMENT IN THE REGISTRY OFFICE (ANAGRAFE)

**What is Registry Office and what is enrolment?** The Anagrafe (Registry Office) is the register of the municipality in which the personal data (such as name, country of origin, date of birth, and address) of the people living in that town are kept. Enrolment in the Registry Office entitles you to important rights, such as obtaining an identity card, applying for public housing (“case popolari”), acquiring citizenship, and other municipal services. For this reason, the Registry Office record must always be updated correctly.

**Who applies for enrolment?** If you are over 18 years of age, you can apply for enrolment in the Registry for yourself and your family at the address where you live. If you are illegally occupying a property, you cannot apply for residence.

**Where can I apply?** You can apply in person at the municipality offices, or you can send a registered mail or an email. In any case, you will need to fill in a **declaration of residence form** and you will have to submit other documents as follows:

- valid passport or equivalent document
- valid residence permit or, in the case of entry into Italy with authorisation for family reunification or work reasons, receipt issued by the post office attesting to the submission of the application for a residence permit, together with a non-certified photocopy of the authorisation (“nulla osta”)
- Codice Fiscale (Tax Code), the original document needs to be showed and a photocopy submitted
- documents concerning housing (for example, a rental contract)

**What if I move house?** If you change your address of residence (even in the same town), you need to update your Anagrafe (Registry Office) position within 20 days of moving to the offices of the municipality where you will be living.

**What happens after I have filed my registry enrolment?** Registry enrolment is active two working days after the application is submitted. The law requires the civil registrar to check that the address you have declared is the one where you actually live. Within 45 days, a city police officer will come to the address you have given and, if they do not find you at home, they will leave a notice in your mailbox indicating the office where you need to go to complete the verification.

### PLEASE NOTE



Always check your municipality’s website for detailed information, as each town may have different enrolment procedures (office hours, requesting an appointment, online application, timing, and so on.).

If you are **homeless**, you can ask the municipality offices or local associations to register you at an address specially created for such cases (fictitious address).

If you are an **asylum seeker**, you can generally have your residence in Italy until the final decision on your application for protection. Ask a legal adviser for more information on registry enrolment in your municipality.

## IDENTITY CARD

What is the Identity Card?	The Carta d'Identità (Identity Card) is an identity document with a photograph issued by the municipality. Every resident is required to have their own identity card.
What is the electronic identity card - Cie??	The electronic identity card (Cie) is the new identification document for citizens. It replaces the old paper identity card, which is currently issued only in cases of urgency. The electronic identity card looks like and is the size of a credit card. It is provided with a chip that stores the information needed to verify the holder's identity, including biometric elements such as a photograph and fingerprint. It contains the holder's consent or refusal to donate organs or tissues. It is valid for registration and access to online services of the Public Administration provided through SPID, the Public Digital Identity System. ( <a href="https://www.spid.gov.it/">https://www.spid.gov.it/</a> )
How long is the Cie valid?	Regardless of the validity of the residence permit, the Cie will still be valid for <ul style="list-style-type: none"> <li>- 3 years for minors under 3 years of age</li> <li>- 5 years for minors between 3 and 18 years of age</li> <li>- 10 years for adults</li> </ul> When the residence permit is no longer renewed by the Police, the identity card is to be returned to the registry office of the municipality.
Is the Cie valid abroad?	For EU and non-EU citizens, the identity card is not valid for travel abroad.
Where can I apply for the Cie?	You can apply for an electronic identity card by making an appointment at <a href="https://www.prenotazionicie.interno.gov.it/">https://www.prenotazionicie.interno.gov.it/</a> and entering the name of your town, if the municipality uses the Cie reservation system. There you can see the available appointments and, without having to log in, you can make an appointment for the first available day or for the one that suits you best. To facilitate the Cie issuance process, the platform also allows you to fill in your data directly online and upload your photo, which you can easily take using your smartphone.
How much does it cost?	The cost of the Cie is payable in cash or debit card on the day of the appointment (the cost may vary slightly from municipality to municipality due to different administrative fees).
When will I get the Cie?	The CIE is not issued immediately, you will have to wait about a week (six working days). However, the paper receipt issued when you apply for the CIE is valid as an identification document.

### PLEASE NOTE



If your municipality does not issue the Cie, you will have to inquire directly on the website or in person at the municipality offices. In addition to using the Cie booking website, many municipalities give citizens the opportunity to go directly to a counter dedicated to issuing the Cie "on demand" (without appointment) and apply for the card immediately.

Which documents do I need?

On the day of your appointment at the municipal office, you have to hand over a passport photo on a light-coloured background, facing frontally, bareheaded, except in the case of exemptions for religious reasons (in some municipalities it is also possible to submit a digital photo on a USB memory stick), and a valid identification document together with the original unexpired residence permit, which is valid as an identification document for asylum seekers. If you are renewing your residence permit, you will need to submit the copy of the expired residence permit and the original receipt of the renewal request submitted before the expiry of the residence permit or within 60 days of its expiry).

## MEDICAL AND HEALTH CARE

What is the National Health Service (SSN)?	<p>Italian law recognises health as a fundamental right of the individual. Health care is available to all residents in Italy through the <b>National Health Service (SSN)</b>. The SSN provides a wide range of health services in accredited public or private facilities. Access can be free of charge or may require co-payment.</p> <p>The list of health services provided includes</p> <ul style="list-style-type: none"> <li>- basic medical care and specialist medical examinations</li> <li>- hospitalisation</li> <li>- vaccinations</li> <li>- X-rays, ultrasound scans, laboratory tests (such as blood tests), and so on</li> <li>- ambulance service and emergency medical care</li> <li>- medicines paid for by the SSN through co-payment</li> <li>- rehabilitation and prosthetic care.</li> </ul>
Registration with the SSN and the Tessera Sanitaria (Health Card)	<p>You need to obtain a <b>Tessera Sanitaria (Health Card)</b> to access the SSN.</p> <p>Registration with the SSN is managed at regional level through the Regional Health Service, which guarantees full health care on equal terms with Italian citizens. To find out more, visit the websites: <a href="http://www.salute.gov.it/portale/salute/p1_2.html">http://www.salute.gov.it/portale/salute/p1_2.html</a> and <a href="https://www.sardegna.salute.it/">https://www.sardegna.salute.it/</a></p> <p>Registration with the SSN can be mandatory or voluntary:</p> <ul style="list-style-type: none"> <li>- non-EU foreign nationals with a residence permit for reasons of work, family reunification, international protection, pending citizenship, fostering, adoption, special cases, special protection, disaster, acts of special civil value or medical treatment are entitled to mandatory (free) registration with the SSN</li> <li>- voluntary registration (for a fee) can be requested by non-EU citizens who hold a residence permit valid for more than three months and who are not entitled to compulsory registration with the SSN. This category includes, for example, students, au pairs, religious staff, holders of residence permit for elective residence, parents over 65 who are reunited, and so on. Voluntary registration is subject to the payment of an annual contribution (calendar year, from 1 January to 31 December) and can also be extended to dependants.</li> </ul>
Where can I apply for the Tessera Sanitaria?	<p>The Tessera Sanitaria (Health Card) is strictly personal and contains the Codice Fiscale (tax code) issued by the Agenzia delle Entrate (Internal Revenue Service). It can be requested from the Agenzia per la Tutela della Salute - ATS (the Health Protection Agency, local branch of the SSN) closest to your home and, in case you do not yet have a tax code, from any Agenzia delle Entrate local office. It therefore takes on the dual role of substitute for the Codice Fiscale card, to be used in all cases where the Codice Fiscale has to be shown, and as a tool for accessing National Health Service services.</p> <p>The Tessera Sanitaria is sent to your home address and contains your personal and welfare data. For further details you can always contact the toll-free number 800 030070 or the website <a href="https://tscns.regione.sardegna.it/">https://tscns.regione.sardegna.it/</a>. Registration is extended to all dependants and children up to the age of 18.</p>
What documents do I need to submit for registration with the SSN?	<p>The documents generally needed for registration are:</p> <ul style="list-style-type: none"> <li>- valid residence permit or receipt of application for first issue for reasons of family reunification or work, or application for renewal</li> <li>- identity document</li> <li>- Codice Fiscale (the provisional one is also valid)</li> </ul>

- documentation proving residence or declaration of actual abode, self-certification of residence (if you are not enrolled in the registry office, the place of actual abode is the place indicated on your residence permit).

When do I use my Tessera Sanitaria and when does it expire?	Every time you access a SSN service, you must show your Tessera Sanitaria (health card). It expires at the same time as your residence permit. In order to renew it, you first need to renew your residence permit.
What is the Local Unitary Plan of Personal Services (PLUS)?	The Local Unitary Plan of Personal Services (PLUS) is the instrument through which the network of social and sociomedical services in Sardinia is planned. For all the information you need, contact your municipality or the managing authority of the PLUS area (Lead municipality, Unione dei Comuni - Association of Municipalities, or Comunità Montana – Consortium of Mountain Municipalities). Consult the PLUS on the Sardinia Region website at the page <a href="https://www.regione.sardegna.it/j/v/25?s=39572&amp;v=2&amp;c=16&amp;t=1">https://www.regione.sardegna.it/j/v/25?s=39572&amp;v=2&amp;c=16&amp;t=1</a>
Emergency number	Call <b>112</b> for any kind of emergency throughout Italy (such as medical assistance, police, fire brigade, and so on).

#### PLEASE NOTE



Depending on the type of residence permit, other documents may also be required. For example, in the case of **family reunification**, a copy of the **nulla osta (authorisation) document** is also needed.

If you are an **asylum seeker**: the validity period also includes the time for any appeal against the decision to refuse to issue your residency permit. In such cases, for registration purposes, you need to submit the receipt of your application to the police authorities. You do not have to pay the co-payment for health services until you have been granted a residence permit that allows you to work; you will obtain the permit 60 days after submitting your application.

Foreign nationals **with a visa for tourism or medical treatment**, or with a **residence permit of less than three months**, cannot register with the SSN on a voluntary basis, but they are entitled to the necessary medical services against payment.

If you do not have a residence permit, you cannot register with the SSN, but you are entitled to urgent and essential health care without being reported to the authorities. In this case, you will be given an **STP code (Straniero Temporaneamente Presente - Temporarily Present Foreigner)** by the emergency room of the hospital and by the Ambulatorio di Prima Accoglienza per Stranieri Temporaneamente Presenti (Outpatient Clinic for Temporarily Present Foreigners).

## SCHOOL SYSTEM AND LEARNING THE ITALIAN LANGUAGE

School in Italy	<p>Schooling is mandatory in Italy from the age of 6 to 16. Public education is free for all minors. Education is regulated by the Ministry of Education (MIUR), which specifies how students aged between 6 and 18 are to enrol in school. Pupils with non-Italian citizenship have the same enrolment procedures as Italian pupils. Under Italian school regulations, students from foreign countries who intend to carry on their studies in Italian educational institutions and are of school age (6 to 16 years old) are enrolled in the class corresponding to their age, unless otherwise provided for by the board of teachers who may decide, depending on the case, to assign the child to a class immediately below or above their age group. In Italy, the school year starts in September and ends in June, and the school system is organised as follows:</p> <p>Nursery School: children aged 0 to 36 months</p> <p>Pre-school: children over 3 years of age</p>
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Primary School: children from age 6

Lower Secondary School, formerly Lower Middle School: from age 11

Upper Secondary School, formerly Upper Middle School: from age 14

University: degree courses from three to six years of study

Enrolment usually starts in the first few months of the calendar year and, with some exceptions, is online. It is also possible to apply for enrolment at a different time of the school year. In order to enrol in school, children must have personal, health, and school documents. Minors with no registry documents or with irregular or incomplete records will be enrolled conditionally pending regularisation. For further information visit the Ministry website <https://www.miur.gov.it>

**PLEASE NOTE**



Even if your child does not have a Codice Fiscale (tax code), you can still apply for enrolment online. A system function allows you to create a “provisional code” which will be replaced by the school with the definitive one as soon as possible. If you yourself do not yet have the Codice Fiscale, you can go to the school to apply for enrolment by means of identification documents. The school administration offices will complete the enrolment procedure.

From 3 months to 6 years of age

The **nursery school** accepts children from 3 to 36 months of age. Costs may vary depending on the number of hours offered and on the municipality, that generally gives priority to children of unemployed or low-income parents. For more information visit your municipality’s website.

**Pre-school** (also known as “scuola materna”) is for children aged 3 to 6 years, before they can enter primary school. Pre-schools are free of charge, although families are charged a fee for transport and lunch services. In order to attend nursery school and pre-school, children must be in compliance with their vaccinations.

Italian language learning courses

Adults can attend **Italian language courses** at state schools and private organisations. Italian language learning courses are aimed at obtaining a qualification attesting to a level of knowledge of Italian language not lower than A2. Foreign adults in working age may enrol, even if they have degrees from their countries of origin. According to the agreements with the Ministry of the Interior, qualifications awarded at the end of adult education courses serve the following purposes:

- to be exempted from the Italian language knowledge test required for obtaining a long-term residence permit
- as suitable documentation for assessing knowledge of the Italian language and civic culture and life in Italy provided for by the agreement on integration between the non-EU citizen and the Italian State

The A2 level Italian language certificate is accepted by the Prefecture as valid for the application for a long-term EU residence permit (formerly “carta di soggiorno”).

Certification of knowledge of the Italian language

In order to obtain a certificate of knowledge of the Italian language, it is necessary to pass the **CELI (Certificato Lingua Italiana)** or **CILS (Certificazione di Italiano come Lingua Straniera)** examinations, which certify competence and ability in the use of the Italian language. These examinations are aimed at schooled adults and the certification can be used for both work and study.

Educational attainment for adults in Italy

If you are over the age of mandatory schooling (16 years old) you can attend the **evening Middle School course** for adults, which is free of charge and lasts one school year (September to June). This course will allow you to obtain your Middle School Degree in a



single year at the local CPIA (Centro Provinciale per l'Istruzione degli Adulti), formerly known as C.T.P.

CPIAs are open to:

- adults without a lower secondary school degree who intend to achieve the final qualification of the first cycle of education
- adults lacking the basic skills related to compulsory education
- adults who intend to enrol in Italian language learning and literacy courses

The middle school degree is the qualification that allows access to vocational training.

For more information visit the Regione Sardegna website at the integration page <http://www.sardegnaimmigrazione.it/>; then visit the education section and click on CPIA.

## WORK

**Working in Italy** All non-EU workers legally residing in Italy are treated equally and have full equality of rights with Italian workers.

Regular work in Italy involves signing a contract with a clear indication of the monthly salary and minimum number of working hours.

In addition to the salaried employment, there are other types of employment, such as self-employed workers and contractors. Before starting any job, it is important to find out about costs, requirements, and mandatory permits. Self-employed workers and contractors may need to attend certain courses, obtain special certification, or join professional associations, even for standard craft activities.

**What documents are needed to work?** The required documents to be able to work in Italy are:

- residence permit with authorisation to work
- Codice Fiscale (tax code)

### PLEASE NOTE



If you have a permit as an asylum seeker, you will only be able to work two months after your application for international protection has been submitted to the police. You will be able to work until the end of the process.

If you are waiting for your residence permit to be issued or renewed, you may still work, provided that:

- you have applied for your residency permit at the Sportello Unico per l'Immigrazione (Immigration Office) within 8 days of your entry in Italy or, in the case of a renewal, the application was submitted before the expiry of your permit
- you have signed a Contratto di Soggiorno (residence contract)
- you have the receipt attesting to the successful submission of the application for the issue or renewal of the permit issued by the competent office.

**How to pay taxes in Italy** If you work in Italy, you must pay taxes on your income. The tax system changes depending on whether you are an employee or a self-employed person/entrepreneur. If you are a salaried employee, your employer will be responsible for paying your taxes. For further information you can visit the Agenzia delle Entrate (Internal Revenue Service) website [www.agenziaentrate.gov.it](http://www.agenziaentrate.gov.it) or contact a CAF (Centro di Assistenza Fiscale) that will provide tax assistance.

**ASPAL (Sardinian Agency for Active Employment Policies)** **ASPAL** (Sardinian Agency for Active Employment Policies) promotes the social and work integration of foreigners and, in particular, of non-EU citizens, by providing **intercultural mediation services** on the regional territory.  
The intercultural mediation service can be found at:



- the Metropolitan City of Cagliari
- the Province of South Sardinia
- the Provinces of Oristano and Nuoro
- the Province of Sassari

For information and contacts visit:

<https://www.regione.sardegna.it/agenziaregionaleperillavoro/>

<http://www.mediareperunire.com/>

What are the CPIs  
(Centri per l'Impiego -  
Job Centres)?

**CPIs (Job Centres)** are the territorial offices of ASPAL that can help you with your job placement or reintegration through an individual path. On the SardegnaLavoro website <https://www.sardegnaLavoro.it/servizi-per-il-lavoro/centri-per-impiego> you will find the list of CPIs in Sardinia.

What is  
"Informagiovani"  
(youth guidance  
service)?

**"Informagiovani"** (youth guidance service) offers orientation and information on the world of employment, volunteering, and all activities targeted at young people up to the age of 35 that you can do in your town. For further information, visit:

<https://www.informagiovani-italia.com/Sardegna.htm>

## FAMILY REUNIFICATION

What is family  
reunification?

Family reunification allows non-EU citizens legally residing in Italy to obtain the entry - and thus the authorisation to stay - of one or more family members who are in their country of origin.

When can I apply for  
reunification family  
reunification?

You need to hold a residence permit or a residence card / long-term residence permit or a residence permit of at least one year's duration or an expired permit accompanied by the receipt for the application for renewal for reasons of:

- employment
- self-employment
- study
- religious reasons
- political asylum/subsidiary protection
- family reasons

For which non-EU  
family members can I  
apply for  
reunification?

- spouses aged 18 or over, that are not legally separated
- unmarried and non-divorced minor children, including children of the spouse or children born out of wedlock
- adult dependent children, if not able to provide for their health or essential needs due to complete disability
- dependent parents, if they have no other children in the country of origin, or parents over the age of 65 if other children are unable to support them for serious health reasons

### PLEASE NOTE



Parents over 65 are required to subscribe to health insurance with the National Health Service.

If you are a **refugee** or a beneficiary of **subsidiary protection**, you will not need to demonstrate the availability of adequate housing and a minimum income. In addition, you can apply for reunification even if you do not have official documents proving your family ties or relationships with you. In these cases, you can turn to legal advisers who can help you with the documents that can serve as a substitute for official documents.

If you are an **asylum seeker** you are not entitled to family reunification.

How to submit the application for reunification family reunification?

The application for reunification is to be submitted in Italy. The authorisation (“nulla osta”) application procedure must be submitted online by filling out the SM form available on the Ministry of the Interior website <https://nullaostalavoro.dlci.interno.it>. **A valid email address is required in order to submit your application.** Trade Unions and Patronati (Welfare Centres) can provide free assistance in filling in the online application.

What documents do I need?

- the pages of the applicant’s passport and that of family members abroad where the number and personal details are visible
- valid residence card or permit, or expired permit, with attached receipt for the application for its renewal
- applicant’s Codice Fiscale (tax code)
- certificate of family status of the applicant issued by the municipality of residence (self-certification is accepted)
- certificate of family status of the people living in the house where the reunified family members will live, issued by the municipality of residence with the wording “uso immigrazione,” i.e., for immigration purposes (self-certification is accepted)

DOCUMENTATION FOR HOUSING

If you are renting:

- rental contract, whose duration must be no less than six months from the date of submission of the application, with proof of registration and/or renewal
- Certificato di Idoneità Abitativa (certificate of housing suitability) issued by the municipality for the purpose of family reunification or a copy of the receipt of the certificate request indicating the RIA code
- declaration drawn up by the house owner(s) on an S2 form, certifying consent to accommodate the reunited family members
- identity document of the house owner(s), duly signed

If you are on loan for use:

- a declaration of transfer of the house for accommodation purposes drawn up by the owner(s) or a loan agreement which must be valid for a period of not less than six months from the date of submission of the application with proof of registration and/or renewal
- Certificato di Idoneità Abitativa (certificate of housing suitability) issued by the Municipality for the purpose of family reunification or a copy of the receipt of the certificate request indicating the RIA code
- declaration drawn up by the house owner(s) on S2 form, certifying consent to also accommodate the reunited family members
- identity document of the house owner(s), duly signed

If the house is your property:

- Sale and purchase agreement
- Certificato di Idoneità Abitativa (certificate of housing suitability) issued by the Municipality for the purpose of family reunification or a copy of the receipt of the certificate request indicating the RIA code

**PLEASE NOTE**



In the case of reunification in favour of a **single child under 14 years of age**, the certificate of housing suitability may be replaced by a copy of the rental contract and the declaration of hospitality of the house owner(s) drawn up on the S1 form, as well as a photocopy of the identity document of the declarant(s), duly signed. In this case, no S2 form needs to be submitted.

- INCOME DOCUMENTATION
- If you have an employment contract:
- if the employment has been started more than one year ago: latest tax return, or latest CUD or UNICO form and last three pay slips
  - if the employment has started less than one year ago: all pay slips must be enclosed
  - employment contract/letter of employment (Unilav form)
  - self-certification from the employer, using an S3 form and dated not earlier than 1 month, showing that the employment is ongoing, and the monthly salary paid
  - employer's identity document, duly signed
- If you have a contract as a domestic worker:
- the latest tax return, or the latest CUD or UNICO form, where applicable; if the activity has been started less than a year ago, all pay slips must be attached
  - employment notice submitted to INPS
  - if applicable, the last 3 payment slips of INPS contributions with proof of payment
  - self-certification from the employer, on S3 form, dated not earlier than one month, showing that the employment contract is ongoing, and the monthly salary is paid
  - identity document of the employer, duly signed
- If you are a sole proprietor:
- Chamber of Commerce certificate not older than 30 days
  - VAT number certificate
  - municipal permit, if applicable
- If the business has been established for more than 1 year:
- latest tax return, or latest CUD or UNICO form with attached receipt of online submission
  - provisional balance sheet, covering the period from 1 January of the current year to the date of submission of the application, stamped and signed by the professional who compiled it
  - copy of the abovementioned professional's identity document and professional membership ID card
- If the business has been established for less than 1 year:
- provisional balance sheet, covering the period from 1 January of the current year to the date of submission of the application, stamped and signed by the professional who compiled it
  - copy of the abovementioned professional's identity document and professional membership ID card
- If you have income from participation in a company:
- Chamber of Commerce certificate not older than 30 days
  - VAT number certificate
  - corporate bylaws of the company
- If the business has been established for more than 1 year:
- latest tax return, or latest CUD or UNICO form with attached receipt of online submission
  - provisional balance sheet, covering the period from 1 January of the current year to the date of submission of the application, stamped and signed by the professional who compiled it
  - copy of the abovementioned professional's identity document and professional membership ID card

If the business has been established for less than 1 year:

- provisional balance sheet, covering the period from 1 January of the current year to the date of submission of the application, stamped and signed by the professional who compiled it
- copy of the abovementioned professional's identity document and professional membership ID card

If you have a CO.CO.CO (Collaborazione Coordinata e Continuativa) employment contract:

- employment contract
- copy of the other contract partner's identity document
- if the contract has been in force for more than one year: UNICO form (income tax return); if less than one year: invoices for fees received or VAT return must be submitted

If you are a working partner in a cooperative:

- certificate of the cooperative's VAT number
- declaration by the president of the cooperative stating that the employment relationship is up to date
- latest tax return, or latest CUD or UNICO form if applicable
- last three pay slips or, if self-employed, invoices for the payments received
- employment contract/letter of employment (Unilav)
- copy of the cooperative's register of members showing the worker's entry

If you are a self-employed professional:

- registration in the relevant register of professionals, if applicable

If the business has been established for more than 1 year:

- latest tax return, or latest CUD or UNICO form with attached receipt of online submission
- provisional balance sheet, covering the period from 1 January of the current year to the date of submission of the application, stamped and signed by the professional who compiled it
- copy of the abovementioned professional's identity document and professional membership ID card

If the business has been established for less than 1 year:

- provisional balance sheet, covering the period from 1 January of the current year to the date of submission of the application, stamped and signed by the professional who compiled it
- copy of the abovementioned professional's identity document and professional membership ID card

DOCUMENTATION  
FOR FAMILY  
MEMBERS AGED  
OVER 65

In the case of a family member over 65 years of age, a health insurance policy or other appropriate document guaranteeing coverage of all risks valid throughout Italy must be submitted. When applying for family reunification, you will have to make a formal declaration of commitment to take out the policy in favour of your parent(s), and then actually take it out within 8 days of your family member(s) entering Italy and before they are presented at the Immigration Office.

How is the  
authorisation issued  
by the Sportello

You need to use the authorisation (nulla osta) within six months of the date of issue. After six months, the document expires definitively.

Unico Immigrazione  
to be used? You must send the original authorisation (nulla osta) to your family member(s) in your country of origin. The authorisation should be photocopied and kept in a safe place before being sent to your family member(s), as it will also be needed after your family member(s) enter Italy.

With the authorisation, passport, and documentation proving the family relationship, marriage, civil partnership, minor age or state of health, your family member(s) will apply to the Diplomatic-Consular Office for a visa for family reasons, for which the necessary checks will be carried out. If the verification is positive, the Consulate or Embassy will issue a visa for reunification to the family member(s) for whom the authorisation has been issued within 30 days of the application being submitted. Once the entry visa has been obtained, your family member(s) can enter Italy.

PLEASE NOTE



The certificate proving the family relationship, translated and legalised by the Italian Consular Authority, will be used in Italy to register the family member(s) once they have entered Italy.

What to do if  
authorisation or visa  
are denied?

If you are denied authorisation or an entry visa for family reunification:

- you are always entitled to be informed of the reasons for refusal in writing
- you can lodge an appeal with the Ordinary Court of your place of residence. If the judge accepts the appeal, the entry visa for family reunification will be issued directly.