

## IDENTIFICATION CREDENTIALS REQUIRED FOR OFFICIAL TRAVEL TO ITALY

### 1. US Military.

- a. Military personnel on official business do not require passports but do require military ID cards and NATO travel orders. References to the service regulations on NATO travel orders appear in the [Foreign Clearance Manual: C3.2.2.2.1](#). Sample NATO travel orders are available at ([natoform.doc](#)).
- b. Official passports required for military personnel assigned to the NATO Rapid Deployable Corps (NRDC) Italy. Military personnel assigned to a NATO unit other than the NRDC Italy but tagged to a NATO Response Force (NRF) position must procure their passports upon arrival in theater.
- c. No-fee passport required for US Army Foreign Area Officer (FAO) trainees, Personnel Exchange Program (PEP) personnel, officers attending foreign military schools in PCS status, and all personnel assigned to the US Embassy.

(1) Visa required. Obtain a visa prior to arrival.

### 2. US Government civilians.

- a. No-fee passport required.

(1) DoD civilians PCS to Italy are issued a maroon “no-fee” official passport valid for five (5) years.

- b. Visa not required for stays of less than 90 days in a six (6)-month period. A “missione” visa is required for stays of 90 days or more in a six (6)-month period. The 90 days begin when entering any of the following countries, which are parties to the Schengen Agreement: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Italy, Hungary, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden.

(1) Personnel who require a visa must obtain it before departing for Italy.

(2) Civilian personnel and Non-Appropriated Fund (NAF) personnel PCSing to Italy.

(a) Visa required. Visa must be obtained from the Italian Embassy in Washington DC through the DoD Passport/Visa Office. Use the Schengen Visa application. See I.A.8 below for information on contacting the DoD Passport/Visa Office. Civilian airlines may refuse to board travelers bound for Italy who do not have a visa stamp in their no-fee passport.

(b) Visa or sojourner's permit (permesso di soggiorno) required to remain in Italy more than 90 days. A valid visa is required to obtain a sojourner's permit, which can only be obtained after arrival in Italy. Individuals who enter without a visa, or who allow their visa to expire after arrival, cannot obtain a sojourner's permit until they exit Italy, obtain a visa, and reenter lawfully.

(c) Personnel stationed in Italy and returning from TDY or TAD must present passports with sojourner's permits or, if they have applied for but not received the permits, provide proof of application for sojourner's permits.

### 3. Eligible family members.

- a. No fee passport required.

(1) Family members of military or DoD civilian personnel who PCS to Italy may not use a normal tourist passport.

(a) Family members of military PCS personnel are issued a blue "no-fee" passport valid for five (5) years. (To distinguish it from a normal blue tourist passport, the blue "no-fee" passport has the following statement on the last page: "This passport is valid only for use in connection with the bearer's residence abroad as a dependent of a member of the American military or naval forces on active duty outside the United States.")

(b) Family members of civilian PCS personnel are issued a maroon official "no-fee" passport.

- b. Visa not required for stays of less than 90 days in a six (6)-month period. A "missione" visa is required for stays of 90 days or more in a six (6)-month period. The 90 days begin when entering any of the following countries, which are parties to the Schengen Agreement: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Italy, Hungary, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden.
- (1) Family members of US Navy personnel must submit a photocopy of the marriage certificate with their request for a visa, since the overseas duty order does not show the names of family members.
- (2) Eligible family members of military personnel PCSing to Italy.
- (a) Visa required. Visa must be obtained from the Italian consulate serving the state the US Government civilian is PCSing from. Consulates may have different requirements for issuing a visa. Work with the passport agent to ensure timely processing of visa and passport applications. Civilian airlines may refuse to board travelers bound for Italy who do not have a visa stamp in their no-fee passport.
- (b) Visa or sojourner's permit (permesso di soggiorno) required to remain in Italy more than 90 days. A valid visa is required to obtain a sojourner's permit, which can only be obtained after arrival in Italy. Individuals who enter without a visa, or who allow their visa to expire after arrival, cannot obtain a sojourner's permit until they exit Italy, obtain a visa, and reenter lawfully.
- (3) Eligible family members of civilian or NAF personnel PCSing to Italy.
- (a) Visa required. Visa must be obtained prior to arrival from the Italian Embassy in Washington DC through the DoD Passport/Visa Office. Use the Schengen Visa application. See I.A.8 below for information on contacting the DoD Passport/Visa Office. Civilian airlines may refuse to board travelers bound for Italy who do not have a visa stamp in their no-fee passport.
- (b) Visa or sojourner's permit (permesso di soggiorno) required to remain in Italy more than 90 days. A valid visa is required to obtain a sojourner's permit, which can only be obtained after arrival in Italy. Individuals who enter without a visa, or who allow their visa to expire after arrival, cannot obtain a sojourner's permit until they exit Italy, obtain a visa, and reenter lawfully.
4. Special Procedures for Department of Defense contractors on assignments longer than 90 days; employees of US Government departments other than the DoD who are closely affiliated with the US Armed Forces and under their authority; and essential personnel of organizations such as USO, Credit Unions, and the Red Cross:
- a. Defense Contractors: Personnel who are employees of defense contracting firms who travel to Italy for assignments longer than 90 days may be accredited as technical representatives according to the "Shell Agreement (the Memorandum of Understanding Between the Ministry of Defense of the Republic of Italy and the Department of Defense of the United States of America Concerning Use of Installations/Infrastructure by the US

Forces in Italy, 2 February 1995). If accredited as technical representatives, such personnel will be entitled to mission visas in their tourist passports and are considered US civilian personnel assigned to Italy under the Shell Agreement.

- b. Employees of US Government departments other than the DoD that are closely affiliated with the US Armed Forces and under their authority and Essential Personnel of Organizations such as USO, credit unions, and the Red Cross: The Shell Agreement also contemplates civilian personnel status for such personnel. Accreditation is similar to that of technical representatives.
  - c. Accreditation must first be approved by the United States Sending State Office for Italy, US Embassy, Rome. For more information on the procedures for accreditation refer to <http://rome.usembassy.gov/english/>.
5. Personnel assigned to the US Embassy.
    - a. Personnel assigned to the US Embassy or ODC and their eligible family members may require diplomatic passports and diplomatic visas.
  6. Non-US citizens and dual nationals with non-US passports.
    - a. Passport required.
    - b. Citizens of European Union (EU) countries traveling on EU passports do not require a visa, regardless of length of stay.
    - c. Visa requirements may vary for other non-US citizens and for dual nationals traveling on other non-US passports. Such travelers should check with an Italian embassy or consulate to determine what credentials they require for entry.