

SOGGIORNO REQUIREMENTS

OFFICE HOURS: MON- TUE – WEDNESDAY – 08.00-11.30-13.30-16.30HRS

THURSDAY – NO WALK IN CUSTOMERS

FRIDAY – 08.00-11.30-13.30-16.30HRS

WHO NEEDS A SOGGIORNO?

1. DEPENDENTS OF U.S. MILITARY SERVICE MEMBERS
2. DOD EMPLOYEES
3. DODDS EMPLOYEES
4. NAF EMPLOYEES
5. ALL CIVILIANS TO INCLUDE CONTRACTORS

SOGGIORNO APPLICATION MUST BE APPLIED FOR WITHIN 8 DAYS OF ARRIVAL IN COUNTRY

WHO NEEDS TO APPLY FOR SOGGIORNO PERMIT IMMEDIATELY?

1. NON U.S. DEPENDANT(S) WITH VISAS IN THEIR FOREIGN PASSPORT
2. CHILDREN OF DUAL MILITARY OR SINGLE MILITARY PARENT, WITH VISAS IN THE NO FEE PASSPORT

WHAT IS REQUIRED

- a. ORDERS WITH DEPENDANT(S) NAME(S) ON
- b. PASSPORTS WITH VISA
- c. CODICE FISCALE
- d. 3 PASSPORT SIZE PHOTOS WILL BE TAKEN IN BLDG 1413 ROOM 142
- e. COMPLETED SOGGIORNO APPLICATION

U.S. CITIZENS:

1. COPY OF ORDERS W/ DEPENDENTS NAME ON IT
2. PASSPORTS W/VISA
3. 3 PASSPORT SIZE PHOTOS WILL BE TAKEN IN BLDG 1413 ROOM 142
4. CODICE FISCALE
5. COMPLETED SOGGIORNO APPLICATION

RENEWING A SOGGIORNO:

1. SUBMIT CURRENT SOGGIORNO
2. 3 PASSPORT SIZE PHOTOS WILL BE TAKEN IN BLDG 1413 ROOM 142
3. CODICE FISCALE
4. CURRENT PASSPORT (NO FEE OR NATIONAL PASSPORT)

ADDITIONAL INFORMATION

****CHILDREN UNDER THE AGE OF 14 WILL BE ADDED TO THE PARENT'S SOGGIORNO UNLESS OF DIFFERENT NATIONALITY OR DUAL MILITARY - NO CODICE FISCALE REQUIRED FOR CHILDREN IF ADDED TO PARENTS SOGGIORNO**

****CHILDREN OVER AGE 14 ARE REQUIRED TO OBTAIN THEIR OWN CODICE FISCALE AND SOGGIORNO**

****IF YOUR VISA IS EXPIRING WITHIN 60 DAY, PLEASE SEE SANNIE**

****EVERYONE APPLYING FOR A SOGGIORNO MUST BE PRESENT AT THE TIME OF THE APPOINTMENT WITH PASSPORTS**

BRING THE PACKAGE TO BLDG 1413 ROOM 142

SANNE MORAT 632 4802