



Regione Siciliana

## **D-13 Social and Sanitary District**

Caltagirone, Grammichele, Licodia Eubea, Mazzarrone, Mineo,  
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**Area Plan 2010/ 2012**

**PRACTICAL GUIDE FOR ACCESSING TERRITORIAL SERVICES  
FOR IMMIGRANTS AND ITALIAN CITIZENS**

Update July 2014

## **SUMMARY OF INFORMATION AND SERVICES**

### **1. ENTRY AND STAY**

- 1.1 Entry visas
- 1.2 Permit to stay
- 1.3 EC long-term permit to stay
- 1.4 Family reunification
- 1.5 International Protection and refugees
- 1.6 Integration Agreement

### **2. ACKNOWLEDGEMENT**

- 2.1 Registration at the registry office and residency
- 2.2 Identity card
- 2.3 Tax code
- 2.4 Drivers license
- 2.5 Self-certification
- 2.6 Authentication, translation and legalization of documents

### **3. CITIZENSHIP**

- 3.1 Acquiring Italian citizenship by marriage
- 3.2 Acquiring Italian citizenship by residence

### **4. WORK**

- 4.1 Employment for foreign nationals holding a permit to stay
- 4.2 Employment for those coming from abroad
- 4.3 Self-employment
- 4.4 Pension benefits: child benefit, pensione

### **5. HEALTHCARE**

### **6. MICROCREDIT SOCIAL ASSISTANCE**

### **7. HOUSING AND ACCOMODATION**

- 7.1 Rent of accommodation
- 7.2 Social accommodation

### **8. SCHOOL EDUCATION**

- 8.1 Nursery School
- 8.2 Preschool or Kindergarten
- 8.3 Primary school
- 8.4 Secondary school
- 8.5 University
- 8.6 Education and Higher Technical Education
- 8.7 Recognition of academic qualifications

### **9. OTHER SERVICES OF THE TERRITORY**

ANNEX

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As part of the Area Plan of the D-13 Social and Sanitary District of Caltagirone, social and cultural information desks - to work alongside the relevant Social Services in the territory - have been established as a concrete response to the needs of the local community. **These services are available to all citizens living in the territory, Italians and foreigners alike.** The desks will provide information, orientation, intercultural mediation, micro-credit social assistance, psychological counselling, and social and cultural animation, all with the aim of promoting the active participation of citizens in their service provision, favouring social and work-life integration and aiming to prevent instances of marginalisation and social exclusion.

**This pamphlet aims to practically guide Italian citizens and foreigners regarding the services, functions and procedures of the territorial institutions.**

**Warning:** This guide is only an information guide and should not be considered a source of law.

## **1. Entry and Stay**

### **1.1 Entry visas:**

The entry visa is an authorization request to enter Italian territory, made to the Italian diplomatic representative or Italian consulate *in* the country of origin (D.Lgs 25 July 1998, n. 286, "Consolidated law on the provisions governing immigration and the conditions for foreigners", art. 4).

In order to enter Italy, in addition to a valid passport or equivalent document, the foreigner must have obtained the visa from the Italian diplomatic representative in the country of origin.

In the case of entrance in Italy for a period less than three months in duration, such as for tourism, business, sports competitions, or invitation, a visa is not required from citizens of the following countries: Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Canada, Chile, Colombia, Costa Rica, Croatia, Cyprus, the Czech Republic, Ecuador, El Salvador, Estonia, Guatemala, Holy See, Honduras, Iceland, Israel, Japan, Latvia, Liechtenstein, Lithuania, Malaysia, Malta, Mexico, Monaco, New Zealand, Nicaragua, Norway, Paraguay, Poland, San Marino, Singapore, Slovakia, Slovenia, South Korea, Switzerland, the United States, Uruguay, Venezuela.

#### **WHERE TO REQUEST A VISA?**

The entry visa has to be requested from the Italian diplomatic or consular representative, or the representative responsible for representation, in the country of residence of the foreigner. Border police can issue entry visas for a maximum period of 10 days and can issue transit visas for a maximum duration of five days.

#### **DOCUMENTATION REQUIRED:**

- application with your personal details
- passport or other equivalent document
- details of the place where you are going
- reason and duration of stay (documentation)
- proof of availability of sufficient means of subsistence for the duration of the stay (except for permits to stay for reasons of employment)
- proof of availability of financial means to return to country of origin (with the exception of permits to stay for work purposes).

#### **TYPES OF VISA:**

According to art. 4, co. 4 T.U. entry into Italy may be allowed by the issuance of one of two different categories of visa:

1. Visas for short stay, valid for stays of less than three months.
2. Visas for longer stays which requires the granting to the visa holder of a permit to stay in Italy, with the motivation being identical to that which is mentioned on the visa. According to D. Min Foreign Affairs dated 12 July 2000 (published in OJ Aug. 1, 2000) the types of visas corresponding to the different reasons for entry are:

- adoption
- business
- medical care
- diplomatic
- accompanying family member

- sports competition
- inclusion in the labour market
- invitation
- self-employment
- employment
- mission
- religious reasons
- family reunification
- study
- tourism
- holidays
- work

#### REFUSAL TO ISSUE AN ENTRY VISA

The diplomatic or consular authority, unless there are requirements under the legislation in force, will present their refusal to issue a visa in a language which the applicant understands, or failing that, in English, French, Spanish or Arabic.

The reason for refusing the issuance of a visa does not have to be explained, except for when the request has been made for one of the following reasons:

- employment on a permanent or temporary basis;
- seasonal work;
- self-employment;
- entry for work in the specific cases provided by art. 27 of Legislative Decree 286/1998;
- the right to family unity;
- family reunification;
- entry and residence for medical treatment;
- access to an university course.

### 1.2 Permit to stay (Permesso di Soggiorno)

The permit to stay is an entitlement to stay in the Italian territory for a defined period and for a specific reason.

#### WHERE TO REQUEST A PERMIT TO STAY?

The permit to stay must be requested at the Questura (the Provincial Head Office of the Police) in the province where the foreigner lives **within 8 working days of their arrival in Italy**, subject to the presentation of a valid passport and entry visa.

#### IN THE APPLICATION, THE FOREIGNER MUST INDICATE:

- personal information
- the place in which he declares he wants to stay
- the reason of stay (as indicated on the visa)

#### DOCUMENTS REQUIRED:

- passport or equivalent document and statements of nationality, date of birth and place of birth of the persons concerned, as well as an entry visa when required;
- proof of availability of financial means to return to country of origin (if one has not entered the country for work);
- 4 passport-size photographs;

- any other documentation related to the specific reason of stay.

#### PICTURES AND FINGERPRINTS:

A foreigner applying for the permit to stay is required to give their photos and their fingerprints (fingerprinting).

#### SPECIAL CASES:

- cases of stay for guided-group tourism not exceeding 30 days: the request for the permit to stay should be made by the group leader;
- cases of stay for civil or religious unions held at hospitals or other places of care: the request for the permit to stay should be submitted by the operator of the receiving facility or by the chairman of the house / hospital / school / community in which the foreigner is to be hosted.

#### ISSUANCE AND DURATION:

The permit to stay is issued for the purpose and duration indicated on the visa and *cannot be*:

- for more than 3 months for visits, business and tourism (this also applies to permits to stay issued by other Schengen countries);
- for more than 1 year in relation to a course of study or certified training (such a permit is renewable in the case of multi-year courses).

The permit to stay for **reasons of work** is issued after the signing of a **contract of stay for work** and its duration is that of the contract, and in any case cannot exceed:

- nine months, in the case of one or more contracts for seasonal work;
- one year, in the case of a fixed-term employment contract;
- two years, in the case of an employment contract of indefinite duration.

In the case of a permit to stay for **self-employment** or **family reunification** the duration of the permit to stay cannot exceed two years.

#### RENEWAL:

The renewal of the permit to stay must be applied for at the Questura in the province where the foreigner lives by the following dates:

- at least 90 days before the expiration of the permit, in the case of a permit to stay for employment of an indefinite period;
- at least 60 days before the expiration of the permit, in the case of a permit to stay for fixed-term employment;
- at least 30 days before the expiration of the permit in all other cases.

The permit will be renewed for a duration not exceeding that of the duration first given (for the first permit).

The loss of employment, even resignation from work, does not constitute a reason to deny the foreign worker and his legally-residing family a permit to stay. He may, in fact, be registered as unemployed and searching for a job for the remaining period of validity of his permit to stay, if it be less than six months in total.

The permit to stay for tourism can be renewed only in the case of serious incidents, in particular of a humanitarian nature or resulting from constitutional or international obligations.

A foreigner applying for the renewal of the permit to stay is required to give their photographs and fingerprints (fingerprinting).

#### REFUSAL:

When the renewal of a permit to stay is refused, the police ("Questura") will give the refusal notice with the warning that they may proceed in applying for **expulsion**, but that the foreigner is granted 15 days to realise his own voluntary repatriation.

#### CONVERSION OF A PERMIT TO STAY:

The permit to stay for the purpose of employment or self-employment, or for family reasons, can also be used for other permitted activities, without conversion or alteration, and for the period of validity of the permit. When it comes to **renewal**, if the conditions are legally recognised, a new permit to stay will be issued for the activity actually being carried out at that time.

The permit to stay for study and training can be **converted**, before its expiration, into a permit to stay for work within the quotas defined by quantitative and qualitative flow decree (Art. 154 para. 3, Legislative Decree 286/1998) and, in the case of employment, subject to the signing of a contract of stay for work (Art. 6, para. 1, Legislative Decree 286/1998).

The permit to stay for **family reunification** or entry following a worker allows the activity of work and self-employment.

#### OBLIGATIONS OF THE HOST PERSON AND EMPLOYER:

Leg. 286/1998, art. 7

Anybody who provides accommodation or hosts a foreigner or a stateless person - regardless of whether they may be relatives or not, or whether they give employment or lease their property - is required to give written notice of this fact to the local public security authority, within the first 48 hours.

Violations of these obligations of the host and the employer are subject to an administrative sanction of between 160 to 1,100 Euros.

#### RE-ENTRY INTO ITALY WITH A PERMIT TO STAY:

Leg. 286/1998, art. 4, para. 2

For the re-entry of foreigners into Italian territory of those who are already in possession of a permit to stay it is simply necessary to give prior notification to the border authorities.

### 1.3 The EC long-term permit to stay

This permit to stay is issued for an indefinite period and without a specific reason to stay.

The EC long-term permit to stay replaced the resident card for foreign nationals in January 2007.

It is also a personal identification document, and as such, must be renewed every 5 years. Practically, it is a permission to stay in Italy indefinitely.

#### WHO CAN ASK FOR IT?

- a foreigner legally residing in Italy for at least 5 years and holder of a valid permit to stay (excluding permits for study, professional training, asylum, temporary protection, humanitarian grounds);
- foreign spouse, minor child or dependent parent of an Italian or EU citizen resident in Italy;



- foreign spouse; or minor child, including a spouse born out of wedlock or to unmarried parents, as long as the other parent has given consent; or adult child who is dependent because they cannot independently provide for their basic needs for health reasons; or dependent parents who do not have adequate family support in the country of origin or provenance, and whose offspring already holds a long-term EC permit to stay and can prove he has sufficient income to support the family.

To get the long-term EC permit to stay it is necessary to pass an Italian language test.

#### DOCUMENTATION REQUIRED FOR THE REQUEST:

The application must include:

- a valid (not expired) copy of the passport or equivalent document;
- a copy of the “dichiarazione dei redditi” (income must be higher than the annual social allowance); for domestic workers (house workers / caregivers): presentation of INPS bills or document presenting contributions made by the INPS;
- criminal clearance certificate and certificate documenting any criminal proceedings;
- suitable accommodation documented, if the request is made also for family members;
- copies of payslips for the current year;
- documentation relating to residence and family status;
- postal order payment for the electronic permit to stay (€27.50)
- stamp from €16.00
- the cost of the registered letter is €30.00

The request may also be submitted for: the spouse if they are not legally separated and is above eighteen years old; minor children, including those born out of wedlock; dependent adult children who cannot permanently provide for their essential needs of life because of their health status or total disability; dependent parents.

#### REFUSAL:

The EC permit to stay for long-term residents shall not be issued in cases of indictment or criminal conviction for one of the crimes listed in Art. 380 Code of Criminal Procedure 381; Code of Criminal Procedure, and subject to the effects of rehabilitation (art. 9 co.3 Leg. 286/1998).

#### REVOCAZIONE (Art. 15:16 Leg. 286 /1998):

Revocation is possible in the case of a non-definitive sentence by the Questura (art. 380 and 381 of Code of Criminal Procedure) but if the foreigner undergoes rehabilitation, he may be able to gain the permit once more.

The permit may also be revoked if the foreigner had moved away from the EU territory for a period exceeding 12 months, or for reasons of public order or state security.

In taking the decision to revoke a permit, it has to be considered the age of the person, the duration of stay in the country, the existence of family and social ties in the national territory and the absence of such ties in the country of origin.

#### BENEFITS COMPARED WITH THE EX-PERMIT TO STAY (Article 9 co.1, Legislative Decree no. 286/1998):

- one can enter and leave Italy without a visa;
- one can participate in any kind of lawful activity that is not expressly prohibited to foreigners or reserved to Italian citizens;
- access to the services and benefits of public administration;
- access to financial support for disabled people (including minors who are registered on the EC permit to stay of their parent);
- access to maternity checks;
- welfare benefits;
- access to the rankings of Public Housing;
- the right to work and study without a visa in those European Union countries that have implemented the EC Directive on long-term permits to stay.

## 1.4 Family Reunification

Family reunification is defined as the right to maintain or regain the family unit with foreign family members, granted to a foreigner who lives in Italy, when they meet the conditions set out by law.

A foreigner regularly resident in national territory and with a valid EC long-term permit to stay or a permit to stay (of a duration of no more than a year) for employment, for self-employment, for family reasons, for asylum, subsidiary protection, for study or for religious reasons, may submit an application for family reunification.

### FOR WHICH MEMBERS OF THE FAMILY?

The foreigner may request reunification for the following family members:

- **spouse** not legally separated and above the age of eighteen years;
- **minor children** (of less than 18 years old), including the spouse or those born out of wedlock, unmarried, on condition that the other parent has given their consent;
- **dependent children**, if for objective reasons they cannot provide for their essential daily needs because of their health condition / disability;
- **dependent parents**, if they do not have other children in the country of origin or provenance, or are more than sixty-five years old, and do not have other children that would be able to support them for documented serious health reasons.

### THE APPLICANT MUST FULFIL THE FOLLOWING REQUIREMENTS:

Foreigners who request family reunification must demonstrate the availability of:

- **housing which complies with health standards**, established by the competent municipal offices (except for reunion with a foreigner who works in Italy in a scientific research project). In the case of a child under the age of fourteen years, who is accompanied by one parent, it is sufficient the consent of the owner of the house in which the child will settle;
- a **minimum annual income** derived from legitimate sources and not less than the annual amount of social allowance, increased by half the amount again for each family member. For the reunion of two or more children under the age of fourteen years, or for the reunion of two or more family members, it is required an income not less than double the annual social allowance. The total annual income takes into account all of the living-in family members' incomes.
- a **health insurance** or other means appropriate to ensure the coverage of all risks in the national territory for the benefit of parents of more than 65 years old or

their registration with the National Health Service.

It is not necessary to fulfil all of the above requirements if you are a holder of a refugee or humanitarian protection status.

#### APPLICATION FOR AUTHORISATION FOR FAMILY REUNIFICATION:

Must be submitted to the "Sportello Unico" of Immigration at the Prefecture in the place of residence of the applicant. From 10 April 2008, the application can only be submitted online using the following procedure:

- the applicant must go to the site [www.interno.it](http://www.interno.it) and register in the section "Family reunification", where he must insert his personal information;
- he will receive an e-mail confirmation of the registration to the email address he registered with;
- enter the section dedicated to family reunification with the user email and password;
- download the programme "Sportello unico immigrazione";
- choose from the given list the form he wants to submit (Form ("modulo") S for reunification and T for entry for family members), download the form onto computer in order to fill it in;
- when all the required fields are filled in, send the request. On the website of the Minister of the Interior you can find related forms to be attached to the forms S and T:
  - form ("modulo") S1 and T1 (declaration of hospitality), in the case in which the applicant is not the title owner of a property, and therefore the Sportello requires a declaration of consent to accommodate the applicant family from the owner of the property;
  - form ("modulo") S2 and T2, in the case in which the applicant is employed, and therefore the employer must confirm that the employment is still in course.

These forms can be compiled directly on the computer and then printed, to then be sent to the Immigration Office when they are requested.

### **1.5 International protection and refugees**

#### APPLICATION FOR ASYLUM:

The application for asylum can be done in two ways:

- directly to the border police;
- or at the police headquarters ("Questura").

#### SUBMISSION OF THE APPLICATION AT THE BORDER

(Art. 1 Law No. 39/90) - Verification of the impediments to entry, which are:

1. Previous recognition in another State;
2. Living in a third country that is part of the Geneva Convention;
3. Previous conviction in Italy pursuant to Art. 380, paragraphs 1 and 2 of the Criminal Procedure Code, or belonging to mafia associations, groups involved in drug trafficking, or terrorist organisations.

#### REFUSAL OF ENTRY AT THE BORDER:

In assessing an application for protection, the border police may refuse entry only in extenuating circumstances. Refusal of entry at the border can be taken to judicial review (Art. 1, paragraph 6, L 39/ 90)

## SUBMISSION OF APPLICATION TO THE POLICE

The protection seeker may be detained in a centre of identification (CIE) for only the time strictly necessary in order to:

- a) verify or determine the identity or nationality of the applicant, if he is without travel documents or identity card, or if he has, on arrival, presented false documents.
- b) verify details/elements on which his claim is based, in the case in which such information is not immediately available.
- c) await confirmation that the applicant has the right to be admitted to the territory of the State.

The detention in a temporary detention facility must be imposed in the following cases:

- a) following the submission of an application for protection filed by a foreigner stopped for having evaded or attempted to evade border control in an illegal way.
- b) following the submission of an application for protection filed by a foreigner who has already been deported or refused entry.

## PROCEDURE:

The police station ("Questura") will collect data on the identity of the applicant and then registers the application:

- in accordance with the Dublin Convention, Italy has the obligation to recognise a "request for international protection";
- other EU Member States have the responsibility to not "let them pass" and should accept transfers back to their state if they have done so;
- the Questura will then forward the documentation to the Territorial Commission for the recognition of refugee status;

The applicant has the possibility of being hosted at a reception centre (a CARA) or a SPRAR project, at which the foreigner should have access to hospitality services, Italian language courses, cultural mediation, legal support, pocket money and healthcare.

The foreigner will have to formalise their request for international protection by filling in the C3 model in the immigration office of the police authorities, who will then send the request to the competent Territorial Commission for the recognition of refugee status.

In the meantime the foreigner will be issued a temporary permit to stay.

## RIGHTS OF ASYLUM SEEKERS

- healthcare, with registration to the Italian Health Care System (SSN);
- free Italian language courses;
- right to compulsory education for children;
- possibility of being hosted in a reception centre.

## TERRITORIAL COMMISSION

The Central Commission will examine the application with:

- an individual interview with the presence of a language interpreter
- a collective decision
- the obligation to respect **data protection and privacy protection** inherent to the procedure for recognition of the refugee status, and thus all collected data is exempted from the right of access to administrative documents, as underwritten in

Law no. 241/1990 (Decree n. 415/1994).

The **decision** of the Central Commission can be one of the following:

- a. recognition of refugee status
- b. refusal of recognition of status
- c. refusal with the recommendation, "should there be serious reasons, in particular of a humanitarian nature" (with reference to art. 5, paragraph 6 of Legislative Decree no. N. 286/98 T.U. on immigration) the police are to issue a **permit to stay on humanitarian grounds** ("motivi umanitari"), and authorising work and study.
- d. subsidiary protection.

#### RIGHT TO APPEAL

1. The territorial commission, enhanced by a component of the National Commission for the right of protection, will review decisions on justified request by the appellant.

2. Any **appeal** against the decision of the territorial commission must be presented to a judge in court with territorial jurisdiction within 15 days, even if it is from abroad and through diplomatic representatives.

The appeal does not suspend measures of expulsion from the national territory; the applicant however can request to the competent prefect to be allowed to remain in the country until the outcome of the appeal. The decision of dismissal of the appeal takes immediate effect

## 1.6 Integration Agreement

#### WHAT IS THE INTEGRATION AGREEMENT?

As from 10 March 2012, with the coming into force of the regulation defining the integration agreement, foreign nationals aged over sixteen that enter Italy for the first time and file an application for a permit to stay with a duration of at least one year are obliged to sign an agreement with the Italian State. By signing such an agreement, foreign nationals agree to fulfil specific integration objectives in the period of validity of their permit, and the State undertakes to support the integration process of foreigners through the adoption of any suitable initiative in agreement with the Regions and Local Authorities.

#### WHO HAS TO SIGN THE AGREEMENT?

The integration agreement is for foreigners aged more than sixteen years that enter Italy for the first time and submit an application for a permit to stay with a duration of at least one year.

Regarding minors aged between sixteen and eighteen years old, the agreement must be signed by the parents or guardians regularly residing in the national territory.

#### WHO DOESN'T HAVE TO SIGN THE AGREEMENT?

- a) Foreign nationals affected by diseases or disabilities severely limiting their self-reliance or determining difficulties in language and cultural learning. Such a condition must be certified by a doctor of the National Health Service;
- b) Unaccompanied minors that are in foster care (under art. 2 of law 4 May 1983, no. 184, as subsequently amended);
- c) Victims of people trafficking, violence or severe exploitation, for which the

agreement is replaced by the completion of the social integration programme under art. 18 of the Consolidated Law on immigration.

## SIGNING THE AGREEMENT

It is necessary to go to the immigration desk of the prefecture ("Sportello Unico per l'Immigrazione") in case of foreign nationals who have entered for work or family reunification reasons, or to the police headquarters ("Questura") if you hold another kind of permit to stay.

The agreement is signed at the same time as an application for permit to stay with a duration of at least one year. When signing the agreement, two copies are drafted, one of which is given to the foreign national in the language that he/she selected. On the side of the State, the agreement is signed by the Prefect or by one of his/her clerks.

## **2. Acknowledgement**

### **2.1 Inscription at the registry office and residence:**

Registration of personal data at the Registry Office (Ufficio Anagrafe) by a foreign national who is legally living in Italy (in possession of a renewable permit to stay) is just the same as for any Italian citizen. The foreigner must complete a form obtained from the registry office in the territory where he intends to stay.

He will have to give personal details; where he comes from and the address in the municipality (which the police will certify).

When request the form you must show your original permit to stay. When you have obtained your registration at the registry office, you can - at this office - ask for all the other documents necessary for your stay in Italy (civil status certificate, residence certificate, driving license, identity card, registration for the National Health Service, enrolment in kindergarten).

#### THE REGISTRATION IS CARRIED OUT:

- for births, registration at the Registry Office in the town of residence of the parents or in the municipality where the mother is registered, if the parents are enrolled in different registries;
- for transferring residency to another municipality or abroad, taking into account that there are specific provisions relating to homeless people, as well as for failure to register in the Registry Office of another municipality.

#### DECLARATION OF USUAL RESIDENCE:

The foreigners registered at the Registry Office need to renew the **declaration of usual residence** in the territory within 60 days of the renewal of their permit to stay, taking this document with them to the office. Changes of address should be reported to the Questura within 15 days.

#### CANCELLATION OF RESIDENCY:

- a. if you move to another municipality or abroad, or you move to another accommodation in another municipality if you are homeless.
- b. after a period of one year in which you have not renewed your registration at the registry office, the law states that you can be cancelled from the registry as you are unable to be located. In this case you may have the possibility to renew your registration within the following 30 days.

## 2.2 Identity card

The identity card is a document for the identification of individuals, which can be used in Italy. It is issued to foreigners resident in Italy by the Municipality where the foreigner lives and its validity varies according to the age of the applicant (**for people over 18 years old, it is valid for 10 years**). It is not valid as a document to leave the country.

**Warning:** the Identity Card issued by the Municipality does not constitute a permit for the foreigner to stay in the national territory, but must always be exhibited together with the Permit to Stay or the EC long-term permit to stay as well as the passport.

### PROCEDURE:

You have to go to the Identity Cards Office ("Ufficio anagrafe del Comune") of your Municipality. You must present the following documents:

- three identical and recently taken frontal passport-sized photos, without any head covering;
- EU citizens must present a valid ID;
- foreign nationals must present their passport and permit to stay; if the permit to stay is in a phase of renewal, the expired permit may be produced together with the receipt of the application for renewal (issued by the Police Headquarters or by the Post Office).

An application form must be purchased at the district's office. Administrative fees vary (approximately €6).

## 2.3 Tax Code (Codice Fiscale)

The tax code is an alphanumeric code used to identify a person for tax purposes in work documents and in the payment of taxes. All citizens residing in the territory must have their own tax code.

### WHERE TO APPLY?

It is necessary to go to the Tax Office ("Agenzia delle Entrate") with your permit to stay and proof of residence or a declaration of hospitality.

### FOR WHOM?

Every citizen living in Italy must have his own tax code (codice fiscale).

## 2.4 Drivers license

A driving license is the authorization granted to drive motor vehicles and motorcycles.

### HOW DO YOU APPLY FOR IT?

You are able to obtain a drivers license when you pass an examination which includes a practical driving test. For information contact a driving school ("scuola guida"). If you already have a driving license obtained in the country of origin, you

can apply for recognition of its validity: it is necessary to request this from your Embassy or at the offices of the “Motorizzazione Civile”.  
The international driver's license must have been obtained in your country of origin and have a limited validity; in Italian territory it becomes invalid after one year of residence.

## **2.5 Self-certification**

A series of certificates may be replaced with a self-certification; a declaration made by a person of responsibility. The birth certificate, proof of residence, family status, for example, can be replaced by a self-certification, generally produced on preprinted forms provided by the government (Law no. 15 of 1968).

## **2.6 Translation and legalization of documents**

In the event that you have a document in a foreign language that must be translated and legalized by the Italian Administration, you should contact the Italian representatives in the country of origin.

## **3. Citizenship**

Citizenship affirms the belonging of a person to a particular state.

### **HOW DO YOU OBTAIN ITALIAN CITIZENSHIP?**

There are two ways to obtain Italian citizenship:

#### **1. automatic assignment:**

- by birth: if you are the child of an Italian citizen (jus sanguinis principle - from Italian parent);
- by birth: if you are born in the Italian territory to unknown or stateless parents, or parents belonging to a foreign state whose laws do not allow the transmission of the citizenship of the parents to a child born abroad;
- recognition or judicial declaration of paternal or maternal parentage, while the subject is still a minor;
- by adoption: a child adopted by an Italian citizen automatically also becomes an Italian citizen

#### **2. by request if you fulfil one of the following requirements:**

- descendent of an Italian citizen by birth (up to second grade);
- born on Italian territory and legally resident uninterruptedly since birth up until reaching adulthood (18 years);
- marriage to an Italian citizen;
- naturalisation: the acquisition of citizenship through the issuance of an administrative decision. This requires 10 years of legal residence, sufficient income and no criminal record.

**Warning:** the acquisition of Italian citizenship does not require the forgoing of the citizenship of origin, unless this is a requirement by law of the country of origin.



### **3.1 Italian citizenship by marriage: who can make the request?**

- the foreign citizen or stateless person married to an Italian citizen, if they have been legally resident in Italy for at least 2 years, since the date of the marriage;
- the foreign citizen or stateless person married to an Italian citizen, if resident abroad, after 3 years of marriage.

### **3.2 Italian citizenship by residence: who can make the request?**

- a non-EU citizen who has been legally resident in Italy for at least 10 years;
- an EU citizen who has been legally resident in Italy for at least 4 years;
- a stateless person or political refugee who has been legally resident in Italy for at least 5 years;
- the child or grandchild of the second degree (ie, grandchildren of grandparents, but not of uncles) of Italian citizens by birth, if residing legally in Italy for at least 3 years;
- someone born in Italy and who has been legally resident for at least 3 years;
- an adult (over 18 years), who had been adopted by an Italian citizen, if residing legally in Italy for at least 5 years since the adoption;
- those who have served the Italian state, even abroad, for at least 5 years (in the case of service abroad, it is necessary to establish residency in Italy and this can be done by presenting an application to the competent consular authority).

## **4. Work**

Concerning work, we distinguish the following cases:

- employment for foreign nationals holding a permit to stay and already present on Italian territory;
- employment for those still outside the territory (coming from abroad).

### **4.1 Employment for foreign nationals holding a permit to stay**

Foreign nationals are permitted to enter Italy for employment reasons (seasonal or open ended contracts), to look for work or for self-employment. The foreigner may change the type of work from employee to self-employed and vice versa, without having to inform the Questura of the change - although when you renew your permit, you should advise them. You can also change a tourist entry visa into a self-employment work permit, if you meet the necessary requirements.

#### **WHO CAN WORK?**

In order to work or be registered as unemployed the foreigner must have a permit to stay for one of the following reasons:

- employment;
- self-employment;
- family, family reasons, reunification;
- international protection;
- social protection (Article 18 co.5, Legislative Decree no. 286/98);
- study and professional training;
- assignment (Article 32, paragraph 1, of Legislative Decree no. 286/98).

The permit to stay for employment, self-employment, and family reasons, according to art . 6 paragraph 1, of Legislative Decree no. 286/98, can be used for any other type of activity; permits to stay for study and training allow the execution of part-time work (50%).

Those recognised as political refugees can work in Italy while asylum-seekers cannot work.

#### NOT PERMITTED TO WORK:

If the permit to stay is issued for one of the following reasons:

- tourism;
- request for international protection;
- religious reasons;
- business;
- medical treatment;
- justice;

The work must be limited to what is specifically authorized if the permit to stay has been issued for one of the following reasons:

- sporting activities;
- performance;
- other special cases pursuant to Article 27 of Legislative Decree n. 286/98.

#### REGISTRATION AT THE EMPLOYMENT OFFICE ("Ufficio del lavoro")

Foreign workers looking for a job and in possession of a valid permit to stay can register themselves as unemployed and thus have access to information about jobs in the area.

To subscribe to the Employment Office it is necessary to go in person to the office, carrying the following documents:

- the permit of stay;
- the tax code;
- any academic and professional certificates obtained in Italy.

People looking for work will be included in a list independent from the place of residence. The list contains the worker's details, as well as data related to residence, address, the composition of the household, the academic qualifications possessed, their belonging to a minority group (if relevant), and their state of employment.

If one loses their job, also due to voluntary resignation, one can be inserted in the lists for the remaining period of validity of the permit to stay, which, with the exception of seasonal work, cannot be less than six months. (Article 22 paragraph 11 of Legislative Decree no. 286/98) .

The registration as unemployed and the starting of work is permitted only if the permit to stay has not expired.

#### PROTECTION CATEGORIES

By judgement of the Constitutional Court - n . 454 /1998 - foreign citizens are to be allocated the benefits of the framework of compulsory recruitment.

CONTRACT OF STAY FOR WORK AND THE IMMIGRATION INFORMATION DESK ("lo Sportello Unico per l'Immigrazione") (Art. 5, paragraph 3-bis and art. 5 bis of Legislative Decree 286/1998 )

The permit to stay for work reasons is issued at the one-stop shop for immigration,

after the stipulation of a residency contract for employment between an Italian employer or foreigner legally residing and a foreign provider.

The permit to stay for work reasons is issued after the signing, at the immigration information desk, of a contract to stay for work residency contract for employment between an employer Italian or foreigner legally residing and a provider of foreign labor. For the issue of a residence permit for work purposes, the residence contract for employment must include:

- a) the guarantee by the employer of the availability of housing for the worker who meets the minimum required by law;
- b) a commitment by the employer for the payment of travel expenses for the return of foreign workers in the country of origin. The residence contract for employment is signed by the parties at the one stop shop for immigration where the undertaking is established or where it the job takes place.

#### CONVERSION OF THE PERMIT TO STAY

The conversion of the permit to stay is subject to the limit of qualitative and quantitative annual instalments defined by the flows decree (Article 3, paragraph 4, of Legislative Decree 286/1998).

You can convert:

- permits to stay for study into a permit to stay for employment, temporary or not, including seasonal work and self-employment;
- permits to stay for seasonal work, given to those who had returned to their country of origin after having done seasonal work, and has exerted the right to return to Italy for the following year, into a permit to stay for employment, fixed-term or open-ended and self-employment (MLPS Circular 55/00);
- permits to stay for humanitarian reasons and social protection.

The permits to stay issued for non-seasonal employment or self-employment, or for family reasons, can also be used for other permitted activities without the conversion of the document, for the period of validity.

## 4.2 Employment for those coming from abroad

Legislative Decree no. 286/1998 article 22

Those employers who want to hire temporary or permanent foreign workers resident abroad must submit the following documents to the immigration desk ("Sportello Unico") in the relevant territory:

- the **registered request** for authorization to work or, in cases in which he does not know the foreign worker, a **"numeric" request** for one or more persons registered in the lists provided for by art. 21, paragraph 5 of Legislative Decree no. 286/1998;
- appropriate documentation about the accommodation of the foreign worker;
- the proposed contract of stay for employment, including the commitment of the employer to pay the costs of return of the foreigner to the country of origin;
- declaration of commitment to communicate any change in the employment relationship.

The immigration desk, through the employment centre ("Ufficio del lavoro") communicates the essential elements of the offer of employment on an online list in order to allow Italian workers, EU and non-EU already present in the country to also submit their request.

No later than forty days from the request, and after consulting the police, the immigration desk will issue the authorisation in compliance with the following requirements:

- numerical limits, quantitative and qualitative, established for the purpose of determining the input streams on the basis of art. 21 of Legislative Decree n. 286/1998;
- after a check that the job advert had been disseminated also in posts accessible to national and EU workers;
- the requirements relating to the forwarding of the request for permission and fees relating to the applicable collective agreement.

The work permit is valid for a period not exceeding six months. The immigration desk will send, on request by the employer, all the documentation to the diplomatic offices, after certain checks (Article 22 paragraph 6, of Legislative Decree no. 286/1998), ensuring the issuance of the entry visa for employment and the tax code.

Within eight days of arrival in Italy the foreign worker must go to immigration desk that has issued authorisation to work in order to sign the contract of stay for employment. This contract will be held at the immigration desk, and copies will be given to the consular authority and the employment centre in the relevant territory.

#### LISTS OF FOREIGNERS WHO APPLY FOR WORK IN ITALY

The lists of foreign workers who are seeking employment in Italy are kept in the order of submission of applications and registration at the Italian diplomatic or consular missions.

In determining the entry quotas for foreign workers, decree flows, based on art. 21 of Legislative Decree n. 286/1998 assign quotas for those who have professional qualifications, and those who fulfil one of the following:

- those of Italian origin by at least one of the sides of their family, up to third degree in a straight line of ancestry;
- those that belong to states with which the Minister of Foreign Affairs, in consultation with the Interior Minister, the Minister of Labour and Social Welfare, has entered into arrangements for the regulation of entries.

#### SEASONAL WORK (Article 24 of Legislative Decree no. 286/1998)

The employer or associations wishing to carry out contracts of employment of a seasonal nature with foreign workers must apply to the registered immigration desk in the province of residence. The immigration desk issues, after ten days and no later than twenty days from the date of receipt of the request, the authorization for seasonal employment, which is then valid from twenty days up to a maximum of nine months.

The seasonal worker who has complied with the conditions of the permit and returned to their state of origin on expiry of their permit has the right to return to Italy the following year for reasons of seasonal work, just as any other citizen of his country may. If the necessary conditions arise, the same worker may convert his permit to stay for seasonal work into a permit for temporary or indefinite employment.

The seasonal foreign worker who demonstrates, moreover, that he came to Italy at least two years in a row pay for seasonal work may be issued with a single decision, and in the case of repetitive work, a multi-year (up to 3 years) permit for

seasonal work, of which the annual duration of validity will correspond will that issued in the previous 2 years. The entry visa however, is issued annually (Article 5, paragraph 3-ter of Legislative Decree no. 286/1998).

### **4.3 Self-employment**

Foreign citizens can be self-employed in Italy without asking for reciprocity: they are excluded from those activities which the law expressly reserves for Italian citizens. It is possible to create companies and to establish cooperatives.

To work self-employed, the following is necessary:

- to register oneself on the relevant merchant list (Chamber of Commerce, etc.).
- for some activities there are specific professional requirements;
- for other activities it is necessary to have authorization from certain bodies (eg from the municipality, from ASP, etc.).
- for all activities it is necessary to register for VAT and present oneself to the tax office ("Agenzia delle Entrate").

For more information, contact the Chamber of Commerce, Industry and Crafts ("Camera di Commercio Industria e Artigianato") in Catania.

### **4.4 Social security benefits: family allowances, pensions**

#### **FAMILY ALLOWANCES**

Family allowances are designed to help support the family and are available to almost all workers when the total income of the family does not exceed the limits set by law.

The allowance is paid also to the families of foreign workers. The applicant must submit the completed pre-stamped application you can find at the INPS, to the following:

- to your employer in the case where the applicant is an employee, not agricultural, with the exception of domestic service workers;
- to the INPS office, in all other cases.

The allowance is paid:

- by the employer to the worker
- directly by the INPS for domestic workers, agricultural workers employees, the unemployed, etc.

#### **WHO IS PART OF THE FAMILY?**

- the applicant of the benefits;
- the spouse not legally or actually separated;
- children (legitimate, illegitimate, adopted, natural, legally recognized or judicially declared, born from a previous marriage of a spouse, entrusted by law) and grandchildren under the age of 18 years old, living in the same house;
- adult children who are unable, for physical or mental reasons, to work;
- brothers, sisters and grandchildren of the applicant, minors, or disabled adults, provided that:
  - they are orphaned (with neither of their parents);
  - they are not beneficiaries of survivor's pension.

The people above are part of the family even if:

- they are not living with the applicant (except for natural children, legally recognized by both parents, for whom cohabitation is required);
- the applicant is not their guardian;
- they are not resident in Italy (under certain conditions).

In giving allowances to children of separated or divorced parents, it is necessary to get approval from the INPS.

## PENSIONS

Employees, farmers, tenant farmers, artisans, merchants and domestic workers are compulsorily insured, by INPS, against the risk of invalidity, old age and survivors. The law 335 of 1995 has dramatically changed the Italian pension system, introducing, among other things, the criterion for calculating the amount of pension contributions - based on the amount of contributions paid, and re-evaluated in the course of working life - and amended the requirements of seniority.

The categories of pension are:

- old-age pension;
- retirement pension;
- disability pension;
- disability pension;
- survivor's pension.

In order to apply for the pension, you must submit an application to the INPS, or through patronage, which is free of charge for workers.

## **5. Healthcare**

The National Health Care System (SSN) is a collection of structures and services that ensure health protection and healthcare assistance for all Italian and foreign citizens.

Foreign citizens residing in Italy, with a legal permit to stay, have the right to healthcare as provided by the National Health Service, with treatment equal to that of Italian citizens. For those registered, healthcare access is also guaranteed to any other dependent family members regularly staying in Italy.

### REGISTRATION TO THE NATIONAL HEALTH SYSTEM (SSN)

Registration is made at the Local Health Unit (ASP) of the area of residence or - in case of lack of residence - of the address indicated on the permit to stay. The Local Healthcare Unit is a set of hospitals, surgeries and offices that provide for that territory. At ASP it is possible to register for the SSN and select a general practitioner ("medico di base").

Registration to the National Health Service is compulsory for foreign citizens who hold:

- an EC long-term permit to stay;
- a permit to stay for employed work;
- a permit to stay for self-employed work;
- a permit to stay for pending employment;
- a permit to stay for family reasons;

- a permit to stay for political asylum;
- a permit to stay for humanitarian reasons;
- a permit to stay for pending adoption;
- a permit to stay for foster care;
- a permit to stay for reasons linked to the acquisition of citizenship.

Foreigners awaiting for the renewal or the issuance of a permit to stay do not lose their right to healthcare, and if not yet registered they can be enrolled.

Family members who are dependent are also entitled to healthcare.

**Warning:** foreign citizens who enter Italy for medical treatment cannot enrol in the SSN and they are personally responsible for payment of all bills related to the treatments carried out;

Foreigners who are political refugees and stateless people and their spouses can register in the SSN under the same conditions as Italian citizens, provided they have a valid permit to stay.

Minor children of foreign nationals registered to the SSN are granted since their birth the same care as Italian registered minors.

Foreign nationals with a permit for study or religious reasons, and au pair foreigners may voluntarily register to the SSN - for themselves and their family members - or they may sign an insurance policy against the risk of diseases, injuries, and maternity leave.

#### WHICH DOCUMENTS DO I NEED TO REGISTER?

- a valid permit to stay; if the permit to stay is being renewed, it is possible to file the expired permit together with the receipt of the application for renewal (issued by the Police Headquarters or by the Post Office).
- a residence and marital status statement;
- tax code;
- a statement confirming that that you will notify them of any changes to status.

Furthermore:

- the unemployed who are enrolled in the Employment Offices have to self-certify that they are enrolled in the Employment Agency;
- foreigners who are married to Italian citizens have to provide a certificate of their family status or self-certification;
- minors in foster care or awaiting adoption must provide a declaration from the Juvenile Court verifying their state of pre-adoption or foster care.

#### DURATION OF REGISTRATION

The registration in the SSN has the same duration as the permit to stay.

#### WHEN DOES THE REGISTRATION END?

It ends:

- if the permit to stay expires, unless producing an application for renewal or the renewed permit;
- if the permit to stay is revoked or annulled, unless it can be demonstrated that an appeal is in process;
- in cases of expulsion;
- when the conditions allowing the foreigner to belong to the category of people obligatorily enrolled in the SSN cease to exist (for instance: the end of cohabitation for dependent family members; the conversion of the permit to stay into a

different type of permit for which the obligatory enrolment in the SSN is not foreseen; the conclusion of the employment activity or the end of a foreigner's enrolment in the Employment Offices if the foreigner does not have the type of permit to stay that makes enrolment in the SSN compulsory).

## SERVICES PROVIDED BY THE SSN

DOCUMENTS AND SOCIAL-HEALTH SERVICES AVAILABLE TO ALL ENROLLED IN THE SSN:

- the healthcare card ("tessera");
- the selection of a family doctor and a paediatrician for one's children;
- general check-ups at the surgery and specialist examinations;
- medical visits at home;
- hospitalisations;
- vaccinations;
- blood tests, x-rays, ultrasound scans, etc.;
- prescriptions for medicines;
- certificates and legal-medical services;
- assistance in case of rehabilitation, prosthesis, etc.

**Warning:** There are services provided although not registered in the SSN, namely:

- pregnancy and maternity care;
- care of minors;
- vaccines;
- international prophylaxis services;
- prophylaxis, diagnosis and care of infectious diseases.

## WHO IS THE GENERAL PRACTITIONER?

Your general practitioner is the professional who ensures that you receive general medical care:

- she/he examines patients in her/his own office or at the homes of those who are sick when the health conditions do not permit the patient to go to the physician's office;
- she/he prescribes medicines, makes tests and refers to specialists;
- she/he proposes hospitalization if necessary;
- she/he issues certificates.

## WHO IS THE FAMILY PAEDIATRICIAN?

She/he is the physician that looks after children, periodically giving them physical examinations, checking their growth, prescribing medicines, carrying out tests and analyses with specialists. She/he also recommends hospitalization if necessary, and issues certificates.

## HOW DO I CHOOSE A FAMILY PHYSICIAN AND PAEDIATRICIAN?

The person enrolled in the SSN can choose the family physician and the family paediatrician for their children aged between 0 and 14 and are entitled to have a paediatrician.

The office that issues the health card displays a list with the doctors available. The name of the family doctor is written in one's personal health records document.



## WHICH CERTIFICATES ARE FREE, WHICH ARE NOT?

The following certificates are **free of charge**:

- the certificate allowing a parent to be absent from their job when their child is ill;
- the certificate for carrying out non-competitive sports activities in connection with school;
- the certificate of illness or injury or other motives for temporary inability to work.

The following certificates are **not free**:

- a certificate for competitive sports activities;
- a certificate for insurance purposes;
- a certificate for applying to have one's disability recognised.

## CAN I LEAVE MY DOCTOR AT ANY TIME?

Yes, by filling out a special form; at the same time you also have to choose a new doctor.

## HOW CAN I GET AN APPOINTMENT WITH A SPECIALIST?

In order to have a visit with a specialist, it is necessary to obtain a request for the specialist from the family physician. With the family doctor's request and your healthcare card, you can go to the reservation office of the ASP to book your appointment with a specialist. Some ASPs have a telephone reservation system. These services may also be carried out at private labs which have agreements with the SSN.

## ARE MEDICAL EXAMINATIONS WITH SPECIALISTS FREE?

For medical examinations with specialists, laboratory examinations and the purchase of medicines it is necessary to pay a fee that is pre-established by the Government, the ticket.

The following are exempted from the payment of tickets on medicines:

- disabled with a total disability, disabled with a disability exceeding two thirds, or who receive government assistance in order to pay for nursing or other help due to their disability, the blind and the deaf;
- the victims of terrorism and of organised crime;
- patients undergoing painful therapies;
- beneficiaries of non-contributory pensions;
- beneficiaries of minimum pensions aged over 60.

In case of specialist care, the following are exempted from the payment of the ticket:

- beneficiaries of non-contributory pensions and dependent family members;
- the unemployed and the beneficiaries of minimum pensions aged over 60;
- civil disabled with a disability exceeding two thirds or who receive government assistance in order to pay for nursing or other help due to a disability;
- those who suffered an accident at the workplace and all the categories of citizens exempted due to pathologies or conditions identified by special laws.

For some medical services it is not necessary to pay the ticket, even if the citizen is not part of any of the categories listed above. These services are:

- exams for the early diagnosis of tumours (mammography, pap tests, etc.);
- services aimed at protecting maternity, for example, analysis, ultrasound scans, etc;
- services for promoting blood, organ and tissue donations, and non-obligatory vaccinations for children under 14 years.

## HOW DO I OBTAIN EXEMPTION FOR PAYING THE TICKET?

By submitting your application to ASP, equipped with a certificate from a medical expert or hospital physician, your healthcare card ("tessera"), and your tax code. The ASP then issues a card that permits multiple prescriptions for up to a maximum of 6 units of the medicine required for the pathology. The duration of the exemption may be either permanent or limited, according to the type of disease and/or the regional regulations in force. Eventual expiration of exemptions are indicated on the relevant certificates.

**Warning:** regulations about exemptions are sometimes amended. For information about the current set of norms about exemption and about the documents to be submitted, you can ask your family physician and family paediatrician.

**In cases of emergency (accidents, injuries and any life-threatening situation) you may reach the Emergency Unit of a hospital ("pronto soccorso") or request medical services by dialling the free telephone service, "118", available 24 hours a day.**

## FAMILY PLANNING CLINICS

Family planning clinics are local social-health services that protect the physical and psychological health of women, children, couples and families. All the services offered by the family planning clinics are **free** and may be accessed by appointment. The service is also available to foreigners.

The professionals operating in family planning clinics have both psychological and social skills: psychologists, social assistants, sociologists, cultural mediators, as well as health skills: paediatricians, gynaecologists, midwives, nurses, health assistants, etc.

Family planning clinics may be accessed for the following services:

- consulting and visits on contraception;
- assistance during pregnancy;
- pre-delivery courses;
- consultations, visits and certificates for voluntary abortion;
- periodical gynaecological check-ups;
- prevention of women cancers;
- aid and assistance during menopause;
- paediatric assistance;
- compulsory (and recommended) vaccinations, including anti-rubella;
- support for social and psychological problems
- family mediation, help with separations, maltreatment, family violence;
- information on adoption and fostering;

## HOW DO I FIND MY NEAREST FAMILY PLANNING CLINIC?

Search in the telephone directory under "Aziende sanitarie locali" for public clinics and under "Consultori" for private clinics, or check institutional or specialist websites.

## WHEN AND WHICH VACCINATIONS ARE COMPULSORY?

For children in Italy the vaccinations against tetanus, diphtheria, poliomyelitis and hepatitis B are compulsory. Vaccinations against chickenpox, pertussis (whooping

cough) and, only for children, against German measles are recommended but not compulsory. For adults the vaccinations against tetanus and viral hepatitis B are recommended.

#### TEMPORARILY PRESENT FOREIGNERS

Foreign citizens who are illegally present in Italy are assigned an identification code, called the "STP" (Temporarily Present Foreigner), which is valid for 6 months and is renewable.

The access to health facilities by irregular foreign nationals in Italy does not entail the reporting to the police authorities, unless the reporting is compulsory by law.

#### CAN I ACCESS HEALTH SERVICES IF I DO NOT HAVE MONEY TO PAY THE TICKET?

If foreign citizens do not have enough money, they will only pay a part of the ticket (a share of the fee).

Foreign citizens with no money at all (situations of poverty) can be exempt from paying the share of the expenses for the ticket, if she/he signs a "declaration of need", which is valid for 6 months.

#### WHICH SERVICES AM I ENTITLED TO, ALTHOUGH I DON'T HAVE MONEY TO PAY THE TICKET?

You can be exempt from paying the share of the expenses for the ticket, if she/he signs a "declaration of need", which is valid for 6 months, in the cases of:

- first level health services;
- urgency;
- pregnancy;
- exempted diseases;
- age or disabling conditions.

### **6. Microcredit social-assistance**

Microcredit is a social inclusion tool that contributes in breaking down social and economic barriers that can limit the involvement of individuals in economic and social life.

There are two different types of microcredit: one social (which in Sicily is family microcredit for problems regarding housing, bills, fees, healthcare, education) and one for business.

To access the family microcredit, the families should be resident in Sicily and should fulfil the following requirements:

- an income of less than 13,000 (coming from employment or other sources);
- to be in a situation of temporary hardship, with supporting documents;
- details confirming personal details;
- paycheck or pension payslip (single model or CUD)

The microcredit for business makes available special credits - in certain periods - for those projects that need a push to start up, or for business expansion.

## **7. Housing and Accommodation**

### **7.1 Houses for rent**

To find a house for rent there are different strategies, the most common being:

- consulting local newspapers that contain real estate adverts;
- consulting a real estate agency directly.

In all cases, once you have found the house for you, you have to sign the contract and take it to the Registry Office.

Usually it is necessary to pay two / three months rent in advance as a security deposit (a guarantee) to pay for any damage caused during the tenancy.

The deposit will be refunded at the end of the lease period if the house is left in the condition in which it was when first rented.

### **7.2.1 Public residential housing**

WHAT IS PUBLIC RESIDENTIAL HOUSING?

These are residential houses built with public funds and therefore belonging to public authorities.

WHO HAS ACCESS TO THIS HOUSING?

Foreign nationals with a permit to stay, or foreigners regularly residing in Italy and in possession of a permit to stay of at least 2 years, may, if they are either registered with the Employment Office as unemployed or are in regular employment, access public residential housing (on the same grounds as Italian citizens). They also have the right to intermediation services organised by regional governments or local authorities to facilitate the access to houses and to soft loans in the field of building, purchase and rental of one's first house. (ex art. 40 legislative decree 286/1998.)

PROCEDURE:

Those with the right to access public housing must submit their application to the Municipality of residence, which involves completing the correct form (available from the Municipality), along with a registered letter with acknowledgement of receipt. Houses are assigned according to a public list drafted on the basis of the economic, family and housing situation of the people/families that have submitted their application. For more information, contact the Office for Relations with the Public ("Ufficio Relazioni") of your Municipality.

### **7.2.2 Building cooperatives**

A building cooperative is a corporate body that works to construct or purchase residences designated for its members. Members must fulfil specific requirements (residence in the municipality, low income, not owning other properties, etc.).

Purchasing a house in cooperative is generally advantageous since cooperatives benefit from tax and credit relief.

CAN I PARTICIPATE IN A BUILDING COOPERATIVE?

Yes, foreign nationals can be members of a building cooperative.

## **8. Education**

In Italy there is a right and duty to receive education, which starts at the age of 6. The national education system consists of public and private schools. The compulsory school encompasses two study paths: the first cycle includes the primary and secondary school system; the second cycle comprises the high school system and the system of technical and vocational education/training. All the paths of the second cycle allow university access.

### **8.1 Kindergartens or crèches**

Kindergartens are open to children aged between 3 months and 3 years. Kindergarten lasts 3 years in total. They are managed by municipalities or private institutions.

#### **HOW DO I ENROL MY CHILDREN AT A MUNICIPAL KINDERGARTEN?**

You have to submit a request for admission during the period and in the centres designated by the municipality. In the request you can indicate up to four childcare facilities in order of preference, in the municipality where you reside in or where you work. Different scores will be assigned to your request according to the working condition of the parents, the presence of other legally dependent children and any possible social or health problems. A list is then set up with the names of those admitted.

For further information go to the town hall in the municipality where you reside, since access conditions may vary depending on municipal specific regulations.

#### **HOW MUCH DOES IT COST TO ENROL?**

The tuition for municipal kindergartens is differentiated by categories and income brackets; the tuition fee for enrolling in private kindergartens is set autonomously by each centre. The Spring Class, a new service targeting children under two years of age, was activated during the 2007/2008 school year. These classes are associated with the state-authorized private Nursery School and offers daycare services for children between 24 and 36 months of age. To access them, it is necessary to directly address the director of the school.

### **8.2 Nursery school**

Children can be enrolled at nursery school if they will turn three years old before April 30 of the year of enrolment. Nursery school lasts 3 years in total. They are managed by municipalities, the state or private institutions.

#### **HOW DO I ENROL MY CHILDREN?**

At the Department for School Services of your Municipality in case of enrolment to the municipal nursery school; at the secretary's office of the relevant school in all the other cases. In public schools, enrolments take place according to a list.

#### **HOW MUCH DOES IT COST TO ENROL?**

The tuition for municipal schools is differentiated by categories and income brackets. The tuition fee for enrolling in private schools is set autonomously by each school.

### **8.3 The First Cycle - Primary school**

Primary school lasts 5 years in total. Enrolment at primary school is compulsory at the age of 6, whereas it is optional at 5 and half years (enrolment is open to children who turn 6 within 30th April of the reference school year).

**Warning:** the regulations concerning optional enrolment at 5-and-a-half years may vary in the future. You can directly ask the school you have chosen for information regarding any eventual updates.

WHERE DO I GO FOR MORE INFORMATION?

The Educational Department of the relevant school of your Municipality, in case of public school, or private schools.

### **8.4. The Second Cycle - Secondary School**

Secondary school is an educational path following primary school, which lasts a total of 3 years. The second cycle includes high schools and vocational education/training. It generally lasts 5 years in total. All options allow access to University.

WHERE DO I GO FOR MORE INFORMATION?

The Educational Department of the relevant school of your Municipality, in case of public school, or private schools.

IS IT POSSIBLE TO SHIFT FROM ONE PATH TO ANOTHER?

Yes, and it is also possible to change focus (or “major”) within the same itinerary, using the teaching initiatives offered by the school; when the students turn 15, different learning methods are provided for:

- full-time study;
- school-work alternation with training in cultural, social and productive fields, also abroad;
- apprenticeship.

### HIGH SCHOOLS / LICEI

HOW MANY TYPES OF LICEI ARE THERE?

Artistic (with 6 different options), Classic, Human Science with an economic and social option, Linguistic, Musical and Choral, Scientific with an option for applied science. High-schools are divided into 2 two-year periods followed by a fifth year for the guidance to next education.

DO I HAVE TO TAKE AN EXAM AT THE END OF LICEO?

Yes, you must take a state exam at the end of the fifth year. It is necessary for gaining access to university, or further artistic, or musical and choral education.

#### EDUCATION AND VOCATIONAL TRAINING

These are 3 and 4-year courses after which a certificate of professional expertise is issued to the students; the certificate is recognized at the national and European level and is immediately usable in the labour market.

#### **CAN I ENROL AT UNIVERSITY AFTERWARDS?**

Yes, but only if you have achieved at least a four-year qualification and have attended a one-year preparatory course that prepares you to take the state exam, which will then be necessary for enrolment in a university or advanced artistic, musical and choral training.

The four-year qualification (diploma) obtained at the end of the professional training and education also gives you the right to access further education and professional training (see below).

### **8.5 University**

University is structured in two levels and in any department the student can achieve:

- a first level degree, of three years ("Laurea")
- a second level degree, of two years ("Laurea Specialistica")

#### **ENROLMENT:**

Those who have obtained a liceo diploma or a professional qualification can enrol at university.

Access to Italian universities is open to the following categories:

- EU citizens, wherever they may reside, or non-EU citizens residing in Italy for enrolment purposes;
- foreign citizens present in Italy with a regular permit to stay;
- foreign citizens residing abroad but in possession of a visa for study reasons.

#### **WHAT QUALIFICATIONS ARE NECESSARY FOR ENROLMENT?**

Those qualifications obtained after a school period of at least 12 years. If the study period outside of Italy has been less than 12 years, in addition to the original diploma of secondary education, you will need to also produce a certification issued by the University of origin, confirming that all exams were passed:

- for the first year of university studies, if the student has attended their local school system for eleven years;
- for the first two academic years, in the case of a 10 year school system.

#### **HOW DO I ENROL?**

The enrolment application must be submitted to the Secretary for Students with the foreign diploma, according to the same terms laid out for Italian students (generally between July and September).

You must submit documents that confirm your educational title, legally recognized/translated by the appropriate Italian Diplomatic Representation.

#### HOW MANY PLACES ARE AVAILABLE FOR FOREIGN STUDENTS RESIDING ABROAD?

The available places are established by each individual Athenaeum (educational institution) for each academic year and can be consulted on the web page of the Ministry of Education, University and Research: [www.miur.it](http://www.miur.it)

#### IF I HAVE A DIPLOMA TESTIFYING MY COMPETENCE IN ITALIAN, WILL I GET A HIGHER SCORE IN THE CLASSIFICATION LIST?

Yes, at the discretion of the University where you apply for enrolment, the following may be considered as preferential competences:

- the diploma of competence in Italian language and culture attained in the "Universities for Foreigners" in Perugia and Siena;
- the Italian language certificate (CELLI) issued by University Rome 3, or by the University for foreigners of Perugia and Siena;
- Italian language certificates issued abroad.

#### I AM A UNIVERSITY STUDENT, CAN I RENEW MY PERMIT TO STAY FOR STUDY PURPOSES?

The visas and the permits to stay for study reasons are renewable for students that:

- have passed a test of profit during the first year of study and at least two tests per year in the following years.
- give evidence of health problems, in which case one test is sufficient to renew the permit to stay.

However, renewals cannot be issued for more than three years past the legal duration of the academic program.

#### CAN I CHANGE MY COURSE?

Yes, upon authorisation from the University.

#### CAN I REQUEST ADDITIONAL RENEWALS OF MY PERMIT TO STAY IN ORDER TO ACHIEVE A SPECIALIZATION MATERS OR A PHD?

Yes.

#### HOW MUCH DOES UNIVERSITY COST?

It depends on which university and which major/concentration (literature, science, etc.) you choose. In any situation, university education can be quite costly.

#### ARE THERE SCHOLARSHIPS?

Yes, foreign students can receive scholarships, honour loans and free or economic housing. When the general classifications lists for attributing these forms of assistance are compiled, the Regions and the Universities can nonetheless reserve a percentage of the available places for foreign students. For additional information on how to access said services, please address the Foreign Students Secretary's Office of your university.

### **8.6 Advanced professional training**

Advanced professional training is a one- or two-year advanced professional and technical training course that includes training internships and prolonged apprenticeships, providing higher level professional and technical qualifications



that are greatly requested within the labour market. Professional training falls within the educational options of the Regions, according to a three-year plan. Attendance of courses is free; in some cases, a reimbursement is even offered, calculated on an hourly basis.

#### WHAT REQUISITES MUCH I HAVE IN ORDER TO BE ADMITTED TO A PROFESSIONAL TRAINING COURSE?

Access is provided to youngsters and adults with a higher secondary level diploma or a technical diploma obtained at the end of a four-year course of vocational training.

Access is also allowed to those who are admitted to the fifth year of Licei and those who do not have an higher secondary education diploma. In the latter cases, the procedures are activated to test the skills acquired during the education, training and labour courses following compulsory education.

### **8.7 Recognition of academic qualifications**

#### I WOULD LIKE TO COMPLETE MY UNIVERSITY STUDIES IN ITALY, WHAT DO I HAVE TO DO?

To be able to continue your studies in Italy, you must present a request to the University or Institute of University Education that interests you: based on the University or Institute's own autonomous decision and possible bilateral accords and international conventions on the subject, the University or institute decides whether or not to recognize your foreign academic titles.

When submitting the application, the following documents shall be attached:

- a photocopy of the high school diploma that has been translated and legalized and the declaration of value from the competent Italian Consulate;
- a photocopy of the university degree, with the same requirements for the high school diploma, as listed above (if you are applying for an advanced degree or a master);
- a certificate regarding the university exams you have completed, duly translated and legalised;
- a programme of the exams completed;
- a photocopy of your identity document or Permit to Stay.

The academic authorities will then appraise your academic title and degrees, declaring them to be wholly or partially equivalent to an Italian degree: in the first case, all your examinations will be recognized; in the second, only some of them. The University has to decide within 90 days from the presentation of the application.

## 9. Services on the territory

**Prefettura UTG Catania** Via Prefettura, 14, 95124 Catania  
telefono: 0952571111

**Questura di Catania - Ufficio Immigrazione** Viale Africa, 25-27-29 95100 Catania telefono:  
0957194911

**Comune di Caltagirone Piazza del Municipio, 5 - 95041 Caltagirone (CT)**

**Centralino +39 0933 41111**, <http://www.comune.caltagirone.ct.it/>

**Servizi Sociali** - Via Santa Maria del Gesù, 90 Caltagirone tel.0933.41728, email:  
[servizisociali@comune.caltagirone.ct.it](mailto:servizisociali@comune.caltagirone.ct.it)

**Piano di Zona Distretto Socio-sanitario n. 13** - Via Santa Maria del Gesù, 90 Caltagirone. Tel  
0933.41729 email: [pianodizona@comune.caltagirone.ct.it](mailto:pianodizona@comune.caltagirone.ct.it)

**Comunità Alloggio per minori:**

- **Protettorato San Giuseppe** Via P. Maria Josè 89, Caltagirone tel. 0933 21176
- **Istituto Sant'Antonio** Via Santissimo Salvatore 30, **Caltagirone** tel. 093321184

**ASP** [https://www.aspct.it/distretti\\_sanitari/caltagirone/Caltagirone.aspx](https://www.aspct.it/distretti_sanitari/caltagirone/Caltagirone.aspx)

**Consultorio familiare** c/o Ospedale "Gravina" - Palazzo Clementi Caltagirone  
Tel. 093339532 093339952

**Commissariato di Polizia** via P.ta del Vento n.36 tel. 0933/45211

**SCUOLE:**

**Istituto Comprensivo Statala "A. Narbone"** Caltagirone (Centro Territoriale per l'Educazione agli  
Adulti), via degli Studi n° 8 95041 Caltagirone (Ct) Tel 093321697 - Fax 093356604 e-mail:  
[ctic82500n@istruzione.it](mailto:ctic82500n@istruzione.it)

**Fondazione Microcredito e Sviluppo** Via San Giovanni Bosco, 36, Caltagirone Catania  
0933 24684 Direttore Dr.ssa Sheila Scerba

**Associazioni:**

- **Centro Antiviolenza Albanuova** Via Grazia, 41 Tel. 0933 57904 Telefono: Fax: 0933 57904 E-  
Mail: [ass.albanuova@virgilio.it](mailto:ass.albanuova@virgilio.it)
- **Caritas:** Discesa Sant'Agata, 8 95041 Caltagirone Catania, Italia +39 0933 25535
- **Arci Amari** [www.arciamari.blogspot.it](http://www.arciamari.blogspot.it) Email: [associazioneamari@gmail.com](mailto:associazioneamari@gmail.com)
- **Associazione Astra** Via Madonna della Via, 5 - 95041 Caltagirone  
cell. 3271790139- Email: [associazioneastra@yahoo.it](mailto:associazioneastra@yahoo.it)
- **COOPERATIVA SOCIALE SAN GIOVANNI BOSCO A R.L. ONLUS** Via S.  
Carnevale, 5 email: [coop.sgiovannibosco@gmail.com](mailto:coop.sgiovannibosco@gmail.com)
- **Centro Aiuto alla Vita - CAV Caltagirone, Discesa Sant'Agata, 8**  
cell. 334.9891276 - e-mail [cavcaltagirone.corsoformazione@gmail.com](mailto:cavcaltagirone.corsoformazione@gmail.com)
- **Cengei Gruppo Scout:** [caltacngei@hotmail.it](mailto:caltacngei@hotmail.it)

**Onlus Hope &Care** Via Madonna della Via (all'interno della " Città dei Ragazzi")

**Biblioteca comunale:** Via Studi Caltagirone, Italia +39 093353052

**Ludoteca comunale** Via Maria Montessori 2, 95041 Caltagirone, tel. 093325486

**Comune di Mazzarrone**

Piazza dell'Autonomia, 5 95040 Mazzarrone - Politiche Sociali Tel 09333 - 33109

**Associazioni sul territorio:**

- **Associazione Onlus ADRA ITALIA** - sede distaccata di Mazzarrone  
Via Tridentina n° 9 - Referente: Dott.ssa Tinghino Rosa cell. 3662399351
- **CARITAS** Interparrocchiale c/o Chiesa Sacro Cuore di Gesù, Largo Sacro Cuore Mazzarrone (CT)
- **Cooperativa Sociale Somnium**, Via Malaga 84 Mazzarrone (CT).

**Comune di Licodia Eubea**

Piazza Garibaldi 3 Telefono/Fax 0933 963388

**Associazioni sul territorio:****Associazione "Don Bosco"**

Casa di riposo/Comunità alloggio

Piazza Don Bosco, Tel: 0933/963500

**Società Cooperativa Sociale CO.PRO.S. ONLUS**

Sede legale Viale Europa, 10 sc. B - Caltagirone

www.copros.org info@copros.org

**Associazione Fenalca**

Assistenza sanitaria, sociale e attività ricreative

Via San Pietro,27

Presidente: 334/3264555

Vicepresidente: 338/3954467

**C.O.S. - Cooperativa Operatori Sociali**

Corso Umberto

Tel: 339/3036743

Responsabile Carmelo Pepi

**Biblioteca Comunale**

Vico La Russa

**Caritas** (presso la Chiesa Madre)

Referente: Padre Giuseppe

**Cooperativa Ferra- Casa Alloggio per Stranieri**

Contrada Santa Venere

**Istituto Comprensivo Enrico Fermi**

Via San Pietro,27

Segretariato: 0933/801951

**Comune di Mineo**, Piazza Buglio n° 40 Centralino 0933 989011**Associazioni sul territorio:****Caritas**

chiedere a P. Nunzio Valdini (Parroco di Sant'Agrippina e Santa Maria Maggiore) o a P. Santo Cammisuli (Parroco San Pietro).

**Consorzio Sol Calatino SCS**

Sede operativa: Cortile della Cooperazione 6

95044 Mineo (CT)

Tel: 0933/981051

Mail: [info@solcalatino.it](mailto:info@solcalatino.it)

**ASSOCIAZIONI:**

[http://www.comune.mineo.ct-egov.it/la\\_citt%C3%A0/associazioni/](http://www.comune.mineo.ct-egov.it/la_citt%C3%A0/associazioni/)

**BIBLIOTECA E MUSEO CAPUANA:**

Via Romano,16 - Via Capuana, 3

Responsabile Bibliotecaria Ins. Maria Salamanca

Tel.0933/983056

e-mail: [biblioteca.capuana@comune.mineo.ct.it](mailto:biblioteca.capuana@comune.mineo.ct.it)

[museo.capuana@comune.mineo.ct.it](mailto:museo.capuana@comune.mineo.ct.it)

**AVIS** Fax- 0933/981116 - 0933/364052

**ISTITUTO SCOLASTICO COMPRENSIVO** 0933/982141-982278-981165

**OSPEDALE S. LORENZO** CENTRALINO 0933/983320-300

**Comune di San Cono**, Piazza Antonio Gramsci, 1, Centralino 0933 970000

**Associazioni sul territorio:**

**AVIS** via S. Gennaro N.75

**Comune di San Michele di Ganzaria**, Via Roma n°82 Centralino 0933 971011

**Associazioni sul territorio:**

**AVIS** via Giacomo Donizetti

**ARCI** via Elio Lambertino N 5

**Comune di Grammichele**, Piazza Carlo Maria Carafa n°1 Centralino 0933 859009

**Biblioteca comunale "G.Giorlando"** Largo Perez

**ASSOCIAZIONI DI VOLONTARIATO PREVENZIONE E SALUTE**

**G.V.S.GRUPPO VOLONTARI SOCCORSO ONLUS**

Corso Roma, 9295042 GRAMMICHELE (CT)

**Casa D'accoglienza Per Gestanti Ragazze Madri E Donne In Difficolta' Nazareth**

Via Volta Alessandro 47

95042 Grammichele (CT)

Tel: 0933940558

**Associazione Casa Famiglia Rosetta ONLUS** - Grammichele

**Comune di Vizzini**, Piazza Umberto, n° 1 centralino 0933 193 7372

**Biblioteca comunale "Lucio Marineo"**

Via Vittorio Emanuele, 31 - 95049 Vizzini

Telefono: 0933/965.675

Fax: 0933/965.814

E-mail: [biblioteca.vizzini@virgilio.it](mailto:biblioteca.vizzini@virgilio.it)

**Associazioni sul territorio:**

Cooperativa sociale "Il Sorriso" c/o Contrada Albanicchi sn Vizzini

**Comune di Mirabella Imbaccari**, Piazza Vespri n°1 Centralino 0933 990011

BIBLIOTECA COMUNALE

Piazza Aldo Moro

**Associazioni sul territorio:**

**ASSOMED ONLUS SOCIETA' COOPERATIVA SOCIALE**

Assistenza Domiciliare e Ospedaliera

Via Umberto I 20 - 94015 PIAZZA ARMERINA (EN) tel. 0935 680799

## **APPENDICE**

### **Modulistica**

- Autocertificazione di residenza;
- Dichiarazione sostitutiva stato di famiglia;
- Dichiarazione atto notorio camera di commercio;
- Sollecito ad adempiere istanza di concessione della cittadinanza italiana;
- Modulo di cittadinanza 18 anni.

**AUTOCERTIFICAZIONE DI RESIDENZA**  
**(art. 46 D.P.R. 445 del 28 dicembre 2000)**

Il/la sottoscritto/a \_\_\_\_\_

nato/a in \_\_\_\_\_ il \_\_\_\_\_

residente in \_\_\_\_\_ via \_\_\_\_\_ n. \_\_\_\_\_

consapevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi, richiamate dall'art. 76 del D.P.R. 445 del 28 dicembre 2000

**D I C H I A R A**  
di ESSERE RESIDENTE

in (1) \_\_\_\_\_ (\_\_\_\_\_) in via/piazza  
(comune di residenza) (provincia)

\_\_\_\_\_  
(indirizzo e numero civico)

Dichiaro di essere informato, ai sensi e per gli effetti di cui all'art. 10 della legge 675/96 che i dati personali raccolti saranno trattati, anche con strumenti informatici, esclusivamente nell'ambito del procedimento per il quale la presente dichiarazione viene resa.

data \_\_\_\_\_

\_\_\_\_\_  
(2) Firma del/la dichiarante  
(per esteso e leggibile)

**Esente da imposta di bollo ai sensi art. 37 D.P.R. 28 dicembre 2000 n. 445.**

-----

(1) Indicare il Comune alla cui anagrafe l'interessato/a è iscritto/a.

(2) Ai sensi dell'art. 38, D.P.R. 445 del 28 dicembre 2000, la dichiarazione è sottoscritta dall'interessato in presenza del dipendente addetto ovvero sottoscritta e inviata assieme alla fotocopia non autenticata di un documento di identità del dichiarante, all'ufficio competente via fax, tramite un incaricato, oppure a mezzo posta.

Nei casi in cui le norme di legge o di regolamenti prevedono che in luogo della produzione di certificati possa essere presentata una dichiarazione sostitutiva, la mancata accettazione della stessa costituisce violazione dei doveri di ufficio.

**DICHIARAZIONE SOSTITUTIVA DEL CERTIFICATO DI STATO DI FAMIGLIA  
(articolo 46 d. P. R. 28 dicembre 2000, n. 445)**

Il sottoscritto \_\_\_\_\_

(cognome) (nome) \_\_\_\_\_

nato a \_\_\_\_\_ ( ) il \_\_\_\_\_

(luogo) (provincia) (giorno, mese, anno)

e residente a \_\_\_\_\_ in \_\_\_\_\_

(luogo) (indirizzo)

consapevole delle sanzioni penali previste nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi (richiamate dall'articolo 76 del D.P.R. 28 dicembre 2000, n. 445), nonché della decadenza dai benefici conseguenti al provvedimento eventualmente emanato sulla base della dichiarazione non veritiera, qualora dal controllo effettuato emerga la non veridicità del contenuto di taluna delle dichiarazioni rese (articolo 75 del DPR 28 dicembre 2000, n. 445)

**DICHIARA**

che la propria famiglia si compone di:

1. \_\_\_\_\_ nato/a il \_\_\_\_\_ a \_\_\_\_\_

(cognome e nome) (giorno, mese, anno) (luogo)

\_\_\_\_\_  
(indicare il rapporto con il dichiarante)

2. \_\_\_\_\_ nato/a il \_\_\_\_\_ a \_\_\_\_\_

(cognome e nome) (giorno, mese, anno) (luogo)

\_\_\_\_\_  
(indicare il rapporto con il dichiarante)

3. \_\_\_\_\_ nato/a il \_\_\_\_\_ a \_\_\_\_\_

(cognome e nome) (giorno, mese, anno) (luogo)

\_\_\_\_\_  
(indicare il rapporto con il dichiarante)

4. \_\_\_\_\_ nato/a il \_\_\_\_\_ a \_\_\_\_\_

(cognome e nome) (giorno, mese, anno) (luogo)

\_\_\_\_\_  
(indicare il rapporto con il dichiarante)

\_\_\_\_\_  
(luogo e data)

\_\_\_\_\_  
(Firma del dichiarante, per esteso e leggibile)\*

Esente da imposta di bollo ai sensi dell'art. 37 del D.P.R. 28 dicembre 2000 n. 445.

\*La firma non va autenticata, né deve necessariamente avvenire alla presenza dell'impiegato dell'Ente che ha richiesto il certificato.

Art. 74 D.P.R. 28 dicembre 2000 n. 445: Costituisce violazione dei doveri d'ufficio la mancata accettazione delle dichiarazioni sostitutive di certificazione (autocertificazione) rese a norma delle disposizioni di cui all'art. 46 D.P.R.

28.12.2000 N. 445

**DICHIARAZIONE SOSTITUTIVA DI CERTIFICAZIONE**  
**(Art. 46 del D.P.R. n. 445/2000 – Art. 15 della Legge 11. 183/2011)**

Il/la sottoscritto/a (cognome e nome) \_\_\_\_\_  
nato/a a \_\_\_\_\_ Provincia \_\_\_\_\_ il \_\_\_\_|\_\_\_\_|\_\_\_\_|  
residente a \_\_\_\_\_ Provincia \_\_\_\_\_  
Via \_\_\_\_\_ n. \_\_\_\_\_ Tel. \_\_\_\_\_  
Titolare di titolo di soggiorno n. \_\_\_\_\_ rilasciato dalla Questura di \_\_\_\_\_  
consapevole delle responsabilità penali previste dall'art. 76 del D.P.R. 445/2000,

DICHIARA

sotto la propria responsabilità,

- di essere il legale rappresentante della \_\_\_\_\_
- che la società de qua non si trova in stato di liquidazione o di fallimento e che, comunque, non risulta iscritta nel registro imprese alcuna dichiarazione di procedura concorsuale relative alla società sopraindicata.

Data e Firma

\_\_\_\_\_

**DICHIARAZIONE SOSTITUTIVA DELL'ATTO DI NOTORIETA'**  
**(Art. 47 del D.P.R. n. 445/2000 - Art. 15 della Legge n. 183/2011)**

Il/la sottoscritto/a (cognome e nome) \_\_\_\_\_  
nato/a a \_\_\_\_\_ Provincia \_\_\_\_\_ il \_\_\_\_|\_\_\_\_|\_\_\_\_|  
residente a \_\_\_\_\_ Provincia \_\_\_\_\_  
Via \_\_\_\_\_ n. \_\_\_\_\_ Tel. \_\_\_\_\_  
Titolare di titolo di soggiorno n. \_\_\_\_\_ rilasciato dalla Questura di \_\_\_\_\_,  
in qualità di legale rappresentante (nominato a far data da .....  
..... in carica fino a .....) della Società \_\_\_\_\_  
consapevole delle responsabilità penali previste dall'art. 76 del D.P.R. 445/2000,

**DICHIARA**

sotto la propria responsabilità, che la sopraindicata Società commerciale é iscritta nella Sezione Ordinaria — Ufficio Registro delle Imprese tenuto dalla Camera di Commercio Industria Artigianato e Agricoltura di..... al n. .... - codice fiscale/partita Iva n. ....;

- e che la forma giuridica consiste in: .....
- che la sede legale è sita in .....
- che la società è stata costituita in data .....
- che la durata della società è prevista fino a : .....
- che il sistema di amministrazione adottato consiste in: .....
- che da Statuto I poteri degli organi amministrativi risultano:  
.....  
.....

Data e Firma

**Allegare fotocopia documento di identità firmato dal titolare**



**Ministero dell'Interno**  
**Dipartimento per le libertà civili e l'immigrazione**  
**Direzione Centrale per i Diritti Civili**  
**la Cittadinanza e le Minoranze**  
**via Cavour, 6 - 00184 - ROMA**  
**Prefettura - Ufficio Territoriale del Governo di Siracusa**  
**Piazza Archimede, 15**  
**96100- Siracusa**

**Oggetto: sollecito ad adempiere istanza di concessione della cittadinanza italiana**  
**(legge 5.02.1992 n. 91) Rif.: pratica n. ( codice K)\_\_\_\_\_**

Il/la sottoscritto/a \_\_\_\_\_ nato/a a \_\_\_\_\_  
il \_\_\_\_\_ residente in \_\_\_\_\_  
Via \_\_\_\_\_  
nazionalità \_\_\_\_\_  
recapiti telefonici ed email \_\_\_\_\_

Premesso:

- che in data \_\_\_\_\_ ha presentato istanza e relativa documentazione presso  
l'Ufficio Territoriale del Governo di Siracusa;  
- che in data \_\_\_\_\_ è stato sostenuto il colloquio presso la questura  
di residenza;

Visto l'articolo 3 della legge 18.04.1994 n.362: "1. Per quanto previsto dagli articoli 2 e 4  
della legge 7 agosto 1990, n. 241, il termine per la definizione dei procedimenti di cui al  
presente regolamento e' di settecentotrenta giorni dalla data di presentazione della  
domanda".

Con la presente sollecita ad adempiere:

Il Dirigente dell' Ufficio cittadinanza dell'Ufficio Territoriale del Governo di Siracusa,  
nonché il Funzionario responsabile del Dipartimento per le libertà civili e l'immigrazione - Direzione  
Centrale per i Diritti Civili, la Cittadinanza e le Minoranze - Cittadinanza,  
affinché in tempi brevi sia posto in conclusione il predetto procedimento di concessione  
della cittadinanza italiana;

e chiede

Ai sensi della legge n. 241/1990, che venga data informazione al/alla sottoscritto/a sullo  
stato degli atti relativi alla pratica in oggetto relativamente alle ragioni del ritardo.

Distinti saluti

**Data \_\_\_\_\_ Firma \_\_\_\_\_**

**Allegati: copia della carta d'identità dell'istante**

**Dichiarazione sostitutiva di certificazioni  
(Art. 46 D.P.R. 445 del 28 dicembre 2000)  
Per richiesta di cittadinanza**

**Al Sindaco del Comune di \_\_\_\_\_  
Ufficio di Stato Civile**

Il/la sottoscritto/a (cognome e nome) \_\_\_\_\_

nato/a a \_\_\_\_\_ Provincia \_\_\_\_\_ il \_\_\_\_|\_\_\_\_|\_\_\_\_|

residente a \_\_\_\_\_ Provincia \_\_\_\_\_

Via \_\_\_\_\_ n. \_\_\_\_\_ Tel. \_\_\_\_\_

Titolare di titolo di soggiorno n. \_\_\_\_\_ rilasciato dalla Questura di \_\_\_\_\_

consapevole delle sanzioni penali in caso di dichiarazioni false (ai sensi degli artt. 75 e 76 D.P.R. 445/2000) sotto la propria responsabilità, ai fini della richiesta di acquisto della cittadinanza italiana ai sensi dell' art. 4 comma 2 legge n. 91/1992

**DICHIARA**

barrare solo le caselle che interessano:

di essere nato/a a \_\_\_\_\_ Prov. \_\_\_\_\_ il \_\_\_\_|\_\_\_\_|\_\_\_\_|

di essere cittadino/a \_\_\_\_\_

di essere : celibe nubile \_\_\_\_\_

di essere residente nel Comune di \_\_\_\_\_ dal \_\_\_\_\_

di essere stato residente nei seguenti Comuni:

\_\_\_\_\_ dal \_\_\_\_\_ al \_\_\_\_\_

\_\_\_\_\_ dal \_\_\_\_\_ al \_\_\_\_\_

\_\_\_\_\_ dal \_\_\_\_\_ al \_\_\_\_\_

di essere stato iscritto sul titolo di soggiorno di :

padre

madre

entrambi

di NON avere figli

di vere figli: cognome e nome del figlio \_\_\_\_\_

di aver frequentato le seguenti scuole: \_\_\_\_\_

di aver effettuato le vaccinazioni presso la Azienda Sanitaria di \_\_\_\_\_

**Allega copia del documento d'identità**

\_\_\_\_\_ li \_\_\_\_\_ Firma \_\_\_\_\_

**N.B.: La presente dichiarazione non necessita dell'autenticazione della firma e sostituisce a tutti gli effetti le normali certificazioni richieste o destinate ad una pubblica amministrazione nonché ai gestori di pubblici servizi . L'Amministrazione si riserva di effettuare dei controlli, anche a campione, sulla veridicità delle dichiarazioni (art. 71, comma 1 D.P.R. 445/2000)**