



MUNICIPALITY OF RAVENNA

Services and Citizens' Participation Area
O.U. Immigration Policies and decentralized Cooperation
Immigrants Centre
Via Oriani 44 - phone 0544/485314

NECESSARY DOCUMENTATION FOR EU PERMIT FOR LONG -TERM RESIDENTS

1 REVENUE STAMP OF 16.00 Euro

COPY OF RESIDENCE PERMIT FRONT AND BACK VALIDITY IN COURSE

COPY OF THE PASSPORT (only pages with number, date of issue and expiration and the personal data)

For the subordinate workers

COPY OF THE FORM UNILAV

In case of domestic work COPY OF THE NOTIFICATION OF THE EMPLOYMENT RELATIONSHIP
TELEMATICALLY SENT TO INPS

COPY OF CONTRACT OF RESIDENCE WITH COPY OF RETURN RECEIPT OF THE REGISTERED MAIL SENT TO SUI
(if employed before 15th November 2011)

COPY OF LAST PAYSリップ or COPY INPS RECEIPT FORM (in case of domestic work)

In case of domestic work COPY OF THE QUARTERLY PAYMENT CONTRIBUTIONS

COPY OF CUD or INCOME TAX DECLARATION OF PREVIOUS YEAR

In case of domestic work or in case of more than one working relationship is requested the INCOME TAX
DECLARATION

CERTIFICATE OF PENDING CHARGES (validity of 6 months)

CERTIFICATE OF CRIMINAL RECORDS (validity of 6 months)

AUTOCERTIFICATION OF RESIDENCE

For the self-employed workers

COPY OF CHAMBER OF COMMERCE CERTIFICATE (has a validity of 6 months)

THE ACT OF FAMILY BUSINESS OR THE CONTRACT OF PROFIT-SHARING, ETC.

COPY OF THE CONTRACT in case of forms of parasubordinate work

COPY OF VAT CERTIFICATE

COPY OF INCOME TAX DECLARATION RELATING TO THE PREVIOUS YEAR

COPY OF PROVISIONAL BUDGET ENDORSED WITH STAMP OF THE ACCOUNTANT

CERTIFICATE OF PENDING CHARGES (validity of 6 months)

CERTIFICATE OF CRIMINAL RECORDS (validity of 6 months)

AUTOCERTIFICATION OF RESIDENCE

For family dependent

1 REVENUE STAMP OF 16.00 Euro PER HEAD (for the age above 14 years)

COPY OF RESIDENCE PERMIT FRONT AND BACK IN COURSE OF VALIDITY

COPY OF THE PASSPORT (only pages with number, date of issue and expiration and the personal data)

COPY OF CUD or INCOME TAX DECLARATION WITH A COPY OF THE DOCUMENT OF A FAMILY MEMBER IN WHICH IS DEPENDENT

CERTIFICATE OF PENDING CHARGES (for the age above 14 years, has a validity of 6 months)

CERTIFICATE OF CRIMINAL RECORDS (for the age above 14 years, has a validity of 6 months)

CERTIFICATE OF FITNESS OF HABITATION (validity of 6 months; by the Municipal Police; with the exemption of the family of the beneficiaries of the international protection)

AUTOCERTIFICATION OF RESIDENCE AND THE FAMILY STATUS

Documents concerning the accomodation that might be requested by the Questura (Police Headquarter) **at the moment of photo identification** in addition to those mentioned above:

PHOTOCOPY OF THE RENTAL CONTRACT or THE ACT OF PROPERTY OF THE DWELLING AND IN ADDITION, IF NO FAMILY MEMBER HOLDS THE CONTRACT, THE DECLARATION OF HOSPITALITY UNDERSIGNED BY THE HOST AND THE CONSENT OF THE OWNER OF THE ACCOMODATION WITH COPY FRONT AND BACK OF THE IDENTIFICATION DOCUMENTS OF THE DECLARANTS.

IMPORTANT

Can apply for the EU Permit a long term resident who is present in Italy for 5 years and one day (requirements required also for children under 14 years of age) from the release of the first residence permit and at the time of the request , it is necessary **to have the residence**

During the 5 years of stay in Italy the foriegn citizen must not be absent for more than 6 consecutive months or for more than ten months overall in the five - year period

The necessary income to obtain the EU Permit for long-term residents must not be less than the annual amount of the social allowance, and in the case of a request relating to family members, must be within the parameters of income foreseen for family reunification

From December 9, 2010 the release of the EU Permit for long term residents is subject to proof of knowledge of italian language not lower than A2 level (Certificates and Diploma is necessary to request the Authentic Copy at the Registry Office).

Is possible to prove: by passing a specific test in italian language organized by Sui; in possession of a certification certifying knowledge of italian language at least A2 level; in possession of a first or second grade secondary school diploma from the Italian school system; enrollment in a university courses , master's or doctorates at Italian universities.

ARE EXEMPTED the beneficiaries of international protection and the person affected by severe limitations in language learning ability due to age, handicaps or with pathologies that are certified by a public health facility.

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