



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 THE REQUEST OF RENEWAL OF THE PERMIT OF RESIDENCE FOR WORK

1 REVENUE STAMP 16.00 Euro

COPY OF RESIDENCE PERMIT FRONT AND BACK

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 THE LAST PAYSリップ OR COPY OF INPS FORM (in case of domestic work)

In case of domestic work COPY OF THE QUARTERLY PAYMENTS CONTRIBUTIONS

COPY CUD or INCOME TAX DECLARATION or CERTIFICATE OF REMUNERATION (in case of domestic work)

For the self-employed workers

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

COPY OF THE VAT CERTIFICATE

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 THE INCOME TAX DECLARATION RELATING TO THE PREVIOUS YEAR

COPY OF PROVISIONAL BUDGET ENDORSED BY THE ACCOUNTANT

FOR SELF-EMPLOYED WORKERS / OTHER TYPOLOGIES THE QUESTURA (IMMIGRATION OFFICE) MIGHT ALSO
REQUIRE THE LAST WAGE PROSPECTS, IF PROJECT WORKER OR ASSOCIATED IN PARTECIPATION, IN OTHER
CASES THE PROVISIONAL BUDGET ENDORSED BY ACCOUNTANT (OPTIONAL)

Documents concerning the accommodation that might be requested by 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,
FOR THOSE NOT HOLDER OF THE CONTRACT, THE DECLARATION OF HOSPITALITY UNDERSIGNED BY THE
HOST AND CONSENT OF THE OWNER OF THE ACCOMODATION WITH COPY , FRONT AND BACK, OF THE
IDENTIFICATION DOCUMENTS OF THE DECLARANTS.

LAST UPDATE: 22/02/2023