



## SESTANTE.RA - Servizi per STranieri quAlificazione e kNow how nel Territorio di Ravenna

PROG - 911 CUP F69E24000000006

### Required documentation for the EU long-term residence permit

- 1 revenue stamp of €16.00
- Copy of valid residence permit (front/back)
- Copy of passport (only pages showing number, issue and expiry dates, and personal data)

#### For employees:

- Copy of the UNILAV form
- For domestic workers: copy of the employment declaration sent electronically to INPS
- Copy of residence contract with return receipt of the registered mail sent to SUI (if hired before 15 November 2011)
- Copy of the most recent payslip
- For domestic work: also copy of quarterly INPS contribution payments
- Copy of CUD form or income tax return from the previous year
- For domestic work or multiple jobs: **income tax return is mandatory**
- **Pending criminal charges certificate** (valid for 6 months)
- **Criminal record certificate** (valid for 6 months)

#### For self-employed workers:

- Copy of Chamber of Commerce registration (valid 6 months)
- Family business deed or partnership contract, etc.
- For semi-subordinate work: copy of the contract
- VAT registration certificate
- Income tax return from the previous year
- Provisional financial statement with accountant's stamp
- Pending criminal charges certificate (valid 6 months)
- Criminal record certificate (valid 6 months)





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### **For dependent family members (children and spouse):**

- 1 revenue stamp of €16.00 **per person** (for those over 14)
- Copy of valid residence permit (front/back)
- Copy of passport (pages with number, dates, and personal data)
- Copy of CUD or income tax return with identity document of the supporting family member
- Pending criminal charges certificate (over 14, valid 6 months)
- Criminal record certificate (over 14, valid 6 months)
- **Certificate of suitable housing**, except for beneficiaries of international protection (valid 6 months, requested at the municipal police office)

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### **Housing documents that may be requested by the Police Headquarters at the time of fingerprinting in addition to those already listed:**

- if you are a homeowner: deed of ownership
- if you are the leaseholder: copy of the rental contract
- if you are neither homeowner nor leaseholder: hospitality declaration signed by the homeowner

In all cases where someone signs a document, a front/back photocopy of their valid ID (identity card, driver's license or residence permit) is required.

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### **IMPORTANT**

You may apply for the EU long-term residence permit if you have been in Italy for **at least 5 years and one day**, including for minors under 14, counting from the issue of your first residence permit.

You must **have official residence at the time of application**.

Knowledge of Italian: **minimum A2 level** according to the CEFR. This can be demonstrated by:

- Passing a specific Italian language test held by the SUI (Prefecture)
- Holding a diploma from an Italian secondary school
- Enrollment in university, master's, or PhD programs in Italy
- Certificate of Italian language knowledge at least A2, issued by certified institutions (certificates must be validated at the civil registry office)

**EXEMPTIONS:** beneficiaries of international protection and individuals with serious learning disabilities due to age, disability, or illness, as certified by a public health service.

During the 5-year period, **the foreign national must not have been absent from Italy for more than 6 consecutive months or more than 10 months in total.**

