



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

PROG - 911 CUP F69E24000000006

**DOCUMENTS REQUIRED FOR THE RENEWAL OF A RESIDENCE PERMIT FOR WORK
PURPOSES**

- 1 REVENUE STAMP OF €16.00
- COPY OF THE RESIDENCE PERMIT (FRONT AND BACK)
- COPY OF THE PASSPORT (only the pages with the number, issue and expiry dates, and personal data)

For employees:

- COPY OF THE UNILAV FORM
- In the case of domestic work: COPY OF THE EMPLOYMENT DECLARATION SENT ELECTRONICALLY TO INPS
- COPY OF THE STAY CONTRACT WITH RETURN RECEIPT OF THE REGISTERED LETTER SENT TO SUI (if hired before 15 November 2011)
- COPY OF THE LAST PAYSLIP
- For domestic work: COPY OF QUARTERLY CONTRIBUTION PAYMENTS
- COPY OF CUD or INCOME TAX RETURN or EARNINGS CERTIFICATION (for domestic work)

For self-employed workers:

- COPY OF CHAMBER OF COMMERCE REGISTRATION (valid for 6 months)
- COPY OF VAT NUMBER CERTIFICATE
- FAMILY BUSINESS AGREEMENT OR ASSOCIATION-IN-PARTICIPATION CONTRACT, ETC.
- COPY OF THE CONTRACT in the case of quasi-subordinate work
- COPY OF LAST YEAR'S INCOME TAX RETURN
- COPY OF THE PROVISIONAL BALANCE SHEET WITH THE ACCOUNTANT'S STAMP





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FOR SELF-EMPLOYED WORKERS / OTHER CATEGORIES: the Police Headquarters may also require the LATEST PAYSLIP (if collaborator on a project or associate in participation), otherwise the PROVISIONAL BALANCE SHEET WITH THE ACCOUNTANT'S STAMP (optional)

Housing documents (which may be requested during fingerprinting):

- If you are the owner: deed of ownership
- If you are a tenant: copy of the rental contract
- If you are neither the owner nor the tenant: declaration of hospitality signed by the owner

In all cases where someone signs a document, a FRONT AND BACK COPY OF THEIR VALID ID DOCUMENT is required (ID card, driving license, or residence permit).

Last update: May 2025

