

How to fill out the forms for the permit of stay

Introduction

Here follows the instructions on how to fill out the forms MOD. 209 MODULO 1 and MOD. 209 MODULO 2 to apply (first issue)/renew/convert the permit of stay. Forms are available, at no cost, at most post offices.

According to the type of permit you are applying for (e.g. study, research, family, seeking job...) you have to fill out different sections.

STUDY: APPLY/RENEW THE PERMIT OF STAY FOR STUDY

You must fill out only MOD. 209 MODULO 1. Fill out SEZIONE 1, 2, 3, 4, 5 (only for the first issue), 7, 8 (only if needed). Fill out Point 112 and SEZIONE 11-12 only if your spouse and/or children live in Italy with you.

RESEARCH: RENEW THE PERMIT OF STAY FOR RESEARCH

You must fill out both forms. MOD. 209 MODULO 1: fill out SEZIONE 1, 2, 3, 4, 7. Fill out Point 112 and SEZIONE 11-12 only if your spouse and/or children live in Italy with you. MOD. 209 MODULO 2: fill out SEZIONE 1, 2, 5.

FAMILY:

APPLY FOR FAMILY COHESION ONLY

You must fill out only MOD. 209 MODULO 1. Fill out SEZIONE 1, 2, 3, 4, 5 (only for the first issue), 7, 8 (only if you need it). SEZIONE 9 only points 86-93.

RENEW THE PERMIT OF STAY FOR FAMILY

You must fill out only MOD. 209 MODULO 1. Fill out SEZIONE 1, 2, 3, 4, 5 (only for the first issue), 7, 8 (only if you need it).

SEEKING EMPLOYMENT: CONVERT THE PERMIT IN A PERMIT OF STAY FOR SEEKING EMPLOYMENT

You must fill out both forms. MOD. 209 MODULO 1: fill out SEZIONE 1, 2, 3, 4, 7. Fill out Point 112 and SEZIONE 11-12 only if your spouse and/or children live in Italy with you. MOD. 209 MODULO 2: fill out SEZIONE 6.

APPLY FOR EU LONG-TERM RESIDENCE PERMIT (PERMESSO DI SOGGIORNO UE PER SOGGIORNANTI DI LUNGO PERIODO)

You must fill out both forms. MOD. 209 MODULO 1: fill out SEZIONE 1, 2, 3, 4, 7, 9 (points 85-118), 10 (if your family members live in Italy), 11 (if your spouse lives in Italy), 12 (if you have dependent children under 14 years old living in Italy). MOD. 209 MODULO 2: fill out SEZIONE 1; SEZIONE 2, 3 or 4 (according to the type of job chosen in SEZIONE 1); SEZIONE 5.

APPLY FOR RESIDENCE CARD FOR FAMILY MEMBERS OF ITALIAN OR EU CITIZEN (CARTA DI SOGGIORNO PER FAMILIARI DI CITTADINI ITALIANI O EUROPEI)

You must fill out only MOD. 209 MODULO 1. Fill out SEZIONE 1, 2, 3, 4, 5 (only if you got a Visa to enter Italy and only for the first issue), 7, 8 (if needed).

modulo 1 - How to fill it out

1. YOU MUST FILL OUT ALL THE FORM IN CAPITAL LETTERS USING A BLACK PEN

Write here the name of the city where Questura is located. E.g. TRIESTE.
Choose the Questura office according to the province where you live in Italy.

Write here the abbreviation of the province where Questura is located. E.g. TS for Trieste, UD for Udine. See "tabella allegata n.1".

Don't attach the stamp. It will be done by the officer at the post office.

2. SEZIONE 1
Write your personal data and your request.

3-4. Write your surname/s (3. COGNOME) and your name/s (4. NOME), as reported in your passport. For special characters, refer to the bottom lines of your passport.

5. Write the abbreviation of the province where you live in Italy. Remember that the province where you live must be the same indicated for Questura office on the top of the form.

6. Write the name of the Municipality where you live in Italy.

7-12. Here you have to specify your request. Check (with a X) one of the following options:

- Point 8. - rilascio/first issue (if it is the first time you are applying for a permit or if you are applying for EU long-term residence permit)
- Point 9. - rinnovo/renewal (if you have to renew the permit)
- Point 10. - aggiornamento/ update (e.g. if you have to add a newborn son/daughter in your permit)
- Point 11. - duplicato/duplicate (if you need a duplicate of your permit, e.g. if you have lost it)
- Point 12. - conversione/conversion (if you have to change your current permit in a new permit of other type).

13-15. Choose which kind of permit you are applying for:
14. permesso di soggiorno (permit of stay)
15. carta di soggiorno (if you are applying for EU long-term resident permit or for Residence Card for Italian or EU citizen's family member).

2. SEZIONE 1 - DATI DELLA RICHIESTA

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

3. COGNOME (a)

4. NOME (a)

5. PROVINCIA DI DOMICILIO (b)

6. COMUNE DI DOMICILIO

7. RICHIEDE IL:

8. RILASCIO (c)

9. RINNOVO (c)

10. AGGIORNAMENTO (c)

11. DUPLICATO (c)

12. CONVERSIONE (c)

13. DEL/DELLA:

14. PERMESSO DI SOGGIORNO (c)

15. CARTA DI SOGGIORNO (c)

16. CODICE TIPOLOGIA PERMESSO CARTA DI SOGGIORNO IN RICHIESTA (d)

17. AGGIORNAMENTO FOTO CARTA SOGGIORNO STRANIERI (c)

18. NUMERO PERMESSO / CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (e)

19. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO (d)

20. DATA DI SCADENZA DEL PERMESSO gg / mm / aaaa

21. SEZIONE 2 - DATI SULL'ISTANZA COMPILATA (f)

22. INDICARE QUALI MODULI SONO STATI COMPILATI

23. MODULO 1

24. MODULO 2

25. INDICARE IL NUMERO TOTALE DI FOGLI (g)

26. INDICARE IL NUMERO DICHIARATO DI FIGLI A CARICO (h)

27. CHIUNQUE RILASCI A DICHIARAZIONI MENDACI, FORMA ATTI FALSI O NE FA USO NEI CASI PREVISTI DAL DPR 28 DICEMBRE 2000 N.445, E' PUNITO AI SENSI DEL CODICE PENALE E DELLE NORME IN MATERIA DI IMMIGRAZIONE

28. DATA gg / mm / aaaa

29. FIRMA

16. Write the code of the permit you are applying for. You have to write the number indicated in "Tabella allegata n.2".

Here follows some codes (not all of them) you might need:
09-EU long-term residence permit, 13-family reasons (adults e.g. spouse), 14-family (minors), 15-self-employed job, 16-subordinate work, 24-study (university courses), 27- research, 29-research/Mobility, 28-seeking employment (for researchers only), 30 seeking employment (for students only), 5-seeking employment (for all except researchers and students).

17. Check this option ONLY IF you are applying to update the photo in your EU long-term resident permit (permesso di soggiorno UE per soggiornanti di lungo periodo).

18-20. Points 18, 19, 20 are not requested in case of first issue (rilascio) of the permit. When renewing, updating, duplicating, converting or applying for the EU long-term residence permit, write the number of your current permit at point 18 (It is written on its top right). The type (point 19) and the expiry date dd.mm.yyyy (point 20). For point 19, see "Tabella allegata n.2" and write the number that matches with the permit of stay you hold. Here follows some codes (not all of them) you might need if you are a student or researcher : 09-EU long-term residence permit, 13-family reasons (adults e.g. spouse), 14- family (minors), 15-self-employed job, 16-subordinate work, 24-study (university courses), 27- research, 29 -research/Mobility, 28-seeking employment (for researchers only), 30 seeking employment (for students only), 5-seeking employment (for all except researchers and students).

21. SEZIONE 2
Data of the request.

22-24. Skip point 22.
Point 23: Check this option with an X (it means that you have filled out this form - called Modulo 1).
Point 24: Check this option with an X if you fill out also the other form, called MODULO 2.

25-29. Skip points 25, 27.
Point 26: write the number of dependent children under 14 years old living with you in Italy. Report their data in SEZIONE 12 (see point 136).
Points 28-29: You will write the date (DATA) and you will sign the form (FIRMA) at the post office. DO NOT SIGN the form before, it must be done in front of the postal officer.

30. SEZIONE 3
Personal data.

31. Write your tax identification number (Codice fiscale). It is not mandatory if you are applying for the first issue and you don't hold it yet.

32. Write:
A-if you are NOT married, B-if you are married.

33. Specify your sex according to the codification where:
F=female, M=male,

34. Date of birth (dd/mm/yyyy).

35-36. Write the abbreviation (codice stato) of your country of birth (point 35) and citizenship (point 36). See tabella allegata n.3.

37. Check SI (Yes) if you are a refugee, if you aren't check NO.

38. Write your place of birth, as reported in your passport or in another ID document.

39. SEZIONE 4
You have to provide the data of an ID document, that can be either the passport (if so, go to point 40) or another kind of ID document (if so, go to point 41).

40. Check this option if you hold a passport, then skip to point "44-numero" and write there your passport number. At point 45 write the expiry date of your passport (dd/mm/yyyy) and then skip to SEZIONE 5.

41. Check this option if you hold an ID document different from a passport. At point 42 specify the type of document you hold. See Tabella-allegata n. 4 with the list of the ID documents and write the code (codice) corresponding with the ID document you hold:
01-Travel document for statless persons
02-Refugee travel document
03-Foreigner travel document
04-Seafarer's book
05-Air navigation document
06-United Nations laissez-passer
07-Document issued by NATO Headquarters
08-UNMIK travel document
09-Identity card for citizens of the EU Member States.
Then skip to point "44-numero" and write your ID document' number. At point 45 write the expiry date of the document (dd/mm/yyyy) and then go to point 46.



30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (OVE IN POSSESSO)

32. STATO CIVILE (i) 33. SESSO (i) 34. NATO/A IL (a) / /

35. CODICE STATO NASCITA (k) 36. CODICE STATO CITTADINANZA (k) 37. RIFUGIATO (c) SI NO

38. CITTA' DI NASCITA

39. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

40. PASSAPORTO (c) 41. O ALTRO TIPO DI DOCUMENTO (c) 42. SPECIFICARE ALTRO TIPO DI DOCUMENTO (l)

43. ALTRO

44. NUMERO

45. VALIDO SINO AL / /

46. RILASCIATO DA (m)

47. SEZIONE 5 - DATI VISTO (n)

48. DATA DI INGRESSO IN ITALIA / /

49. FRONTIERA

50. NUMERO VISTO (n) 51. TIPO VISTO (n)

52. INGRESSO SINGOLO (c) 53. INGRESSO MULTIPLA (c)

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO (n)

55. DURATA DEL VISTO (n)

56. VALIDO DAL (n) / / 57. SINO AL (n) / /

46. Specify who issued the ID document. See "Tabella allegata n.5" and write the code (codice) corresponding with the authority:
01- the government
02- the embassy/consulate of your country abroad
03- the embassy/consulate of your country in Italy
04- the embassy/consulate located in the Vatican
05- UN-United Nations (ONU-Organizzazione Nazioni Unite) for UN managers only
06- Questura (italian immigration office).
Then skip to SEZIONE 5.

47. SEZIONE 5
Data of the entry visa. To be filled out only when applying for the first issue of a permit of stay.
If this is not the case, skip to SEZIONE 7.

48. Write the date when you entered Italy (dd/mm/yyyy).
49. Specify from which border/or airport you entered Italy.

50. Write the number of your Visa. It is written on the top right.
51. Specify the type of Visa. E.g. D

52-53. Check point 52 if you have a single entry Visa, OR point 53 if you have a multiple entry visa. See your visa:
SING = single entry
MULT = multiple entries.

54. Write the purpose of your visa (see the annotations).
E.g. studio, ricerca, lavoro, famiglia.

55. Write the duration of the visa (days)
56-57. Write the first day and the last day of visa validity (from dd/mm/yyyy; until dd/mm/yyyy).
Then skip to SEZIONE 7.

58. SEZIONE 6
Skip this section. It is dedicated to refugees and stateless people only.

65. SEZIONE 7
Write your current address in Italy (even if it is a temporary one, you can update it at the appointment in Questura).

66. Write the abbreviation of the province. E.g. TS for Trieste, UD for Udine, PN for Pordenone, GO for Gorizia. See "tabella allegata n.1".
67. Write the name of the Municipality.

68. Name of the street/square
69. Number of the street (numero) and eventually the letter (lettera)
e.g. Piazza Unità 4/B
70. Specify the staircase (if it is specified in the address)
e.g. via Roma 4, scala B
71. Apartment number (if available)
72. Postal code (e.g. 34100).

73. E-mail address.
It is not mandatory but we warmly advise you to write it.

74. Italian telephone number (landline).
75. Italian mobile phone number.
It is strongly recommended to add an Italian mobile phone number to be reached by Questura.

76. SEZIONE 8
Here you can write an address other than the one indicated previously, where the immigration office can send any further communication. E.g. the address of a friend or relative. Fill out this section only if needed.

77. Write here (PRESSO) the name and surname of your friend or relative and then the address as did in the previous section (points 66-72).



MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

58. SEZIONE 6 - RICHIESTA RINNOVO TITOLO / DOCUMENTO DI VIAGGIO

59. TITOLO DI VIAGGIO PER STRANIERO (c) <input style="width: 100%;" type="text"/>	60. TITOLO DI VIAGGIO PER APOLIDE (c) <input style="width: 100%;" type="text"/>
61. DOCUMENTO DI VIAGGIO PER RIFUGIATO (c) <input style="width: 100%;" type="text"/>	
62. PERIODO PER IL QUALE SI CHIEDE IL RINNOVO (c)	63. 1 ANNO (c) <input style="width: 50%;" type="text"/>
	64. 2 ANNI (c) <input style="width: 50%;" type="text"/>

65. SEZIONE 7 - RECAPITO IN ITALIA DEL RICHIEDENTE

66. PROVINCIA (b)

67. COMUNE

68. INDIRIZZO

69. NUMERO CIVICO /

numero / lettera

70. SCALA

71. INTERNO

72. CAP

73. INDIRIZZO E-MAIL (FACOLTATIVO) (p)

74. TELEFONO FISSO IN ITALIA (FACOLTATIVO) (p) /

75. TELEFONO CELLULARE IN ITALIA (FACOLTATIVO) (p) /

76. SEZIONE 8 - RECAPITO PER EVENTUALI COMUNICAZIONI (q)

77. PRESSO (r)

78. PROVINCIA (b)

79. COMUNE

80. INDIRIZZO

81. NUMERO CIVICO /

numero / lettera

82. SCALA

83. INTERNO

84. CAP

108-111. Write your current address in Italy.

112-118. In this subsection specify if also your spouse (113. coniuge) or a parent (116. genitore), who joined you in Italy with the family reunion procedure, is applying for the permit. Check yes (si) or no (no).

119.

SEZIONE 10

This section is requested if you are applying for the EU long-term residence permit (Permesso di soggiorno UE per soggiornanti di lungo periodo) or if you are converting your permit in a permit of stay for family.

You have to declare if you live in Italy with your spouse/children or other relatives who are dependent on you (financially supported).



MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

4) 105. PROVINCIA (b)

106. COMUNE

107. INDIRIZZO

108. ATTUALMENTE DI RISIEDERE IN:

1) 109. PROVINCIA (b)

110. COMUNE

111. INDIRIZZO

112. LA PRESENTE RICHIESTA DI PERMESSO / CARTA DI SOGGIORNO E' CORRELATA ALLA ISTANZA PRESENTATA DA:

113. CONIUGE	114. SI (c) <input type="checkbox"/>	115. NO (c) <input type="checkbox"/>
116. GENITORE	117. SI (c) <input type="checkbox"/>	118. NO (c) <input type="checkbox"/>

119. SEZIONE 10. FAMILIARI A CARICO CONVIVENTI (s)

120. NUMERO PERSONE CONVIVENTI

121. RAPPORTO PARENTELA:

122. CONIUGE (c) 123. FIGLI (c) 124. NUMERO

125. ALTRO (c) 126. SPECIFICARE RAPPORTO DI PARENTELA

127. RIPORTARE I DATI ANAGRAFICI NELLE SEZIONE 11 E 12

120. Number of people living together (including you).

121-127. Specify the degree of kinship. Check point 122 for spouse, check point 123 for children and specify the number at point 124. Check point 125 for another kind of kinship (other than spouse or children, e.g. uncle or other) and then specify it at point 126.

Point 127. Personal data must be reported also in section 11 (spouse section) and 12 (children section).

128.

SEZIONE 11

If your spouse is living in Italy, you must report here her/his personal data.

129-135. Write your spouse surname (point 129) and name (point 130), as reported in the passport. Specify the sex (F=female, M=male) at point 131 and the date of birth (dd/mm/yyyy) (point 132).

Specify the country of birth (point 133): see Tabella allegata n. 3 and write the abbreviation (Codice stato) of the country where your spouse was born. Specify the citizenship (point 134): see Tabella allegata n. 3 (Codici Stato) and write the abbreviation (Codice stato) of your spouse citizenship (you have to choose the country). At point 135 write the birth place of your spouse.

136.

SEZIONE 12

If your children are under 14 years old and are living in Italy with you, you have to report their personal data. Fill out one box per child. See the instructions of points 129-135. The data requested are the same.



MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

128. 128. SEZIONE 11 - CONIUGE

129. COGNOME (a)

130. NOME (a)

131. SESSO (j) 132. NATO/A IL (a) / /
gg mm aaaa

133. CODICE STATO NASCITA (k) 134. CODICE STATO CITTADINANZA (k)

135. CITTA' DI NASCITA

136. 136. SEZIONE 12 - FIGLI MINORI DI 14 ANNI A CARICO REGOLARMENTE SOGGIORNANTI IN ITALIA (u)

137. COGNOME (a)

138. NOME (a)

139. SESSO (j) 140. NATO/A IL (a) / /
gg mm aaaa

141. CODICE STATO NASCITA (k) 142. CODICE STATO CITTADINANZA (k)

143. CITTA' DI NASCITA



MINISTERO DELL'INTERNO

Codice Istanza
Spazio per codice a barre

MOD. 209
MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

159. SEZIONE 12 - FIGLI MINORI DI 14 ANNI A CARICO REGOLARMENTE SOGGIORNANTI IN ITALIA^(u) (CONTINUA)

160. COGNOME ^(a)

161. NOME ^(a)

162. SESSO ^(j) 163. NATO/A IL ^(a) / /
gg mm aaaa

164. CODICE STATO NASCITA ^(k) 165. CODICE STATO CITTADINANZA ^(k)

166. CITTA' DI NASCITA

167. COGNOME ^(a)

168. NOME ^(a)

169. SESSO ^(j) 170. NATO/A IL ^(a) / /
gg mm aaaa

171. CODICE STATO NASCITA ^(k) 172. CODICE STATO CITTADINANZA ^(k)

173. CITTA' DI NASCITA

