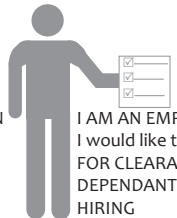
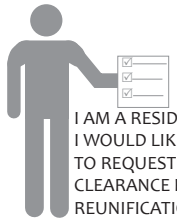




S.U.I. SERVICE SINGLE OFFICE DESK FOR IMMIGRATION PREFECTURE OF PERUGIA

The S.U.I. is the OFFICE PRESENT IN EVERY PREFECTURE OF ITALY, responsible for all the practices relating to the first procedures for a FOREIGN CITIZEN ARRIVING OR JUST ARRIVED IN ITALY.

WHAT IS IT



WHAT DOES IT DO

The S.U.I. issues:

- CLEARANCE FOR FAMILY REUNIFICATION
- Clearance for hiring for subordinate (non-permanent or permanent) and seasonal employment of non-EU foreign citizens residing abroad, within the quotas provided for by the 'flow decree'
- Clearance for work in particular "over quota" cases CONVERSION of residence permits for SEASONAL WORK, STUDY, INTERNSHIP into RESIDENCE PERMIT FOR WORKING REASONS (subordinate or self-employed)
- SIGNATURE of the Integration Agreement
- ITALIAN TEST A2 (only when requesting a long-term residence permit and signing of the integration agreement): THE OFFICE DOES NOT ISSUE ANY TEST CERTIFICATION AND IS NOT A LANGUAGE CERTIFICATION



OPEN FOR CONVOCATIONS ONLY
Monday, Wednesday and Friday 9-12

GO TO THE OFFICE BY APPOINTMENT ONLY

FOR INFORMATION:

CALL

075-5682354 - 075-5682357

Monday 15-16.30 - Tuesday and Thursday 10-12

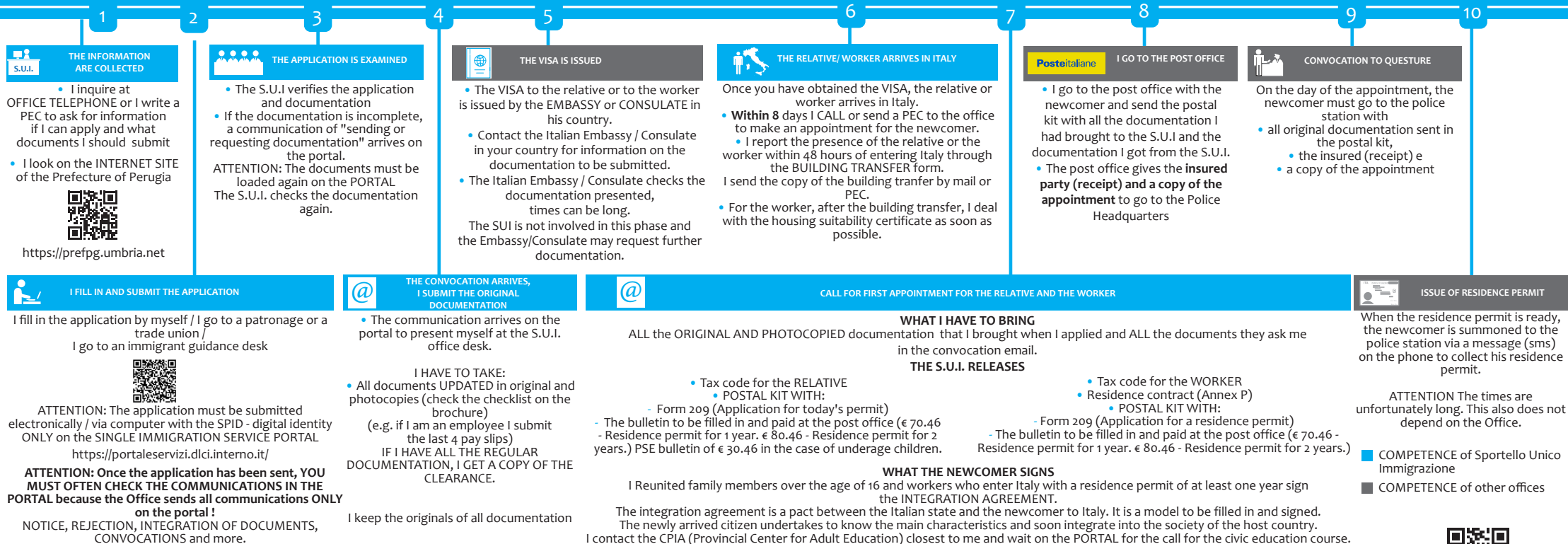
OR WRITE VIA PEC:

sui.prefpg@pec.interno.it



TO ACCESS

THE PROCEDURE FOR A FOREIGN CITIZEN for the CLEARANCE FOR FAMILY REUNIFICATION OR RECRUITMENT FOR EMPLOYMENT




DOCUMENTATION FOR FAMILY REUNION APPLICATION



FILL IN YOUR CHECKLIST



STAMPS

- € 16 revenue stamp whose details are indicated in the application 
- Do not use the same revenue stamp for other things. KEEP IT!

WHERE CAN I FIND IT



City hall



Self-declaration






Online





Tobacconist

COMPULSORY DOCUMENTS FOR EVERYONE

FAMILY DOCUMENTATION



- ORIGINAL AND PHOTOCOPY OF RESIDENCE PERMIT OR RESIDENCE CARD
- ORIGINAL AND PHOTOCOPY OF THE APPLICANT'S PASSPORT
- PHOTOCOPY OF THE PASSPORT OF THE RELATIVE TO RE-JOIN
- CERTIFICATE OF STATE OF FAMILY AND RESIDENCE  OR 
- Bring proof of the parent's financial support with a copy of MONEY TRANSACTIONS (e.g. wire transfers, last year's money transfer receipts) 

ACCOMMODATION DOCUMENTS

- ORIGINAL AND PHOTOCOPY OF THE LEASE (RENTAL) OR LOAN OR PURCHASE AGREEMENT REGISTERED AT THE OFFICE OF THE REVENUE AGENCY. THE CONTRACT MUST BE VALID FOR AT LEAST 6 MONTHS FROM THE DATE OF SUBMITTING THE APPLICATION.
- ORIGINAL OF THE DECLARATION OF THE HOUSE OWNER (Form S.2) 
- ORIGINAL OF THE ACCOMMODATION SUITABILITY CERTIFICATE  (valid for 6 months from the date of issue)


APPLICANT'S WORKING DOCUMENTS

IF YOU ARE AN EMPLOYED WORKER





- COPY OF THE COMPULSORY RECRUITMENT NOTICE (UNILAV Model) 
- HISTORICAL CERTIFICATE OF RECRUITMENT MOD. C / 2 ISSUED BY THE EMPLOYMENT CENTER
- ORIGINAL OF THE EMPLOYER'S DECLARATION (Form S.3) 
- (Attach a photocopy of the employer's identity document)
- PHOTOCOPY OF THE LAST RETURN OF INCOME (Single Certification or Model 730) *
- PHOTOCOPIES OF THE LAST 4 PAYBOXES

* If there are other people in the Family Status, it is necessary to produce the documents proving the income of the other family members (Single Certification / Model 730 and pay slips)

IF YOU ARE A DOMESTIC WORKER

- COPY OF INPS REPORT OR RECRUITMENT COMMUNICATION TO THE EMPLOYMENT CENTER
- HISTORICAL RECRUITMENT CERTIFICATE MOD C / 2 ISSUED BY THE EMPLOYMENT CENTER
- REPLACEMENT DECLARATION UNIQUE CERTIFICATION and MOD. 730
- ORIGINAL AND PHOTOCOPY OF THE RECEIPTS OF PAYMENTS OF INPS CONTRIBUTIONS
- ORIGINAL OF THE EMPLOYER'S DECLARATION (Form S.3) 
- (Attach a photocopy of the employer's identity document)

IF THE EMPLOYEE LIVES AND WORKS AT THE EMPLOYER, MORE DOCUMENTS ARE REQUIRED

- BUILDING TRANSFER 
- THE EMPLOYER'S FAMILY AND RESIDENCE CERTIFICATE  OR 
- SELF-DECLARATION NOTORIETY ACT IN WHICH IT IS CERTIFIED THAT THE APPLICANT LIVES AND WORKS WITH THE EMPLOYER. 

IF YOU ARE A SELF-EMPLOYED WORKER

INDIVIDUAL COMPANY

- COPY OF THE CHAMBER OF COMMERCE REGISTRATION CERTIFICATE
- COPY ATTRIBUTION OF THE VAT NUMBER
- COPY OF MUNICIPAL LICENSE IF PROVIDED
- COPY MOD. SINGLE + PRESENTATION RECEIPT (if the business has been running for more than a year)
- ACCOUNTING REPORT DRAFTED BY THE ACCOUNTANT AND COPY OF HIS DOCUMENT OF BELONGING TO THE PROFESSIONAL ORDER
- Proof of TAX / VAT PAYMENT

COMPANY

- SELF-CERTIFICATION OF THE COMPANY'S CAMERAL REGISTRATION
- COPY OF ALLOCATION OF THE VAT NUMBER
- MOD. COPY UNIQUE + PRESENTATION RECEIPT (if the activity has been started for more than a year)
- ACCOUNTING REPORT DRAWN UP BY THE ACCOUNTANT AND COPY OF HIS DOCUMENT OF MEMBERSHIP OF THE PROFESSIONAL ORDER

PLEASE NOTE: CHECK ONLINE THE AMOUNT OF THE SOCIAL ALLOWANCE FIXED FOR THE YEAR IN WHICH YOU APPLY

FALSE DECLARATIONS OR SUBMISSION OF FALSE DOCUMENTATION IS A CRIMINAL OFFENSE. THIS MAY RESULT IN THE APPLICANT'S COMPLAINT TO THE ITALIAN JUDICIAL AUTHORITY AND HIS COUNTRY OF ORIGIN.

YOU MUST GO AT THE DESK ON THE DATE INDICATED IN THE CONVOCATION. IF YOU DON'T DO IT, YOUR REQUEST WILL BE ARCHIVED.