



RLSO EURAFCENT SOJOURNER'S PERMIT CHECKLIST - RENEWAL APPLICATION

WHO needs to RENEW: A Sojourner's Permit is REQUIRED for all Dependents and Govt. civilians/contractors residing in Italy under the NATO SOFA. Active duty military and EU-Citizens DO NOT require Sojourner's Permits.

WHEN to RENEW: A Sojourner's Permit is valid for two years or for Govt. civilians and contractors, for the length of your orders/contract extension, but **no more than two years**. You may begin the renewal process **90 days prior to your permit's expiration date and no later than the 60-day grace period beyond the permit's expiration date**.

WHERE to RENEW: (please note the difference for different Services and personnel)

- U.S. NAVY/USMC: RLSO EURAFCENT Legal Assistance Office assists with the preparation of applications for all Navy and Marine Corps assigned personnel who reside in Naples or Caserta provinces, including Support Site.
- U.S. ARMY/USAF: Personnel will apply at the Carabinieri office at JFC Provost Marshal's office, including those stationed at Grazzanise, JFC POC: gerardo.casale@nato.int and angelo.conte@nato.int. If you are assigned to either the VET Clinic or AFN on Support Site, and reside in the provinces of Napoli and Caserta, then you may apply with RLSO EURAFCENT Legal Assistance Office.
- ALL GS Civilian/ NAF Employees, Contractors, and their dependents will apply with RLSO EURAFCENT Legal Assistance if you reside in the provinces of Napoli and Caserta, including Support Site.
- If you have moved and now reside in a province other than Naples or Caserta (e.g., Salerno, Avellino, Benevento, or outside the Campania Region), you must apply on your own at the local immigration office having jurisdiction over your city.

HOW to RENEW if eligible for RLSO EURAFCENT Legal Assistance Support:

- RLSO EURAFCENT Legal Assistance Office is located on NSA Naples Capodichino, Admin Bldg II, Room 1074.
- You may drop off ALL documents and photos listed below at RLSO EURAFCENT Legal Assistance Office during normal operating hours: M, W – F: 0900-1430 or Tues: 0900-1200.
- **Once the application is received, the RLSO Specialist will review it and will contact you via email to schedule an appointment with the Italian Immigration Police, during which you will formally apply for the permit.**
- If you need assistance or have questions, you may Napleslegalassistance@us.navy.mil or call +39-081-568-4576/5181.

DOCUMENTS REQUIRED FOR A RENEWAL APPLICATION AT RLSO EURAFCENT ONLY (90 days before the current permit expires)

Original Sojourner's Permit: If lost, you MUST provide a police report from the Carabinieri. You can contact India-7 (626-5549) for assistance with filing a report. It is recommended to bring a copy or photo of your lost permit.

Note: The immigration office does NOT accept a report in English from Security.

No-Fee/Official Passport, or Tourist passport for Contractors and non-U.S. citizens only (bring original) AND:

- **TWO (2) scanned, color copies** of the photograph page and "official" language page next to it.

Note: If your passport has less than six months left, you must renew your passport first.

THREE (3) IDENTICAL Passport-size photos: for all applicants, no matter the age, taken within the last 6 months

Proof of your/sponsor's orders or extension in Italy: e.g., military orders or new orders, OTEIP, Overseas Tour Extension, or new accreditation letter (DOCPER letter), Verification of employment

Copy of rental lease: (Only required if you live in Naples province e.g., Naples, Pozzuoli, Lago Patria, Bacoli, Quarto, etc.)

If you own the home where you live, bring proof of ownership. If you live in a house you do not own but you do not pay any rent, bring copy of the agreement between you and the home owner. This document is NOT REQUIRED if you live in Caserta province, e.g., Gricignano area and on NSA Support Site.

Completed Permit Worksheet: Obtain a copy at the RLSO EURAFCENT Legal Assistance Office or by emailing napleslegalassistance@us.navy.mil. Complete both sides of worksheet; write legibly; sign and date.