

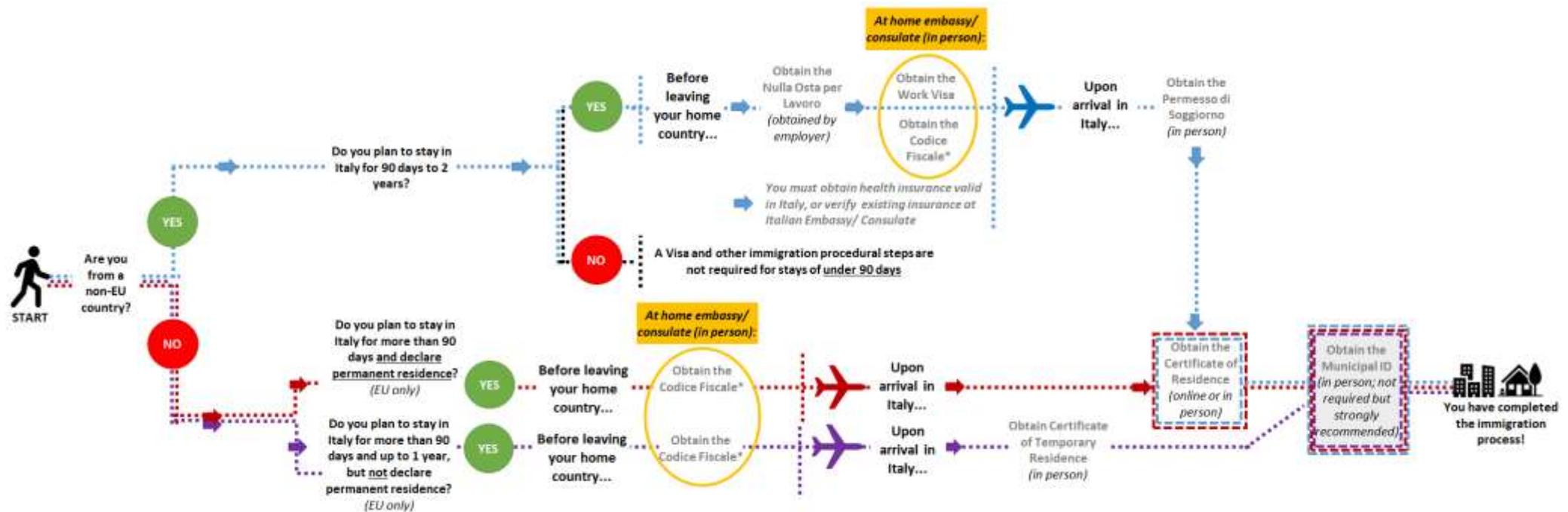
# **GUIDE FOR EMPLOYED PROFESSIONALS (SUBORDINATE WORKERS)**



*As of July 2020*

**ALL THE PROCEDURES YOU  
NEED TO FOLLOW TO  
LIVE AND WORK IN MILANO**

# STEP-BY-STEP IMMIGRATION PROCESS CHART FOR EMPLOYED PROFESSIONALS (SUBORDINATE WORKERS) MOVING TO MILANO



**General note:** This Guide is intended for use by people who are seeking to move to Italy to work as employed professionals (defined as “subordinate workers,” see below). Certain categories of professionals may be eligible for the EU Blue Card program through a separate process (for additional information from Italy and the European Union respectively, see [here](#) and [here](#)). The procedural steps detailed in this Guide pertain to those who plan to stay in Italy for 90 days or more. Shorter stays typically do not require many of the steps needed for longer stays, however, some of the information contained in individual steps in the Guide may be relevant for those planning shorter stays who wish to obtain, *e.g.*, the Codice Fiscale (the Italian tax identification number).

**Definitions:** The immigration process set forth in this Guide applies to employed professionals, referred to in Italian government documentation as “subordinate workers” (in Italian, “lavori dipendenti” or “lavoro subordinato”). Subordinate workers are defined as “Persons who, in consideration of a certain salary, bind themselves to perform their intellectual or manual work activity within the company, under the management and the control of their employer” (Article 2094, Italian Civil Code).

**Sources:** This information is compiled from interviews with officials responsible for various stages of the immigration process and from extensive review of publicly available online sources. Online sources reviewed include government websites (Italian national and municipal, and foreign) and non-government websites (universities, popular blogs, travel sites, etc.)

*\*We recommend obtaining the Codice Fiscale at your home country embassy or consulate before you move to Milano, as the Codice Fiscale is necessary to sign a lease, open a bank account, purchase or rent a car, etc. However, you can also obtain the Codice Fiscale once you arrive in Italy.*

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

## Checklist

### Immigration Process for Non-EU Employed Workers (Subordinate Workers) Moving to Milano

- Step 1: Nulla Osta per Lavoro**
- Step 2: Work Visa**
- Step 3: Codice Fiscale**
- Step 4: Health Insurance**
- Step 5: Permesso di Soggiorno**
  - Fill out/submit application kit at Sportello Amico Post Office
  - Go to Questura for fingerprinting appointment
- Step 6: Residenza**
- Step 7 (Not required but strongly recommended): Municipal ID Card**

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

## Non-EU Employed Workers (staying 90 days or more)



### Step 1: Obtain Nulla Osta per Lavoro (“Certificate of No Impediment,” also known as “Entry Clearance,” also known as “Work Permit”):<sup>1</sup>

#### a. Process:

- Your Italian employer must request a Nulla Osta per Lavoro on your behalf online or at the Sportello Unico per l’Immigrazione at the Office of the Prefettura di Milano (the civil office of the Italian Ministry of the Interior), prior to your departure from your home country.
  - Subordinate workers who are joining a spouse who is already resident in Italy may also have their Nulla Osta secured by the resident spouse, through the same process.
- You should allow up to **three to four months** for the application to be processed.
- The Sportello Unico per l’Immigrazione will provide for the Nulla Osta to be sent to the Embassy or Consulate with jurisdiction in your place of residence, to enable you to proceed with the Work Visa application process (**Step 2**).

#### b. Documents/Items Required:

- Proof of a hotel or temporary residence address in Milano.
- Proposed Contratto di Soggiorno (“stay contract”), including details of your work contract and commitment of your employer to fund travel costs for your repatriation, in case of expulsion before contract expiration.
- Declaration that you will communicate to the issuing authority (the Prefettura) any changes in your employment status and relationship with your Italian employer, e.g. termination of contract, change of work office address, etc.

#### c. Cost of Nulla Osta per Lavoro:

- There is no cost associated with the Nulla Osta per Lavoro.

#### d. Valid For:

- **Your employer should apply on your behalf** for a period of up to 6, 12, or 24 months.

### Step 2: Obtain Work Visa (obtained in country of residence):<sup>2</sup>

#### a. Process:

- Following the successful acquisition of the Nulla Osta per Lavoro, you must apply for your Work Visa by **making an online appointment** to go **in person** to the local Italian Consulate or Embassy in your country of legal residence.
  - Depending on your home country, the validity period for the Nulla Osta per Lavoro will vary, typically from between three to six months. You must apply for the Work

<sup>1</sup> Nulla Osta issuance is subject to the *Decreto Flussi* flows/quotas that regulate the issuance of work permits to foreigners. New quotas are announced annually, and are filled on a first-come, first-served basis.

<sup>2</sup> If you are a foreign citizen already legally resident in a country that is party to the Schengen Convention, you do not need an entry visa to live in Italy. You can enter Italy with your valid Residence Permit issued by your country of legal residence and your valid national passport.

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

Visa **within** that validity period. *Please consult with your local Italian Embassy or Consulate to confirm the applicable requirements and validity.*

- We recommend that you book your appointment online well ahead of your planned arrival in Italy, as an in-person appointment may not be available for up to **one to two months** at some Consulate or Embassy locations.
- There may be multiple Italian Embassy and Consular Offices in your country of legal residence. Please consult the [il Visto per l'Italia](#) page of the Italian Ministry of Foreign Affairs to find the location, website, and contact details for the Italian Embassy/ Consulate in your assigned Consular District. You will not be able to obtain your Work Visa at other Embassy or Consulate locations.
- You should expect that it may take **several weeks** following your appointment for the Work Visa to be issued. In total, the process of obtaining the Work Visa can take as long as **8-10 weeks** from when you make your appointment booking online to when you receive your issued Visa, so plan accordingly.
- **Note:** Some Embassies and Consulates may have differing processes and requirements to apply for the Work Visa. *Please consult [il Visto per l'Italia](#) and the website of your respective Embassy or Consulate to verify these requirements and ensure that you have all necessary documentation in advance of your appointment.*

## b. Documents/Items Required:

- Visa application form (see, e.g., the NY Consulate [form](#); form varies by Embassy/Consulate).
- Recent passport-sized photograph
- **Valid** travel document, e.g. Passport (*Passport expiration date must be after the end of your requested Visa term. Depending on your home country, requirements vary significantly as to how much longer your Passport must remain valid beyond the end of the Visa term, e.g. 180 days longer to 18 months longer. Please consult your Embassy/Consulate to confirm the applicable requirements.*)
- Nulla Osta per Lavoro (**Step 1**; will be sent to the Consulate or Embassy by the Sportello Unico per l'Immigrazione that processes the Nulla Osta application.)
- Work contract provided by your Italian employer ("Contrato di soggiorno per lavoro").



Example of Italian Visa

## c. Cost of Work Visa (as of July 2020):<sup>3</sup> €116

<sup>3</sup> Cost is current as of July 2020; may be subject to change, and may vary by embassy/consulate. Please visit [il Visto per l'Italia](#) for further details. Note that the Italian Embassy or Consulate will not accept checks or credit cards; be prepared to pay in cash or by money order.

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

- d. **Valid For:** There are variable options for Visa validity length, up to 365 days; you will be asked to specify your requested length as part of your application.
- e. **Resources/Contact Information:**
- You may find the location and contact information for your local [Consulate](#).
  - [il Visto per l'Italia](#) website
  - [Visa application form](#) (example from New York Consulate)

## Step 3: Obtain Tax Identification Number (“Codice Fiscale”; obtained in country of residence or Milano):

The *Codice Fiscale* is a unique 16-character alphanumeric identifier. It is required for many purposes in Italy, including signing a lease, opening a bank account, purchasing or renting a car or scooter, signing a utilities contract, etc.



Example of a Codice Fiscale card

### a. Process:

- We recommend that you apply for your Codice Fiscale number while at the Italian embassy or consulate in your home country to apply for the Work Visa (Step 2).
- If you do not obtain the Codice Fiscale while in your home country, once in Italy you can obtain the Codice Fiscale at any [office of the Agenzia delle Entrate](#) or at the [offices of the Italian National Police \(Questura\)](#).
- Your Codice Fiscale number will be issued immediately. The Agenzia delle Entrate will send the physical card to the address that you specify as yours for tax purposes.

### b. Documents/Items Required:

- Completed [application form](#) (may be obtained online, at Embassy/ Consulate, at offices of Agenzia delle Entrate, or at Questura office)
- **At least one of the following:**
  - Valid national ID (such as a Passport) with Work Visa (Step 2) or Work Visa application.
  - Certificate of identity issued by Italian diplomatic or consular authorities of the country of nationality (with photo)
  - Permesso di Soggiorno OR receipt for Post Office application for Permesso di Soggiorno (Step 5)
  - National ID Card (issued by municipality of residence in Italy) (Step 7)
- Some embassies/ consulates may require a birth certificate or other forms of ID. We recommend contacting your embassy or consulate in advance of going in person to obtain the Visa and the Codice Fiscale, in order to ensure that you have all the documents that are locally required.

### c. Cost of Codice Fiscale:

- There is no cost associated with the Codice Fiscale.

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

d. **Valid for:**

- There is no expiration date for the Codice Fiscale.

e. **Resources/Contact Information:**

- You may find the location and contact information for your local embassy/consulate through an online search; for instance, a list of Italian consulates in the U.S. is available [here](#).
- **Agenzia delle Entrate:** tel: +39.848.8000.444; for the location and contact information of the office of the Agenzia delle Entrate nearest you, please search for your address [here](#).
- **Questura:** tel: +39 02 62261; please see [here](#) for Questura locations and hours.
- [Application form](#) for Codice Fiscale.



**Step 4: Obtain Health Insurance (obtained in country of residence or Milano):**

*There are steps of the immigration process for which you will be required to demonstrate that you have health insurance valid in Italy (e.g., the Questura appointment step of the Permesso di Soggiorno application process, **Step 5**); or for which a health insurance card is an accepted form of identification (e.g., applying for the Certificato di Residenza, **Step 6**, and National ID Card, **Step 7**).*

a. **Process:**

- If you have existing health insurance valid in Italy, you can validate while at the Italian embassy or consulate in your home country to apply for the Work Visa. If you do not have existing internationally valid health insurance, there are a number of private insurance options valid in Italy that you can find online and apply for while in your home country.
- After arriving in Italy, you can also register for health insurance options including the Italian National Health Service (“Servizio Sanitario Nazionale,” also known as the “SSN”; see details in callout box on the following page) or a private provider.



# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO



## A note on... **Italian National Health Insurance**

If you wish to obtain health insurance through the Italian National Health Service (“Servizio Sanitario Nazionale” aka “SSN”), after arriving in Milano, important details and procedural steps are as follows:

The SSN covers choice of general practitioner, admission to public or certified private hospitals, and emergency care. You cannot enroll in the SSN without first applying for the Codice Fiscale (**Step 3**) and the Permesso di Soggiorno (**Step 5**).

For those, including employed professionals, with valid work contracts: registration is free, although you will still have to complete the enrolment process as detailed below. For non-EU citizens, enrolment is valid for the duration of your residence permit and must be renewed by repeating the process below after renovating the residence permit.

**a. Process:**

- You should first locate [your closest ASST\(Local Health Authority\) office](#). You should go to or contact **Ufficio Scelta e Revoca** to confirm if there are any specific requirements.
- You will need Codice Fiscale number (**Step 3**) and Permesso di Soggiorno or Permesso di Soggiorno application receipt (**Step 5**) and your employment contract.

**b. Documents/ Items required (originals and one photocopy):**

- Codice Fiscale number (**Step 3**)
- Permesso di Soggiorno or Permesso di Soggiorno application receipt (**Step 5**)
- Valid national ID document, e.g., passport
- You may also be asked for a copy of your employment contract.

**c. Cost of Health Insurance:** No cost for those with valid work contract.

**d. Valid for:** It renovates automatically. For non-EU citizens, enrolment is valid for the duration of your residence permit and must be renewed by repeating the process below after renovating the residence permit.

**e. Resources/ contact information:**

- [www.salute.gov.it](http://www.salute.gov.it) ;

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

## Step 5: Obtain Permesso di Soggiorno (obtained in Milano):

The Permesso di Soggiorno, also known as the “Residence Permit,” is the document required for non-EU nationals to validate their legal residence in Italy for up to two years at a time.

### a. Process:

- You must apply for the **Permesso di Soggiorno** within **eight working days** of your arrival in Italy by going **in person** to a Post Office designated as a [Sportello Amico](#), where you request, fill out and submit the **yellow application kit**.
  - Post Offices designated as Sportelli Amici will feature a “Sportello Amico” logo. To locate your nearest Sportello Amico, search for your city [here](#); select the Post Office on the map and confirm that the “Sportello Amico” is written under the “servizi” section.
  - Please note that the [application kit](#) is only available in Italian. (For English speakers, [see this guide to filling out the kit for employed workers](#)).
- In order to submit the application at the Post Office, you must also purchase a revenue stamp (called “**Marca da Bollo**”) at a “**Tabaccheria**” (a shop marked with a “T” sign), which are located throughout the city. The Marca da Bollo must be affixed to the application for it to be submitted.

### Documents/items required for submission with the application form:

- Completed application form (must be printed in capital letters using black ink)
- Valid national ID document (such as a Passport) with Work Visa
- 4 passport-sized photos (taken within the last 6 months)
- Work contract provided by your Italian employer (“Contrato di soggiorno per lavoro”)
- Proof of health insurance (copy of insurance policy or payment receipt for insurance policy, valid in Italy) (**Step 4**)

**We recommend that you make 2 photocopies of each of the above items (including all pages of the Passport), for submission with your application and for use at the Questura appointment, the next stage of the process.**

- Revenue Stamp (“Marca da Bollo”)

- You must sign and date the application form **in front of a representative at the Sportello Amico**. Once you submit the application kit, you will receive a **receipt for its submission**, as well as the **time, date and place for your fingerprinting appointment** with the Questura, which is the next stage of your Permesso di Soggiorno application.<sup>4</sup>
- You will also receive a **user ID and password** that will enable you to check on the issuance status of your **Permesso di Soggiorno** online on the [Immigration Portal](#) (website section “Area Riservata Stranieri”) OR on the [website](#) of the Italian National Police.

### For Questura fingerprinting appointment:

<sup>4</sup> Please note: **Until your Permesso di Soggiorno is issued, your application kit receipt will act as proof of your legal immigration registration and status, so keep it with you at all times.** (While it is recommended to keep a copy of the application kit, the original must be shown if requested by the Police.)

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO



- You must go to the designated Questura location at the time and date of the appointment indicated on the receipt you received at the Post Office upon submission of the Permesso di Soggiorno application (see above). At the Questura, you will submit required documents that will be reviewed during a brief interview.
- After the Questura appointment, it may take **from several weeks to several months** for issuance of your Permesso di Soggiorno. You can check on issuance status online on the [Immigration Portal](#) (website section "Area Riservata Stranieri") OR on the [website](#) of the Italian National Police. You will also receive SMS notification of the date, time, and place that your Permesso di Soggiorno is ready for pickup.
- In the interim, you will continue to use your application kit receipt as proof of your legal immigration registration and status.
- Upon notification that the Permesso di Soggiorno is ready for pickup, go to the designated location to retrieve the issued Permesso di Soggiorno.

## **Documents/items required for the Questura fingerprinting appointment:**

- Application kit receipt
- Copy of application form from the kit
- Passport or other valid ID used for application (with Work Visa); copy of valid ID
- Four passport-sized photographs
- Original of health insurance policy valid in Italy OR receipt of payment for Italian health insurance policy, valid for the duration of your Visa term (**Step 4**)

## **b. Cost of Permesso di Soggiorno (as of July 2020):<sup>5</sup>**

- **For submission of application kit:**
  - €16 for Marca da Bollo (at Tabaccheria).
- **Total cost at Post Office: €140.46 - €260.46, including the following:**
  - €30 to submit the application kit at the Post Office.
  - €30.46 cost to print the physical Permesso di Soggiorno card.
  - €80-€200 cost of Permesso di Soggiorno depending on permit length (€80 for permit of 3 months – 1 year; €100 for 1 year permit; €200 for 2 year permit.)

*Please note that the Post Office will not accept foreign checks or credit cards. Please be prepared to pay in cash or by debit card.*

## **c. Valid For:**

- Maximum of two years.<sup>6</sup> *Renewal is required for extension beyond two years; see callout box on the following page for detail.*

## **d. Resources/Contact Information:**

- [Sportello Amico Post Office](#) locations in Milano.
- [Application kit](#) online for download.

<sup>5</sup> Cost is current as of July 2020; may be subject to change.

<sup>6</sup> If you are seeking a Permesso di Soggiorno of one year or more in length, you must also fill out an **Integration Agreement** as part of the application kit. This is a commitment to the study of Italian language and culture, which will be verified and tested **after one year**.

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

- YesMilano guide to filling out application kit (*For English speakers, [see this guide to filling out the kit for employed workers](#)*).
- Check status of your Permesso di Soggiorno application on the [Immigration Portal](#) (*See website section "Area Riservata Stranieri."* We recommend using Google Translate on the Italian version of the website, as the English version of the website is under construction.)
- Check the status of your Permesso di Soggiorno application on the website of the [Questura](#).



Sportello Amico logo



Permesso di Soggiorno



Marca da Bollo stamp



Tabaccheria with logo



## A note on... **Renewing your Permesso di Soggiorno**

For first renewal of the Permesso di Soggiorno, you must apply for a replacement in advance of the expiration date of your current Permesso di Soggiorno. For a 2-year Permesso, you must apply 90 days before expiration; for a 1-year Permesso, you must apply 60 days before expiration; for all others, you must apply 30 days before expiration.

The renewal process and cost are largely the same as the process to obtain the Permesso di Soggiorno in the first instance. It differs only in that you are also required to present the **original and a photocopy** of the current, expiring Permesso di Soggiorno at the Sportello Amico Post Office and at the in-person appointment at the Questura.



# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

## Step 6: Obtain Certificate of Residence (“Certificato di Residenza”) (Obtained from the City of Milano’s “Anagrafe” Registry Office):

The Certificate of Residence is the document that certifies that the holder is permanently living in the City of Milano.

### a. Process:

- **Within 20 days** of receiving the Permesso di Soggiorno, you must begin the process of registering with the Anagrafe of the City of Milano. This will enable you to obtain a **Certificato di Residenza**.
- You may apply [online](#) or by in-person appointment at an [office of the Anagrafe](#).

#### To apply online:

- Go to the [Residenza Cittadini Stranieri](#) (“Residence for Foreign Citizens”) page of the City of Milano’s website and select “Presenta la richiesta” (“Submit the Request”). *Note: the website includes a Google Translate function, available in the top right corner, enabling you to follow the process in your preferred language.*
- Click the link for “cambio di residenza per cittadini stranieri provenienti dall'estero o da altro comune italiano” (“change of residence for foreigners coming from abroad or from another Italian municipality”). Click “Inizia nuova richiesta” (“start a new request”) and follow the prompts to create a login for the City’s website.
- Once you have confirmed your login, proceed to “cambio di residenza per cittadini stranieri provenienti dall'estero o da altro comune italiano” to begin your Certificato di Residenza application, following the prompts to provide the required information and documentation. *You may save and return to the form as needed.*

#### To apply in person:

- To make an in-person appointment, you may call the helpline **02.02.02** (available **Monday-Friday, 8 AM to 8 PM**) or by accessing the [online booking service](#) and registering as a user.
- To submit the application by fax, email, or registered mail, you must provide a copy or scan of your valid national ID card, the application must be signed in writing or digitally, and the application must be submitted from your address of residence or email address. The blank application form for the Certificato di Residenza is available [here](#) (please see [here](#) for an example of a completed application form.)
- The application receipt will be provided at the in-person appointment, or for applications submitted digitally, it will be emailed to you within **one to two weeks** of application submission. The process of registration for the Certificato di Residenza may take several weeks to complete.

### b. Documents/Items Required:

- Completed application form.
- Original and copy of valid national ID document (such as a Passport), including Work Visa (**Step 2**)
- Original and copy of Codice Fiscale (**Step 5**)
- Original and copy of Permesso di Soggiorno OR 1) original and copy of application for Permesso di Soggiorno and 2) original and copy of application receipt for Permesso di Soggiorno (**Step 4**)
- Housing contract or statement by your landlord/host providing proof of residence

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

- Work contract provided by your Italian employer OR health insurance card (**Step 3**)
- c. **Cost:** There is no cost associated with the Certificato di Residenza.
- d. **Valid For:** There is no expiration date for the Certificato di Residenza; however, you are required to notify the Anagrafe within 20 days if you move.
- e. **Resources/Contact Information:**
  - [Anagrafe office locations](#)
  - [Online booking service](#) for the Anagrafe
  - Application form for [Certificato di Residenza](#)
  - Example of completed application form for [Certificato di Residenza](#)

## **Step 7 (Not required but strongly recommended): Obtain National ID Card, also known as “Carta d'Identità elettronica” (Obtained from the City of Milano’s “Anagrafe” Registry Office):**

*The Italian National ID Card, also known as “Carta d'Identità” can be obtained from the City of Milano’s Registry Office “Anagrafe”*

*The ID Card is issued to all residents. To get the ID Card you must have applied for **residence** in Milano.*

*Individuals moving to Milano are not required to obtain the Residence and the Municipal ID Card; however, doing so is strongly recommended, as residence offers a number of benefits, including the possibility of voting in local elections, and the ID Card is valid for free circulation among EU member states, and is a secure access to government online services.*

*As a result, a receipt will be given to you.*

*Processing of the card takes more or less two weeks. You can have it delivered at home (but you must pick it up in person, or give the Anagrafe officer the name and ID copy of a delegate) or you can pick it up at the Anagrafe. The receipt and a valid ID are needed to pick it up.*

*Municipal ID Card is valid for 10 years for adults, after that it must be renovated with the same procedure.*



# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

## Process:

- Once you are in Milano, you may obtain the National ID Card by registering **online** for an **in-person appointment at the Anagrafe**. *Note: as part of your application, you will be required to having applied for residence (Step 6) provide either your Codice Fiscale (Step 3) or your health insurance card (Step 4), so obtaining the Municipal ID Card will have to follow application for these.*
- To make an in-person appointment, you may call the helpline **02.02.02** (available **Monday-Friday, 8 AM to 8 PM**) or access the [online booking service](#) and register as a user. Those who cannot physically come an office of the Anagrafe due to serious health reasons may contact the [Registry at Home Service](#).
- The ID Card will be issued **after six working days**. You can choose to collect the ID card in person at the office of the Anagrafe, or to receive it by certified post at your home or to an address that you specify when applying for the Card. If issued by mail, the Card must be received personally by you or by a designated proxy that you specify during application, by attaching a copy of his/her ID. A valid ID and the application receipt are needed to collect the ID card.



Example of a Municipal ID Card

### a. Documents/Items Required:

- Original of valid national ID document (such as a Passport)
- Passport-size, recent color photo.
- Original and copy of Permesso di Soggiorno OR 1) original and copy of application for Permesso di Soggiorno and 2) original and copy of application receipt for Permesso di Soggiorno (**Step 5**)
- Codice Fiscale (**Step 3**) OR Italian National Health Insurance card (**Step 4**)

*A representative will scan your fingerprints, that will be encoded and stored on the card and used only for secure identification purposes. You will also be given the opportunity to opt in to organ donation, which is non-mandatory, reversable, and entirely at your own discretion.*

**b. Cost** (as of July 2020):<sup>7</sup> €22.20 (Please note that the Anagrafe will not accept checks. Please be prepared to pay in cash or by card).

**c. Valid For:** The Municipal ID Card is valid for 10 years for adults.

### d. Resources/Contact Information:

- [Anagrafe office locations](#)
- [Online appointment booking service](#) for the Anagrafe

<sup>7</sup> Cost is as of July 2020 and may be subject to change.

# PROCESS AND REQUIREMENTS FOR NON-EU SUBORDINATE WORKERS MOVING TO MILANO

## Checklist

### Immigration Process for Non-EU Employed Workers (Subordinate Workers) Moving to Milano

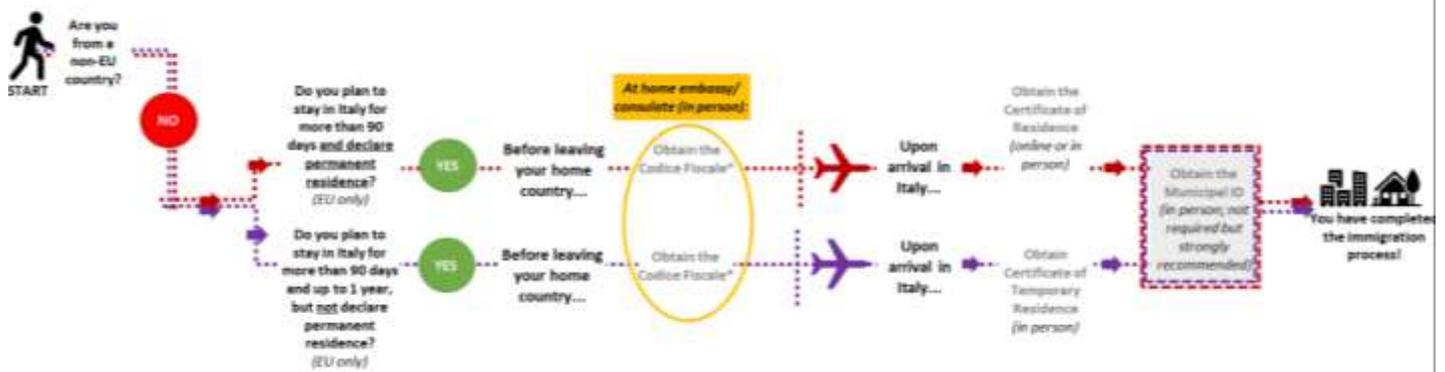
- Step 1:** Nulla Osta per Lavoro
- Step 2:** Work Visa
- Step 3:** Codice Fiscale
- Step 4:** Health Insurance
- Step 5:** Permesso di Soggiorno
  - Fill out/ submit application kit at Sportello Amico Post Office
  - Go to Questura for fingerprinting appointment
- Step 6:** Residenza
- Step 7 (Not required but strongly recommended):** ID Card

# PROCESS AND REQUIREMENTS FOR EU SUBORDINATE WORKERS MOVING TO MILANO

## Checklist

### Immigration Process for EU Employed Workers (Subordinate Workers) Moving to Milano

- ~~Step 1: Nulla Osta per Lavoro~~
- ~~Step 2: Work Visa~~
- ~~Step 3: Codice Fiscale~~
- ~~Step 4: Health Insurance~~
- ~~Step 5: Permesso di Soggiorno~~
  - ~~Fill out/ submit application kit at Sportello Amico Post Office~~
  - ~~Go to Questura for fingerprinting appointment~~
- Step 6: Residenza**
- Step 7 (Not required but strongly recommended): ID Card**



# PROCESS AND REQUIREMENTS FOR EU SUBORDINATE WORKERS MOVING TO MILANO



## EU Employed Workers (staying 90 days or more)

### Step 1: Obtain Nulla Osta per Lavoro ("Certificate of No Impediment," also known as "Entry Clearance," also known as "Work Permit"):

#### a. Process:

- As an EU resident, you do not need a Nulla Osta per Lavoro to enter Italy, and are not subject to the Decreto Flussi.

### Step 2: Obtain Work Visa (obtained in country of residence):

#### a. Process:

- As an EU resident, you do not need a Work Visa to enter Italy.

### Step 3: Obtain Tax Identification Number ("Codice Fiscale"; obtained in country of residence or Milano):

The Codice Fiscale is a unique 16-character alphanumeric identifier. It is required for many purposes in Italy, including signing a lease, opening a bank account, purchasing or renting a car or scooter, signing a utilities contract, etc.

#### a. Process:

- We recommend that you apply for your Codice Fiscale number **at the Italian embassy or consulate in your home country in advance of your arrival in Italy.**
- If you do not obtain the Codice Fiscale while in your home country, once in Italy you can obtain the Codice Fiscale at any office of the Agenzia delle Entrate or at the offices of the Italian National Police (Questura).
- Your Codice Fiscale number will be issued immediately on a paper certificate. The Agenzia delle Entrate will send the plastic card to the address that you specify as yours for tax purposes.



Example of a Codice Fiscale card

#### b. Documents/ Items Required:

- Valid national ID document (such as a Passport)
- Completed [application form](#) (may be obtained online, at Questura, or at offices of Agenzia delle Entrate)

#### c. Cost of Codice Fiscale:

- There is no cost associated with the Codice Fiscale.

#### d. Valid for:

- There is no expiration date for the Codice Fiscale.

#### e. Resources/ Contact Information:

- You may find the location and contact information for your local embassy/consulate through an online search.



# PROCESS AND REQUIREMENTS FOR EU SUBORDINATE WORKERS MOVING TO MILANO

- **Agenzia delle Entrate:** tel: 848.8000.444; for the location and contact information of the office of the Agenzia delle Entrate nearest you, please search for your address [here](#).
- [Application form](#) for Codice Fiscale.

## Step 4: Obtain Health Insurance:

### a. Process:

- As an EU citizen, you will have access to the Italian national health system by showing your European Health Insurance Card. To register for a general practitioner, you must go to your local ASST (Local Health Authority) office. You can find a list of ASST locations [here](#).

## Step 5: Obtain Permesso di Soggiorno (obtained in Milano):

### a. Process:

- As an EU resident, you do not need to obtain the Permesso di Soggiorno.

## Step 6: Register for Temporary Residence (“Dimora Temporanea”) OR Residence (“Residenza”) (Obtained from the City of Milano’s “Anagrafe” Registry Office):

### IF DECLARING PERMANENT RESIDENCE:

- a. **Process:** Upon arrival in Milano, **if you plan to declare permanent residence**, you must apply for the **Residenza**. **Note:** As part of your application, you will be required to provide either the Codice Fiscale (**Step 3**) or your health insurance card.

- You may apply [online](#) or by in-person appointment at an [office of the Anagrafe](#).

#### To apply online:

- Go to the [Residenza Cittadini Stranieri](#) (“Residence for Foreign Citizens”) page of the City of Milano’s website and select “Presenta la richiesta” (“Submit the Request”). **Note:** the website includes a Google Translate function, available in the top right corner, enabling you to follow the process in your preferred language.
- Click the link for “cambio di residenza per cittadini stranieri provenienti dall'estero o da altro comune italiano” (“change of residence for foreigners coming from abroad or from another Italian municipality”). Click “Inizia nuova richiesta” (“start a new request”) and follow the prompts to create a login for the City’s website.
- Once you have confirmed your login, proceed to “cambio di residenza per cittadini stranieri provenienti dall'estero o da altro comune italiano” to begin your Residenza application, following the

### IF NOT DECLARING PERMANENT RESIDENCE:

- a. **Process:** Upon arrival in Milano, **if you are not planning to declare permanent residence**, you must begin the process of registering with the Anagrafe of the City of Milano to register as **Dimora Temporanea**. The Dimora Temporanea certifies that the person is legally registered at the Anagrafe, thus enjoying a number of services dedicated to local residents. When your stay exceeds 12 months, you can no longer be considered temporary and must register according to the permanent residency process, described at left.

- To obtain the Dimora Temporanea, you must go **in person** to the [office of the Anagrafe](#).

# PROCESS AND REQUIREMENTS FOR EU SUBORDINATE WORKERS MOVING TO MILANO

prompts to provide the required information and documentation. *You may save and return to the form as needed. Sign the final application form and send it back on the platform.*

## To apply in person:

- To make an in-person appointment you may call the helpline **02.02.02** (available **Monday-Friday, 8 AM to 8 PM**) or by accessing the [online booking service](#) and registering as a user.
- To submit the application by fax, email, or registered mail, you must provide a copy or scan of your valid national ID card, the application must be signed in writing or digitally, and the application must be submitted from your address of residence or email address. The blank application form for the Certificato di Residenza is available [here](#) (please see [here](#) for an example of a completed application form.)
- The application receipt will be provided at the in-person appointment, or for applications submitted digitally, it will be emailed to you within **one to two weeks** of application submission. The process of registration for the Residenza may take several weeks to complete since a Municipal officer will visit you to state your domicile.

## b. Documents/Items Required:

- Application for registration
- Valid national ID document
- European Health Card (**Step 4**)
- Codice Fiscale (**Step 3**)
- Work contract

c. **Cost:** There is no cost to register for Dimora Temporanea.

## d. Valid for:

- Up to one year after arrival in Italy.

## e. Resources/ contact information:

- [Anagrafe office locations](#)



## Documents/Items Required:

- Completed application form.
- Original and copy of valid national ID document (such as a Passport).
- Original and copy of Codice Fiscale (**Step 3**).
- Housing contract or statement by your landlord/host providing proof of residence. Work contract provided by your Italian employer (“Contrato di soggiorno per lavoro”) OR European Health Insurance Card (**Step 4**).

f. **Cost:** There is no cost associated with the Residenza application.

g. **Valid For:** There is no expiration date for the Resident status; however, you are required to notify the Anagrafe within 20 days if you move.

## h. Resources/Contact Information:

- [Anagrafe office locations](#)
- [Online booking service](#) for the Anagrafe
- Application form for [Residenza](#)
- Example of completed application form for [Residenza](#)

# PROCESS AND REQUIREMENTS FOR EU SUBORDINATE WORKERS MOVING TO MILANO

**TIP:** help the Municipal Officer inspection by making sure that your name is clearly marked on the intercom, on your mailbox and your door.



## **Step 7 (Not required but strongly recommended): Obtain National ID Card, also known as “Carta d'Identità elettronica” (Obtained from the City of Milano’s “Anagrafe” Registry Office):**

Individuals moving to Milano are not required to obtain the ID Card; however, doing so is strongly recommended, as it offers a number of benefits, including the possibility of voting in local elections, free circulation among EU member states, and faster access to the Italian healthcare system.

### **a. Process:**

- Once you are in Milano, you may obtain the ID Card by registering **online** for an **in-person appointment at the Anagrafe**.

*Note: as part of your application, you will be required to provide either your Codice Fiscale (Step 3) or your health insurance card (Step 4), so obtaining the ID Card will have to follow application for one or the other of these.*

- To make an in-person appointment, you may call the helpline **02.02.02** (available **Monday-Friday, 8 AM to 8 PM**) or by accessing the [online booking service](#) and registering as a user. Those who cannot physically come an office of the Anagrafe due to serious health reasons may contact the [Home Registry Service](#).
- The ID Card will be issued **after six working days**. You can choose to collect the ID card in person at the office of the Anagrafe, or to receive it by certified post at your home or to an address that you specify when applying for the Card. If issued by mail, the Card must be received personally by you or by a designated proxy that you specify when you apply for the Card.

### **b. Documents/Items Required:**

- Original of valid national ID document (such as a Passport)
- Passport-size, recent color photo.
- Codice Fiscale (**Step 3**) OR Italian National Health Insurance card (**Step 4**)

*In order to obtain the Municipal ID Card, a representative will take fingerprints that will be encoded and stored in the card, and used only for secure identification purposes. During the*



*Example of a Municipal ID Card*

# PROCESS AND REQUIREMENTS FOR EU SUBORDINATE WORKERS MOVING TO MILANO

*application process, you will also be given the opportunity to opt in to organ donation, which is non-mandatory reversible and entirely at your own discretion.*

- c. **Cost** (as of July 2020):<sup>8</sup> €22.20  
*Please note that the Anagrafe will not accept foreign checks or credit cards. Please be prepared to pay in cash or by debit card.*
- d. **Valid For:** The Municipal ID Card is valid for 10 years for adults.
- e. **Resources/Contact Information:**
- [Anagrafe office locations](#)
  - [Online booking service](#) for the Anagrafe



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<sup>8</sup> Cost is as of July 2020 and may be subject to change.

# PROCESS AND REQUIREMENTS FOR EU SUBORDINATE WORKERS MOVING TO MILANO

## Checklist

### Immigration Process for EU Employed Workers (Subordinate Workers) Moving to Milano

- ~~Step 1: Nulla Osta per Lavoro~~
- ~~Step 2: Work Visa~~
- Step 3: Codice Fiscale
- Step 4: Health Insurance
- ~~Step 5: Permesso di Soggiorno~~
  - ~~Fill out/ submit application kit at Sportello Amico Post Office~~
  - ~~Go to Questura for fingerprinting appointment~~
- Step 6: Residenza
- Step 7 (Not required but strongly recommended): ID Card