

GLOSSARY

Of the Most Important Italian Immigration Terms and Acronyms

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| ACCORDO D'INTEGRAZIONE | All foreigners over 16 years of age who enter Italy for the first time and apply for a residence permit with a validity of at least 1 year will be required to sign an 'Integration Agreement' (<i>Accordo di Integrazione</i>) at the Immigrations Office (<i>Sportello Unico per l'Immigrazione</i>) or at the Police Headquarters (<i>Questura</i>). The "Integration Agreement" will regulate the points system for obtaining the extension of the permit of stay and foreigners will be accredited with points or credits based on their level of integration in Italian society. |
| ANAGRAFE | Is the Register of Vital Statistics, kept by each Town Hall in order to register all individuals living in the Town Hall's jurisdiction |
| ASL | Means <i>Azienda Sanitaria Locale</i> , this office issues the Health Card, an individual must apply here to have a doctor assigned and for any queries relative to hospitalization, checkups, etc. |
| A.S.L (OR U.S.L.) | Stands for <i>Azienda Sanitaria Locale</i> , this is the Health Department competent for issuing the Health Card (<i>Tessera Sanitaria</i>). Individuals must contact this office to book a medical visit or checkup. |
| CARTA D'IDENTITA' | Is the card issued by the Townhall (<i>Comune - Ufficio Anagrafe</i>) once an individual has been confirmed to be resident and duly registered. |
| CARTA DI SOGGIORNO | Similar to the permit of stay (<i>permesso di soggiorno</i>), but it is issued only to non-EU dependents of Italian or EU citizens. It is requested and registered with the Police. |
| CERTIFICATO DI IDONEITA' ALLOGGIATIVA | This is a certificate issued by the Town Hall or in some cases by the ASL, confirming that an apartment/house is compliant with health and safety building regulations. The certificate is necessary to apply for the permit of stay. |
| CESSIONE DI FABBRICATO | This is the notice that the property owner must send to the Police within 48 hours of the individual moving into the property. It is required in order to proceed with the execution of the contract of stay, for obtaining the <i>Certificato di Idoneità Alloggiativa</i> and the permit of stay. |
| CODICE FISCALE (TAX CODE) | The tax code is similar to the IRS number in USA or the NIN number in the UK. It is an identification number given to each individual in Italy and is necessary in order to sign a lease agreement, purchase a car or mobile phone, open a bank account, request a health card etc. The tax code is issued by the Italian revenue office <i>Agenzia delle Entrate</i> . The obtainment of a tax code does not imply that the individual will need to pay taxes in Italy. |
| COMUNE | This is the local Town Hall. A foreigner must apply to the Comune (<i>Ufficio Anagrafe</i>) for obtaining his/her residency, parking permits, garbage tax, etc. |
| CONTRATTO DI SOGGIORNO | Is a document to be executed at the Sportello Unico by the sponsoring company and by the worker within 8 days from the workers' entry. It sets out the terms and conditions of the employment contract. |
| CUD | It stands for <i>Certificazione Unica dei Redditi</i> . It is the certification issued by the employer to the employees confirming that all taxes and other mandatory charges have been duly paid. |

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| DICHIARAZIONE DI OSPITALITA' | Is an official notice that any person hosting a foreigner or leasing /transferring a flat to the latter, must send to the Police within 48 hours (art. 7 Decreto Legislativo 286/1998). |
| DICHIARAZIONE DI PRESENZA | If you travel from a Schengen State and do not have an Italian stamp on passport, you must report your presence within 8 days after you have entered Italy at the local police headquarter (Questura) by submitting the form 'Declaration of presence' (Dichiarazione di presenza). This is not required in case you are staying in a hotel (for further information please go to ' SCHEDA DI NOTIFICA ' definition on this Glossary) You must fill it in and sign it only if you are staying in Italy with your family members, relatives or friends. |
| DPL | Stands for <i>Direzione Provinciale del Lavoro</i> . It is the local office of the Ministry of Labour. The DPL must give its clearance for the issuance of all work permits INPS: stands for <i>Istituto Nazionale della Previdenza Sociale</i> , this is the National Social Security Agency |
| DURC | Stands for Document <i>Unico di Regolarità Contributiva</i> , it is a certificate issued by INAIL to confirm that a company is compliant with all social security and insurance obligations. |
| FOTOSEGNALAMENTO | Is the fingerprint appointment that takes place at the Police office. The foreigner must be photographed and leave fingerprints in order to obtain the permit of stay. |
| KIT POSTALE | Is an application form to be completed by the applicant and submitted at the Post Office to request the permit of stay or relative extensions. Not all Post Offices are entitled to accept such applications, only those denominated " <i>Sportello Amico</i> ". |
| INAIL | <i>Istituto Nazionale per l'Assicurazione contro gli Infortuni</i> , i.e. National Institute for Insurance against accidents. |
| INPS | <i>Istituto Nazionale Previdenza Sociale</i> , i.e. National Social Security Agency. |
| MARCA DA BOLLO OR BOLLO | Is an official stamp used for paying a duty or tax, it can be purchased at Post Offices or shops selling Tobacco (<i>Tabaccherie</i>) |
| MATRICOLA INPS | Registration number attributed by INPS (Social Security Agency) to each employee. Requested by the employer, it is necessary in order to obtain an extension of the permit of stay. <i>Modulo F24</i> : this is a form used for the payment of most taxes by the employer. <i>Modulo DM10</i> : is a form used by the employer for the payment of social security charges for employees. |
| NULLA OSTA AL LAVORO (WORK PERMIT) | This is the clearance issued by the <i>Sportello Unico</i> , which authorizes the foreigner to work in Italy and obtain a work visa. |
| PATENTE (DRIVER LICENSE) | A foreigner is permitted to use their driver license for 1 year only after entry into the country. After one year, he/she will need to request the recognition of the license or apply for an Italian license (this depends on the country where the license was issued). |
| PERMESSO DI SOGGIORNO (PERMIT OF STAY OR RESIDENCE PERMIT) | Official document that allows the foreigner to live in Italy (Decreto Legislativo 25 luglio 1998, n. 286, art. 5; Decreto Presidente della Repubblica 31 agosto 1999, n. 394, art. 9-11). It must be requested within 8 days from entry into the country. |
| PERMESSO DI SOGGIORNO CE PER SOGGIORNANTI DI LUNGO PERIODO | Document issued to non –EU citizens who have lived in Italy for at least 5 years. It allows permanent residency and does not have an expiry date but the holder must confirm at least every 5 years that data included are up to date. |

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| PLANIMETRIA CATASTALE | Is the map issued by the Cadastral Office (<i>Ufficio Del Catasto</i>) showing the composition of a flat. This document is required to apply for the <i>Certificato di Idoneità Alloggiativa</i> . |
| PREFETTURA | Is the local Government Office and where the Immigration Office (<i>Sportello Unico</i>) is located. |
| QUESTURA | Is the Police Office where a foreigner is fingerprinted and where the permit of stay is collected. |
| RICEVUTA POSTALE | An official receipt issued by the Post Office when an individual applies for the permit of stay or extension. When a permit has expired, this receipt is the only document that confirms the individual is compliant in Italy. The receipt is not valid outside of Italy, therefore, until the renewed permit of stay has been issued; the individual is subject to some travel limitations. |
| SPORTELLO UNICO PER L'IMMIGRAZIONE | The office that issues the <i>nulla osta al lavoro</i> (work permit). The office is a department of the Prefettura. In English, it is often referred to as, Immigration Office. |
| SCHEDA DI NOTIFICA | Registration form of the hotel (signed by you at your arrival) reporting your presence as the Italian stamp on passport does. If you do not have an Italian stamp on passport please ask your hotel manager to provide you with a copy of the hotel registration. Please keep this always with you and show it to any police officer who should request it. |
| RESIDENZA (RESIDENCY) | Anyone who plans on living permanently in Italy must register with the local Town Hall. Registration is in any event advisable as it can be beneficial for formalities in Italy such as obtaining a national health card, having goods imported duty free, purchasing a car and opening a bank account. |
| TESSERA SANITARIA (HEALTH CARD) | After registration with the Town Hall, a foreigner is entitled to request the Health Card (<i>Tessera Sanitaria</i>) at the local ASL (<i>Azienda Sanitaria Locale</i>). The card entitles to have a Doctor, drug prescriptions and medical checkups. |
| TESTO UNICO (OR "TU") SULL'IMMIGRAZIONE | Relevant to the law governing immigration matters, the most important: Decreto Legislativo 25 luglio 1998, n. 286 and Decreto Presidente della Repubblica 31 agosto 1999, n. 394. |
| UFFICIO DEL REGISTRO | Office found within the <i>Agenzia delle Entrate</i> where Registry Tax must be paid. Registry tax is a tax payable for some deeds, such as lease agreements and usually it must be paid no later than 30 days from the deed. |
| UFFICIO STRANIERI | The office within the Questura (Police Office) which is competent for all immigration matters. |