

## **UNIQUE WINDOW FOR IMMIGRATION Prefect's Office Turin**

### **SERVICE TIMING**

#### **When are the opening times?**

TUESDAY and THURSDAY  
*FROM* 9: 30 A.M. *TO* 12: 30 P.M.

#### **Can information be obtained on phone?**

Yes, two phone numbers are operating:

011 - 5589590  
011 - 5589635

#### **What information is given at the “Sportello Unico” (Unique Window)?**

The “Sportello Unico” (Unique Window) provides general information on:

- Applications for nulla osta (No Objection Certificate: N.O.C.) for FAMILY REUNION
- Applications for nulla osta (No Objection Certificate: N.O.C.) for WORK ENTRY concerning particular categories provided in article 27 of the D. Lgs 286/98 and subsequent modifications, which do not come under entry flux programs.
- Communications concerning EMPLOYMENT and DISMISSAL of foreign nationals regularly sojourning
- Moreover, at the “Sportello Unico” (Unique Window) are distributed all application forms, which can also be downloaded from the Internet web site: [www.interno.it](http://www.interno.it)

#### **How should applications be sent?**

Any application or communication must be sent EXCLUSIVELY by a Registered letter with Acknowledgment Due (A.D.) at the following address:

SPORTELLO UNICO PER L'IMMIGRAZIONE  
Prefettura di Torino  
Piazza Castello, 199  
TORINO

**Can applications be delivered by hand?**

NO, ANY APPLICATION OR COMMUNICATION DELIVERED BY HAND SHALL NOT BE ENTERTAINED.

**How should one proceed to apply for family reunion application?**

It is recommended NOT to send documents needed for family reunion application, but to wait to deliver and verify its credibility, until a personal summon is received by post, phone or e-mail.

**Can I collect nulla osta (No Objection Certificate: N.O.C) for work or family reunion during “Sportello Unico” (Unique Window) working hours?**

No, the nulla osta (No Objection Certificate: N.O.C) for work or family reunion could be collected ONLY by the concerned person when summoned, on days and timing different from those fixed for public.

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## **DOCUMENTS REQUIRED FOR ENTRY VISA FOR FAMILY REUNION**

- 1) Revenue Stamp: € 14.62;
- 2) Photocopy of valid stay permit;
- 3) Passports photocopies of family members (living abroad) for whom family reunion is requested and birth certificates for children not in possession of passports.
- 4) Photocopy of registered house rent or commodate contract (not for temporary use) or certificate of property ( real estate) possession;
- 5) Municipality certificate stating that the lodging is in accordance with the basics parameters fixed by regional rules for residential buildings. The certificate can be asked for at Ufficio Tecnico of Municipality (Commune) of residence, or a certificate of sanitary - hygienic suitability issued by competent A.S.L. (Local Health Department), indicating the number of persons for whom family reunion can be asked. The certificate is not required for children under 14, even if accompanied by one of the parents; in this case, a written consensus from lodge owner where the child will effectively live is sufficient (art. 29 c. 3 lett.a) T.U. 286798.
- 6) Family Relationship:
  - Marriage certificate for husband and wife
  - For Children under 14: Birth certificate with father and mother names.
  - All certificates should be authenticated, translated and attested in original by the Embassy.

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### **FOR WORKING PARTNERS**

- 7) Declaration of the Cooperative Society with latest date, showing annual income and duties performed;
- 8) Latest treasury check report ( visura) of the Cooperative Society indicating starting date of activity;
- 9) Photocopy of participation quota;
- 10) Photocopy of CUD or income tax return (in case the working partnership has started during current year; photocopies of all salary-slips (Buste paga);
- 11) Photocopy of tax identification number (Codice Fiscale)
- 12) Eventual supplementary documentation concerning income of a cohabiting relative or from other sources;
- 13) Photocopy of the last salary-slip (Busta paga);

### **FOR EMPLOYED WORKERS**

- 14) Declaration by the employer showing the nature, duration and income of current year, in the latest date;
- 15) Photocopy of nulla osta (No Objection Certificate N.O.C.) issued by the Provincial Employment

Exchange (Ufficio Provinciale del Lavoro);

- 16) Photocopy of the CUD or income tax return (in case working partnership has started during the current year; photocopies of all salary-slips (Buste paga));
- 17) For domestic collaborators, photocopy of contribution payment and work contract registration at INPS.
- 18) Photocopy of codice fiscale (tax identification number);
- 19) Eventual supplementary documentation concerning income of a cohabiting relative or from other sources;
- 20) Photocopy of the latest salary-slip(Busta paga);

**FOR INDEPENDENT PROFESSIONALS WORKERS  
And OWNER OF INCOME RECEIVED FROM OTHER SOURCES**

- 21) Photocopy of the licence, authorization, Register or List (Albo) enrolment;
- 22) Photocopy of income tax return. For an activity just started, attestation of income and the estimated future income for the rest of the year, with latest treasury check report, whenever the type of activity carried out demands;
- 23) Photocopy of codice fiscale (tax identification number);
- 24) Eventual supplementary documentation concerning income of a cohabiting relative or from other sources;

**INFORMATION FOR APPLICANT**

- The application must be sent as registered letter AR (Acknowledge Due: A.D.) and one must wait for a call from “Sportello Unico” (Unique Window) before handing over all documentation, in two copies (ORIGINAL + PHOTOCOPY, except passport of relatives living abroad )
- If the applicant lives with employer (domestic servants, agricultural labourers), or lives with relatives, he should enclose, besides the documentation in section 4 and 5, a declaration of the lodge owner under authenticated signature, stating his approval to the reunion of family members clearly named, with the exact portion of lodge at disposal. If the application for family reunion is made for a son under 14, a declaration of consensus of the lodge owner should also be produced.
- The minimum income per annum for the year 2005 is :
  - € 4,875.00 for reunion of only one family member
  - € 9,750.00 for reunion of two or three family members
  - €14,625.00 for four or more family members, taking into accounts the whole family unit and, eventually, other persons under applicant’s responsibility.

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