



Cofinanziato
dall'Unione europea



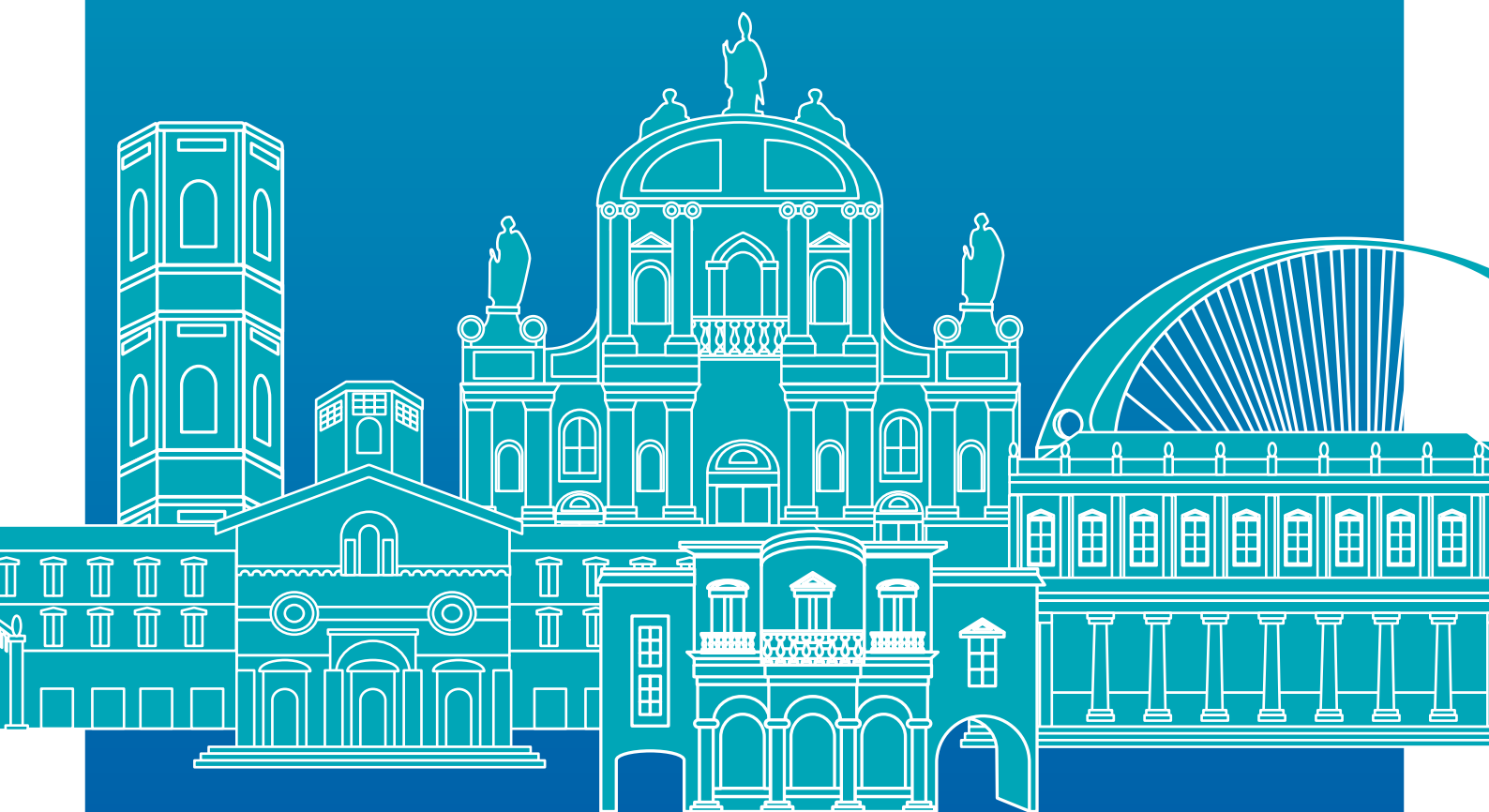
MINISTERO
DELL'INTERNO

FONDO ASILO, MIGRAZIONE E INTEGRAZIONE 2014-2020

Obiettivo Specifico 2 Integrazione/Migrazione legale – Obiettivo Nazionale 3 Capacity Building
PROG – 3844 POSTER – POTENZIAMENTO SERVIZI TERRITORIALI PER IL DIALOGO INTERCULTURALE

FAMILY REUNIFICATION

request
necessary documents
procedure
registration in the registry



last revision: November 2023



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FOR WHOM CAN ONE APPLY FOR FAMILY REUNIFICATION?



SPOUSE



MINOR
CHILDREN



ADULT CHILDREN WITH
100% TOTAL DISABILITY



DEPENDENT
PARENTS

WHO CAN APPLY FOR FAMILY REUNIFICATION?

PERSONS HAVING:



issued for:

Asylum* | Subsidiary protection* | Subordinate employment |
Self-employment | Family reasons | Religious reasons | Study |
ICT Residence Permit (regardless of duration) | Scientific
research (regardless of duration)

* In these two cases, there is no need to produce housing and income documents



It is important to always have your residence permit with you, especially when dealing with public offices.

FAMILY REUNIFICATION

NECESSARY DOCUMENTS

TAX STAMP
OF 16 EUROS



DOWNLOAD THE DOCUMENT HERE

Self-declaration of monogamy
(in the case of a spouse)



Self-declaration of insurance for parents over 65



DOWNLOAD THE DOCUMENT HERE

DOCUMENTS OF THE APPLICANT



PASSPORT
Currently valid



RESIDENCE PERMIT
Currently valid



IDENTITY CARD
Currently valid



FAMILY STATUS AND RESIDENCE:
Self-certification



DOWNLOAD THE DOCUMENT HERE

DOCUMENTS OF FAMILY MEMBERS



PASSPORT
Currently valid



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FAMILY REUNIFICATION

APPLICANT'S HOUSING

HOUSING SUITABILITY

**Municipality of
Reggio Emilia:**
ACER

**Other municipalities
in the province:**
COMPETENT
MUNICIPAL OFFICES

CONSENT OF THE OWNERS OF THE HOUSING

"S1" FORM
(for minors) and
"S2" FORM
(for adults)

+ COPY OF IDENTITY CARD

(if a third-country
national a residence
permit must be
presented)

 [DOWNLOAD THE DOCUMENT HERE](#)

HOUSING CONTRACT / DEED + RECEIPT OF REGISTRATION



I don't have suitable housing, what can I do?

It is possible to indicate an
accommodation other than the
applicant's residence for family
members to be reunited.

INCOME

Proof of minimum income is required for the granting of clearance.

The reference tables can be found on the Prefecture's website (Prefettura).

https://www.prefettura.it/reggioemilia/contenuti/Procedura_per_il_rilascio_del_nulla_osta_in_italiano_e_multilingua-17446848.htm

EMPLOYED WORKER

UNILAV FORM

To be requested from your
employer

TAX RETURN

PAY SLIPS

Of the past 12 months

SELF-DECLARATION OF THE EMPLOYER

"S3" FORM

+ COPY OF IDENTITY CARD



[DOWNLOAD THE
DOCUMENT HERE](#)



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SELF-EMPLOYED WORKER

CHAMBER OF COMMERCE REPORT (VISURA CAMERALE)

to be requested from your accountant

ARTICLES OF ASSOCIATION

for shareholders: to be requested from
the notary and/or accountant

FINANCIAL STATEMENTS

to be requested from your accountant

CERTIFICATE OF ASSIGNMENT OF VAT NUMBER(PARTITA IVA)

to be requested from your accountant

MUNICIPAL LICENCE

DOMESTIC WORKER

MANDATORY COMMUNICATION

to be requested from your employer

TAX RETURN

INPS SLIPS (BOLLETTINI INPS)

for the last 4 quarters

+ PAYMENT RECEIPT

to be requested from the employer

SELF-DECLARATION OF THE EMPLOYER

"S3" FORM

+ COPY OF IDENTITY CARD



DOWNLOAD THE
DOCUMENT HERE



If my income is not sufficient, what can I do?

It is possible to ask a family member to supplement your income: in order to reach the minimum income required by law, any family allowances or the income of persons in the same nuclear family as the applicant may also be taken into account.

The degree of kinship (e.g. spouse, child, parent, sibling) must be specified.

In this case, the following are necessary:

DOCUMENTATION PROVING KINSHIP, POSSIBLY TRANSLATED AND LEGALISED or WITH APOSTILLE

DECLARATION OF INTENTION TO SUPPLEMENT INCOME

INCOME DOCUMENTS



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FAMILY REUNIFICATION PROCEDURE

1

HOW TO APPLY



spid

The application for clearance for family reunification can only be submitted digitally through the portal of the Ministry of the Interior

<https://portaleservizi.dlci.interno.it/AliSportello/ali/home.htm>.

A SPID IS NECESSARY TO ACCESS THE PORTAL



The applicant will then receive an email with a case identification code (RE.....)



Here it is possible to complete and submit the online form requesting reunification clearance, attaching all the required documents.



The email addresses specified in the application form will be used for all communications concerning the procedure. We therefore recommend that you check your email regularly.

2

FIRST CONVOCATION AND NOTICE OF REJECTION



The applicant receives a communication called a “notice of rejection” with which they are summoned to the office.



This does not mean that the application has been rejected but rather that more documents need to be added in order to proceed.



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The communication states any obstacles and the documents required to complete the application. The applicant is thus summoned to deliver all the required documents.



The notification is sent to the email address provided during registration and contains the date, time and address of the appointment.

If you are unable to attend the appointment, it is necessary to send an email saying so to immigrazione.pref_reggioemilia@interno.it, including the following information: surname, first name, email address, telephone number, message.



REJECTION

The rejection is the refusal of clearance.

The rejection decision is notified on the ALL Portal and contains the reasons why the application was rejected.

The applicant may appeal to the court within 60 days.

CLEARANCE

If all requirements are met, the Prefecture sends the authorisation electronically to the Italian diplomatic or consular authority in the country of the family member to be reunited.

The family member in the country of origin must then submit an application for a visa for family reasons to the Italian embassy or consular authority.

The applicant will be informed of the issue of the clearance by email and can be downloaded from the ALL Portal.

The clearance is valid for 6 months from the date of issue and cannot be extended. An ENTRY VISA must be applied for within this period.



3

VISA ISSUANCE

An entry visa for family reasons is issued by the consular or diplomatic authority, after the necessary checks have been completed.

New documentation will be requested (Consulate of reference).

ONCE A VISA IS ISSUED IN THE PASSPORT, IT IS VALID FOR ONE YEAR.

Reunited family members who enter the Italian territory following the issue of an entry visa must follow the instructions in the **FIRST ENTRY** section.

4

FIRST ENTRY

After obtaining the visa, the foreign national may enter Italy and, within eight working days, must apply to the prefecture that issued the clearance to request a first appointment in order to register the first entry.



The appointment is made on the ALI Portal

<https://portaleservizi.dlci.interno.it/AliSportello/ali/home.htm>.



The applicant must go to "Prenotazione appuntamenti" (Set appointments), **enter the application**

identification code linked to their SPID and select "Primo ingresso" (First entry). A calendar opens with the dates available for appointments in the Prefecture.



The "Dichiarazione di ospitalità" (Declaration of Hospitality) must be submitted at this appointment (for residents in the municipality of Reggio Emilia this declaration is produced at the Questura (police station), for other municipalities information must be obtained from the municipality of residence).



At this appointment, the first entry will be registered and the documents to be attached to the application for a residence permit will be filled in together with the kit available at the post office (Poste Italiane).



Moreover, at the first appointment at the Prefecture a residence permit of at least one year is required for citizens over 16 years of age. In these cases an **Accordo di Integrazione** (Integration Agreement) is entered into.

This integration agreement (envisaged in Art. 4 bis of Italian Legislative Decree 286/1998) is a pact between the Italian State and the foreign nationals entering Italy for the first time. The foreign nationals agree to respect the set of duties set out in the "Carta dei valori della cittadinanza e dell'integrazione" (Charter of Values of Citizenship and Integration).



Information on your integration agreement can be found in the ALI portal in the "accordo di integrazione" (integration agreement) drop-down menu.

In the months following first entry, the citizen will be summoned to the CPIA (Centro Provinciale Educazione Adulti - Provincial Adult Education Centre) in Reggio Emilia.

REGISTRATION IN THE REGISTRY

For those who have requested the issue of a residency permit for family reasons (family reunification), it is possible to request registration in the Anagrafe Nazionale della Popolazione Residente (National Register of Resident Population) even before receiving the residency permit by contacting the Ufficio Anagrafe del Comune (Municipal Registry Office), presenting the following documents in place of the residency permit:

PASSPORT WITH ENTRY VISA

RECEIPT ISSUED BY THE POST OFFICE PROVING THE SUBMISSION OF THE RESIDENCY PERMIT APPLICATION

COMMUNICATION OF THE SPORTELLINO UNICO DELL'IMMIGRAZIONE (IMMIGRATION DESK) NOTIFYING THE ISSUANCE OF THE CLEARANCE, DOWNLOADED FROM THE ALI PORTAL

Art. 29, paragraph 3, letter a) and b) of Italian Legislative Decree 286/98



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