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A BRIEF GUIDE TO FAMILY REUNION
for refugees and beneficiaries of humanitarian protection

Year 2018



1- APPLY FOR NULLA OSTA

How to do it?

You must apply at SportelloUnico per l'immigrazione for an authorization (NullaOsta) for family reunification, accessible online through this link:

<https://nullaostalavoro.dlci.interno.it/Ministero/Index2>.

To access the application, you must register on the website (on the left side) by entering your email address. Once registered, you will receive a confirmation email that will let you activate your registration. By clicking the link, you will be redirected to the website where you can proceed with the online application. Every document required must be scanned and uploaded in the electronic system. After sending the application form, you will receive, on your personal email, a confirmation email of receipt with a code for checking your application's status.

The SportelloUnico, after having checked the documents submitted, will **assign you an appointment** to show originals of documents and stamp duty and/or for integrating documents. Within **90 days** of the request, the SportelloUnico must issue or deny the NullaOsta. To collect it you must make an appointment online at:

<http://servizi.utgroma.it/STIPWebClient/>

What do you need?

- A copy of your **residence permit** (if expired, a copy of the expired one and of the renewal receipt);
- A copy of your **travel document**;
- A copy of your **family member's passport** or equivalent document;
- **Residence** certificate;
- **Family status** certificate, also in self-declaration
- **Stamp duty** of 16 euros (marca da bollo, available at tobacconists or at the post-office)

Pay attention!

- ⚠ Check carefully every detail, especially the spelling of the name and date of birth of your family member.
- ⚠ Refugees and beneficiaries of subsidiary protection **do not have** to meet requirements of accommodation, sickness insurance, stable and regular resources.
- ⚠ The NullaOsta is valid for **6 months**. Start collecting documents for the visa!
- ⚠ To collect it, you will need another **stamp duty** of 16 euros.

Who can you contact for support in the request?

To be **supported** in the **online application**, or to take an appointment with the SportelloUnico, you can refer for free to:

- **Sportello legale ARCI**: Viale G. Stefanini, 15 Tel. 0641734712, Monday 17:00 - 19:00.
- **Patronato ACLI**: Piazza Sallustio, 3. Tel. 064817040, Monday – Friday 9:00 – 13:00 and 14:00 – 18:00
- **Patronato UIL**: Via Cavour 108. Tel. 064783921 – Monday – Friday 9:00-13:30 and 14:30-18:00
- **Patronato INCA – CGIL**: Via T. Sillani, 3. Tel. 065021303 – Tuesday – Friday 09:00 – 19:00
- **Patronato CISL**: Via Mozart, 77. Tel. 0683769812 – Monday 9:00 – 13:00 and 14:00 – 18:00; Wednesday 14:00 – 18:00; Friday 9:00 – 13:00

To collect the NullaOsta:

- **Sportello Unico per l'Immigrazione**: Via Ostiense 131/L Tel. 060606, Monday – Friday 9.30 – 12.30;

2. APPLY FOR VISA AT THE ITALIAN DIPLOMATIC REPRESENTATIONS

How to do it?

When you collect the NullaOsta, you must send it in **original copy** to your family. Once received, your family must **book an appointment** at the appropriate Italian embassy or consular representation and request the visa. The embassy will then check documents determining family links.

What do you need?

- Copy of your **travel document**;
- **Passport** or equivalent document of your **family members**;
- If you reunite with children, **birth certificate** and/or **DNA test, declaration of consent** from the other parent or legal tutor. If you reunite with adopted children, **adoption certificate**;
- If you reunite with your spouse, **marriage certificate** with civil status.

Pay attention!

- ⚠ All the documents determining family link must be **translated and legalised in Italian**;
- ⚠ The **visa** is valid for **1 year**
- ⚠ It can be difficult to make an appointment with some Italian representations: make sure to contact the embassy in time and to have all the required documents!
- ⚠ Even if you have documents proving family links, a **DNA test** is often required. Contact the International Organization for Migrations to undergo the test. It costs **230 euros per person**. In case you cannot afford to pay the test, it is possible to ask for an exemption with the support of associations. Apart from this, your family will have to pay **45 euros** for services registration.

Who can you contact for support to collect documents or in case of legal appeal?

- **Consiglio Italiano per i Rifugiati**: Via del Velabro 5\A, Tel. 0669200114 – Monday and Wednesday 9.30-13.30
- **Caritas - Divisione stranieri**: Via delle Zoccolette, 19, Tel. 0688815300 – Monday – Friday 8:30 – 13:00; Thursday 8:30 – 13:00 and 14:00 – 17:00
- **A Buon Diritto**: Città dell’Altra Economia, Largo Dino Frisullo, 1, Tel: 3385854387 – Monday and Friday 14:00-17:00
- **Sportello legale ARCI**: Viale G. Stefanini,15 Tel.0641734712, Monday 17:00 - 19:00
- **Organizzazione Internazionale per le Migrazioni (OIM)**: Via Nomentana, 201 (first floor), Tel. 06441609225/233/260 – by appointment

3. APPLY FOR FAMILY REASONS’ RESIDENCE PERMIT

How to do it?

Within **48 hours** of your family’s arrival, you must fill out a hospitality declaration at the police station (Questura)

Within **8 days** of your family’s arrival, they must go to the SportelloUnico per l’immigrazione where they will collect a document kit enabling them to apply for a residence permit. At the same appointment, they will receive a fiscal code that will enable them to access the National Healthcare system.

The document kit must then be sent by post to the appropriate Questura. The service incurs a cost of 30 euros.

Who can you contact to submit and collect documents?

- **Sportello Unico per l’Immigrazione**: Via Ostiense 131/L Tel.060606 – Monday – Friday 9.30 –12.30
- **Questura**: Via Teofilo Patini, 1 – Tuesday – Friday 8:30-12:30; Tuesday and Thursday also 15:00 – 16:30
- **Anagrafe of your municipality** (residence or hospitality certificate)

To help your family integrate in Italy, we strongly recommend that you prepare for their arrival. Administrative and legal procedures are usually lengthy processes that require time, and so we advise you to use this time to focus on looking for a job and for suitable accommodation. If you will reunite with minors, get in contact with schools. To be supported during family reunification and/or to be better aware of services offered by local entities, you can refer to social services and humanitarian organisations.

Family reunification is a complex process from both an emotional and practical point of view. Here we want to highlight the essential steps needed to conclude the legal and administrative procedures and to list the main organisations that support refugees in reunifying with their families.

You can apply for family reunion with:

- Your legitimate **adult spouse** (over the age of 18);
- Your unmarried **minor children** and those of your spouse, also adopted children, provided you have the necessary consent;
- Dependent **adult children** with serious health difficulties;
- Dependent **parents** who do not have other children in their country of origin or parents who are **over 65** years old, if their other children cannot provide support due to serious and proven health reasons

This brief guide was created by the Italian Council for Refugees within the “FAMI-glia” project, in partnership with the Study and Research Centre IDOS and the National Foundation of Social Assistants, and financed through the Asylum, Migration and Integration fund 2014 – 2020. The project aims at facilitating the process of family reunification through the comparison and exchange of good practices regarding support services developed in Italy, the Netherlands and Scotland, offered by public actors and third-sector organisations, particularly concerning resources available to reunified families.

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