

Missione-Militare USA / 미군공무 / Mission-USA Army

▶ List of the documents to present to obtain a Mission Visa + 3 samples of memorandum

1. Application form duly filled out (specify the Italian address in Italy, date of departure from Korea and date of entrance in Italy)

2. One recent passport style picture (white background)

3. Valid passport with an expiry date of at least three months after the expiry date of visa

4. photocopies of passport: pages containing:

- Valid SOFA stamp put by the Immigration Office in Korea;
- Picture and Signature;
- If NO FEE PASSPORT, page containing following phrase "This passport is valid only for use in connection with the bearer's residence abroad as a dependent of a member of the American Military or Naval Force on active duty outside the United States";
- If OFFICIAL PASSPORT, also photocopy of the cover of the passport.

The SOFA stamp is put by the Korean Immigration Office on passports of the family dependents - only if family dependents are foreigners in Korea - of US militaries on mission in Korea. If family dependents are Korean, SOFA stamp is not necessary.

5. Documentation concerning the Purpose of Stay in Italy:

Case 1) If family dependent(s) of a US Military:

- Military Order and/or letter from the U.S. Military Administration Office specifying the position and/or the appointment of the petitioner, or a copy of transfer orders – which authorizes the permanent change of station and contains the names of the family dependents with sign and seal of the person who has issued the document;
- Memorandum addressed to the Italian Embassy in Seoul issued by the Department letterhead (i.e.: Department of the Air Force, Department of Nave, Etc) indicating the names of the family members to be transferred to Italy, their relationship with the sponsor; The base to which they will be transferred; the expected length of stay in Italy, expected date and border of entry into Italy (if known) (See Sample);

Case 2) If civilian component (civil employees of the Department of Defense of the USA that follow the US armed forces) and his/her family dependent(s):

- Letter addressed to the Italian Embassy in Seoul issued by the United States Sending State Office for Italy (U.S.S.S.O.) of the Embassy of the U.S.A. in Rome (See Sample);

Case 3) If civilian personnel and his/her family dependent(s):

3a) Technical representatives/contractors of companies from other companies that have a special relationship with the U.S. armed forces and essential personnel of United Service Organization, schools, post offices, shops, banks and the Red Cross: Letter addressed to the Italian Embassy in Seoul issued by the United States Sending State Office for Italy (U.S.S.S.O.) in the Embassy of the U.S.A. in Rome (See Sample);

3b) Employees of other ministries of the U.S.A. in support of the Department of Defense:
Letter addressed to the Italian Embassy in Seoul issued by the United States Sending State Office for Italy (U.S.S.S.O.) in the Embassy of the U.S.A. in Rome (See Sample)

6. Photocopy of the military personnel identification card
7. Marriage certificate (original and photocopy)
8. For children: Birth certificate (original and photocopy)
9. Flight booking
10. If family dependents are Korean, they must also submit a Certificate of Identity (기본증명서 Gibonjeungmyeongseo) AND the Certificate of Residence (주민등록등본 Jumindeungnokdeungbon) proving that the applicant resides in Korea.
11. If the spouse, US military or civilian component or civilian personnel of the visa applicant has already entered Italy for mission, a declaration produced by the spouse with the signature notarized by the military notary in the base in Italy
12. Administrative fee: free of charge for holders of American official/service passports or no fee passport and holders of Korean passports. For other cases, please consult the table on the Embassy's website. The payment is in KRW.

THE MAXIMUM VALIDITY OF THE ITALIAN NATIONAL VISA FOR LONG STAY IS ONE YEAR.
WITHIN 8 DAYS OF YOUR ARRIVAL IN ITALY, YOU (ALL FOREIGNERS RESIDING IN THE ITALY)
MUST APPLY AN ITALIAN RESIDENCE PERMIT TO BE RENEWED ANNUALLY.

- The applicant can present the application 3 months before his/her entrance in Italy.
- All visas issued by the Italian Embassy are under authorization of the Italian Ministry of Foreign Affairs.
- It is required that the visa applicants apply personally to the Embassy.
- It is not required the physical presence of children of under 12 years old.
- EVERY ADULT applicant of visas need to book an appointment using the Prenot@mi (<https://prenotami.esteri.it>) at the homepage of this Embassy.

SAMPLE Letter from the Dept.



DEPARTMENT OF THE ARMY
719th MILITARY INTELLIGENCE BATTALION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
APO AP 96271-9998

Missrone

familton
di militari USA

MEMORANDUM FOR EMBASSY OF ITALY

28 February 2012

SUBJECT: Request For , Travis Dependents Visa

1. This letter is to certify that the following dependents of SPC Jones have an approved follow-on assignment to Naples, Italy. This information is to be used for the processing of dependant Italian Visas.

Name	Relationship	Gaining Unit	Date of Entry	Length of Stay
	Spouse	2 nd NATO	6 April 2012	36 Months

2. Point of contact for this memorandum is the undersigned at 754-3046.

CPT
Commander, HHD MI BN
DSN 754-3046
Cell

for case (1)



EMBASSY OF THE UNITED STATES OF AMERICA
 UNITED STATES SENDING STATE OFFICE FOR ITALY
 VIA V. VENETO, 119A
 00187 ROME, ITALY



Visas
 Code /Ser
 Date

MEMORANDUM FOR ITALIAN CONSULATE

Subject: Mission Visa for Members of the Civilian Component

This is to certify that Mr/Ms _____ is a member of the civilian component of a force of the United States of America for the purposes of the Agreement Regarding the Status of Forces Parties to the North Atlantic Treaty (also known as the London Convention) dated 19 June 1951, and those other agreements that govern our relationship with Italy.

Mr/Ms _____ will assume duties as _____ (Job title) with _____ (US Command in Italy).

Mr/Ms _____ is scheduled to depart for Italy on _____.

This letter certifies that Mr/Ms _____ and his/her dependents are qualified to receive a mission visa for purposes of travel to Italy. Please issue the visa for one year from the date of this letter.

Please issue mission visas for the following dependents:

- Spouse:
- Other:
- Other:
- Other:
- Other:

Questions may be addressed to the United States Sending State Office for Italy, American Embassy, Rome, telephone: +39 06 4674 2303.

James A. Ouellette Jr.
 Commander, U.S. Navy
 Officer in Charge

for case (2)

ALL (2)



EMBASSY OF THE UNITED STATES OF AMERICA
 UNITED STATES SENDING STATES OFFICE FOR ITALY
 VIA V. VENETO 119A
 00187 ROME, ITALY



Visas
 Code /Ser.

MEMORANDUM FOR ITALIAN CONSULATE

This is to certify that _____ is proceeding to Italy under contract _____ with a firm having special relations with the United States Armed Forces in Italy. _____ is a member of the civilian personnel of a force of the United States of America for the purposes of the Agreement Regarding the Status of Forces Parties to the North Atlantic Treaty (also known as the London Convention) dated 19 June 1951, and those other agreements that govern our relationship with Italy.

_____ is employed by _____ under contract to
 He/She will be performing the position of _____ at _____, Italy.

_____ is scheduled to depart for Italy on _____

This letter authorizes _____ to receive a mission visa for purposes of travel to Italy. Please issue the visa for one (1) year from the date of this letter.

Please issue mission visas for the following dependents of _____

- Spouse: _____ /
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Questions may be addressed to the United States Sending State Office for Italy, American Embassy, Rome, telephone: 39 06 4674 2303.

Commander, U.S. Navy
 Officer in Charge

for case (3)