

MISSION/CIVIL CONTRACTORS

Civilian Contractors/Technicians working at a U.S./NATO Military Base in Italy. Applicant is employed by a private company and has been assigned to a military Base in Italy in the framework of a work contract between the private company and the U.S. Armed Forces

PLEASE NOTE: This Consulate General can process visa applications only for the residents within our consular jurisdiction: **Pennsylvania, Delaware, Maryland** (*except Prince George and Montgomery Counties*), **New Jersey** (the following counties only: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, Salem, **North Carolina, Virginia** (*except Fairfax and Arlington Counties*) and **West Virginia**. (Please check on the web page "[jurisdiction](#)")

- Duly filled Visa Application Form.** Please note that all the names appearing on the passport must appear on the application form (all data must match those on the passport). The form must be dated and signed before a Visa Officer.
- Recent passport-size photograph (2"x2")**, on white background, full face and front view, stapled/glued to the application form. Scanned or photocopied photos will NOT be accepted;
- Valid passport** , the passport must be valid at least 3 months after the visa expiration date. Please make sure the passport has at least a blank page to affix the visa;
- Original and copy of Driver's License or State ID** as proof of residence in the jurisdiction of this Consulate General. If you recently moved and have not updated your ID, you must submit another proof of current address (e.g., utility bills, bank statements, etc.);
- An Official Letter from the US Military Command – Contractors Personnel Office**, requesting the issuance of the visa. It must indicate the full name of the applicant, destination and duration of the assignment in Italy, duties assigned, date of departure for Italy, and telephone number of the official signing the letter;
- † **Letter/contract** of the Firm/Company that has the contract with the US Military Base in Italy
- Letter of the Embassy** of the United States of America - United States Sending States Office for Italy – in Rome (**USSO**) confirming the details regarding the Contract and the applicant's position.

PLEASE NOTE: If family members are accompanying the applicant for the whole duration of his/her stay in Italy they must be mentioned in the official letter from the competent military department in the U.S. and on the military orders. They must also have a valid passport, fill out an application form, submit a certified copy of the marriage certificate and birth certificate of the children(if any). If family members are minor children, both parents must submit a notarized parental consent, addressed to the Italian Consulate, giving permission to accept the visa application and to issue a visa. The parents signing the consent form must be the ones shown on the minor's birth certificate. If they are not, a custody order is required.

- **Confirmed flight reservation** showing complete flight itinerary;
- **Visa fee** in the form of cash or Money Order, payable to the Consulate General of Italy in Philadelphia, with applicant's name and address on the money order;
- **Return envelope**: required if applicant cannot pick up passport with the visa in person. Please provide **postage paid, self addressed envelope** with tracking number plus mailing disclaimer form. Carefully complete mailing label with all required information.

This consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does not guarantee the issuance of any visa.