HOW TO APPLY FOR A FISCAL CODE (CODICE FISCALE)

1. MILITARY PERSONNEL:
   a. Fiscal Code Application
   b. Copy front and back of your ID Card (ensure it is readable and the photo is clear)
   c. Submit application to a Housing Counselor or go directly to the Fiscal Codes Office in Pordenone (follow directions attached).

2. DEPENDENTS:

   IMPORTANT: If your dependent is a minor (17 years old and below), parents must go to the Fiscal Codes Office in person. Housing cannot submit applications for minors on behalf of their parents.

   - DEPENDENTS JUST ARRIVED:
     a. Fiscal Code Application
     b. Copy of Passport
     c. Copy of the Visa
     d. Copy front and back of the dependent’s ID Card (ensure it is readable and the photo is clear)
     e. Submit the application form + copies to a Housing counselor or go directly to the Fiscal Codes Office in Pordenone (follow directions attached).

   - DEPENDENTS WHO NEED A FISCAL CODE FOR THEIR “PERMESSO DI SOGGIORNO” RENEWAL
     a. Fiscal Code Application
     b. Copy of Passport
     c. Copy front and back of the dependent’s ID Card
     d. Copy or their “Permesso di Soggiorno” receipt and/or copy of “Permesso di Soggiorno” request issued by Security Forces Squadron
     e. Submit the application form + copies to a Housing counselor or go directly to the Fiscal Codes Office in Pordenone (follow directions attached).
Fiscal codes for Military Personnel will be issued every Thursday. Applicants can pick them up at Housing from 1300 hrs. Fiscal codes for dependents may require up to 3 weeks for processing by the Fiscal Codes Office in Pordenone. For this reason dependents are highly recommended to go to the Pordenone office by themselves and have it issued immediately on the same day.

The Housing Office will collect Fiscal Codes applications every morning from 0800 to 1200 only, Monday to Friday. We strongly recommend you leave your completed application and documentation required in the drop-off box located on the desk in the Housing Office waiting area.

*****THE ITALIAN FISCAL CODES OFFICE WILL REJECT ANY MISCOMPLETED OR PARTIALLY COMPLETED APPLICATION AND/OR APPLICATIONS WITH MISSING DOCUMENTATION*****

Attachments:

1. Sample of Fiscal Code (Codice Fiscale) Application,
2. Driving directions to the Fiscal Code Office in Pordenone,
3. Map of the Office location in Pordenone,
4. Sample of “Permesso di Soggiorno” Receipt,
5. Sample of “Permesso di Soggiorno” Request.
MINISTERO DELLE FINANZE
ANAGRAFE TRIBUTARIA

DOMANDA DI ATTRIBUZIONE DEL NUMERO
DI CODICE FISCALE O VARIAZIONE DATI
(PERSONE FISICHE)

PARTE RISERVATA AL RICHIEDENTE

- ATTRIBUZIONE CODICE FISCALE
- DOPPIETTA DEL CERTIFICATO
- DOPPIETTA DEL TESSERINO PLASTIFICATO
- AGGIORNAMENTO DATI ANAGRAFICI E
  ATTRIBUZIONE CODICE FISCALE DEFINITIVO
- RICHIESTA TESSERINO PLASTIFICATO
- AGGIORNAMENTO RESIDENZA
- RICHIESTA CODICE FISCALE L.27/02/85 N. 52
  TRASCRIZIONEatti GIUDIZIARI ALLE CONSERVATORIE RR. II.
  EVENTUALI ALTRI CODICI ASSEGNATI

CODICE FISCALE

DATA – DATE 12 June 2008
FIRMA DEL RICHIEDENTE - SIGNATURE
FIRMA DELL’INCARICATO

PARTE RISERVATA ALL’UFFICIO

- ATTRIBUZIONE
- ATTRIBUZIONE DIFFERITA DA S.C.
- DUPLICATO CERTIFICATO
- DUPLICATO TESSERINO
- RICHIESTA TESSERINO
- AGGIORNAMENTO
- ACQUISIZIONE RESIDENZA ESTERA
- RICHIESTA CODICE FISCALE L.27/02/85 N. 52
  TRASCRIZIONEatti GIUDIZIARI ALLE
  CONSERVATORIE RR. II.

ESTREMI DEL DOCUMENTO D’IDENTITÀ
DEL RICHIEDENTE…………………………………………………………………………………………………………………………….
ESTREMI DEL DOCUMENTO D’IDENTITÀ
DELL’INCARICATO…………………………………………………………………………………………………………………………..

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ha presentato modello AA4/7

TIMBRO
UFFICIO

UFFICIO IMPOSTE DI………………………………………………………………………………………………………………………………  DATA……………………………………………………..
DIRECTIONS

To

AGENZIA DELLE ENTRATE
Via Giardini Cattaneo, PN
Office to get your Codice Fiscale

Office Hours: Mon – Fri 0830 - 1230
Mon & Thur 1500 – 1700

From the flight line Gate 10 turn right onto AP highway heading to downtown Pordenone.

Carry on along the AP highway and merge right at the 4th light. Go through the 1st and 2nd lights, merge right at the 3rd light, and drive on past the train station. After you pass the train station you will get at 2 lights in a row, go straight through and park in the large parking lot on your left.

From the parking lot, walk towards the church tower. Once you cross the street you will see a sidewalk with a stream next to it. Turn left. Walk along this sidewalk as far as it ends and turns into a gravel sidewalk. Walk through the park and cross the street. You will see a large building on your right. Enter the 2nd revolving glass door.

When in the lobby, turn left, go to the end of the hallway and you will see a touch screen computer. Push “CODICE FISCALE” and you’ll get a print out receipt that reads EB-(number) (i.e.EB-002). Wait for your number to flash on the monitors and go to the desk it referred you to.
PERMESSO DI SOGGIORNO
SAMPLE OF RECEIPT
MEMORANDUM FOR QUESTURA
UFFICIO STRANIERI

FROM:
3J SFS/S5PR
Base: Aerea
33081 Aviano (PN)

SUBJECT: RICHIESTA PERMESSO DI SOGGIORNO

Con la presente si certifica che il/la Sig.

This is to certify that Mr/Mrs/Miss

Si trova in Italia come membro delle Forze Armate Satunitensi
in missione NATO il/la quale è
Is in Italy as a member of the USAF

Aggreeto presso il 31 Stormo di stanza ad Aviano, (PN).
Is attached to the 31st Fighter Wing at Aviano (PN).

Ha appuntamento con l'Ufficio Stranieri di Pordenone per rinnovare il
Permesso di Soggiorno
Has an appointment with the Foreign Office of Pordenone to renew the Soggiorno Permit
(EVERYONE APPLYING FOR A SOGGIORNO PERMIT MUST BE PRESENT WITH PASSPORT (8) AND SOGGIORNO PERMIT) FOR ANY FURTHER
INFORMATION PLEASE CALL EXT 632 7921 OR 7769