

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

UFFICIO

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

PARTE RISERVATA AL RICHIEDENTE

- ☒ ATTRIBUZIONE CODICE FISCALE
☐ DUPLICATO DEL CERTIFICATO
☐ DUPLICATO 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
TRASCRIZIONE ATTI GIUDIZIARI ALLE CONSERVATORIE RR. II.
ENTUALI ALTRI CODICI ASSEGNATI

CODICE FISCALE

DATI ANAGRAFICI

COGNOME DI NASCITA - LAST NAME
SMITH

NOME (senza abbreviazioni) - FIRST NAME
JOHN

SECONDO NOME - FULL MIDDLE NAME
PAUL

COMUNE (o stato estero) DI NASCITA - COUNTRY OF BIRTH
UNITED STATES OF AMERICA

PROVINCIA DI NASCITA (sigla)
EE

DATA DI NASCITA (date of birth)
giorno (day) Mese (month) Anno (year)
1 2 0 6 8 8

SESSO - SEX (M o F)
M

RESIDENZA ANAGRAFICA (o se diverso, domicilio fiscale)

COMUNE (senza abbreviazioni)
AVIANO

PROVINCIA (sigla)
PN

C. A. P.
3 3 0 8 1

INDIRIZZO (o frazione)
PSC 103 BOX 9999

N. CIVICO

RESIDENZA ESTERA

STATO ESTERO DI RESIDENZA

CITTA' E INDIRIZZO

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
TRASCRIZIONE ATTI GIUDIZIARI ALLE
CONSERVATORIE RR. II.

CODICE PROVVISORIO ASSEGNATO

ESTREMI DEL
DOCUMENTO D'IDENTITA'
DEL RICHIEDENTE.....

ESTREMI DEL
DOCUMENTO D'IDENTITA'
DELL'INCARICATO.....

TIMBRO
UFFICIO

...I....signor.....
ha presentato modello AA4/7

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.



..... Drive

☆☆☆☆☆ Walk

PERMESSO DI SOGGIORNO

SAMPLE OF RECEIPT

QUESTURA DI PORDENONE
QUESTURA DI PORDENONE
POLICE-HEADQUARTERS
UFFICIO IMMIGRAZIONE

29 MAG 2020
DATA/DATE

Tirato
d'ufficio

FIRMA/SIGNATURE

RISERVATO
PLEASE, DON'T

NON SOSTITUISCE LA COPIA DELLA DICHIARAZIONE DI SOGGIORNO PER L'INTERESSATO
IT IS NOT VALID AS COPY OF FOREIGNER'S STATEMENT OF STAY

**DEPARTMENT OF THE AIR
FORCE 31st FIGHTER WING
(USAFE)**

**MEMORANDUM FOR QUESTURA
UFFICIO STRANIERI**

FROM:

3J SFS/S5PR

Base: Aerea

33081 Aviano (PN)

SUBJECT: RICHIESTA PERMESSO DI SOGGIORNO

Con Lla presente si certifica che il/la Sig.

This is to certify that Mr/Mrs/Miss

**Si trova in Italia come mebro delle Forze Armate Satunitensi
in missione NATO il/la quale e'**

Is in Italy as a member of the USAF

Aggredito presso il 31 Stormo di stanza ad Aviano, (PN).

Is attached to the 31st Fighter Wing at Aviano (PN).

**Ha appuntamento con)'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

