

HOW TO SUBMIT APPLICATIONS FOR PERMISSION TO EMPLOY EXTRA EU FOREIGN WORKERS

Applications may be made for foreign workers without residence permission as for subordinate, domestic or seasonal workers

Employers willing to employ **foreign workers without residence permission** under a permanent or fixed-term contract have to fill in an ad-hoc application for **permission** and to send to "Sportello Unico per Immigrazione"

Applications may refer to employments for **subordinate, domestic or seasonal works**.

Applications have to be written on **particular forms** distributed by Post Offices from the 18th of February 2006.

Applications shall be sent via Posta Assicurata c/o qualified Post Offices starting from 2.30 p.m. of March 14th, 2006, as communicated in the "Gazzetta Ufficiale" No. 55 of March 7th, 2006.

Consignment receipts shall give evidence of **acceptance date and time** at qualified post offices in order to work out a precise classification of entitled workers.

NB: Facsimile forms shall not be used as applications.

Decree on the immigration flow of workers who are nationals of the new EU countries in 2006

The decree on the planning of the immigration flows for workers who are nationals of the new EU countries in 2006 was published in the "Gazzetta Ufficiale" No. 51 of 2.3.2006. The relevant applications – which must not be completed on optical reader forms reserved to employees who are not nationals of EU countries – can be sent from any post office starting from the 3rd of March 2006.

WHAT TO DO AT POST OFFICE

To apply for permission foreign workers have:

- **To collect the kit** in any Post Office of Poste Italiane **from the 18th of February 2006**.
- **To fill in the form** following instructions as per "INFORMATIVA GENERALE AI MODELLI A, B, C" to be found inside the kit. To fill in the application, please use only the envelope and the form (Mod 22A) contained in the Post Office kit. In each envelope insert only one application.
- **To consign** at qualified Post Offices the sealed envelope containing the filled in form and the relevant documentation starting from 2.30 p.m. of March 14th, 2006, as communicated in the "Gazzetta Ufficiale" No. 55 of March 7th, 2006.
Working hours from second day on will be the regular working hours of Post Offices.
Applications submitted before the date and time communicated by Ministero dell'Interno will not be taken into consideration.
- **To pay** the amount of 5,70 euro to send the Insured Mail item.
- **To collect receipt of Posta Assicurata** with date and time of acceptance.

Autonomous Provinces of Trento and Bolzano

Application for permission to employ foreign workers in the autonomous Provinces of Trento and Bolzano shall be those distributed in the Provinces of Trento and Bolzano; Post Office kit of Poste Italiane may not be used.

For information:

- **Trento:** Centro Informativo per Immigrazione: www.cinformi.it
- **Bolzano:** Provincia Autonoma di Bolzano: www.provincia.bz.it

Information

- For additional information on permission to employ foreign workers, please see www.interno.it