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## SUBORDINATE PERSONNEL

**APPLICANT IS REQUIRED TO PRESENT ALL THE DOCUMENTS + THE REQUIRED PHOTOCOPIES**

1. **Visa application form**. Please notice 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 in front of a Visa Officer;
2. **Recent passport-size photograph (1.2”x1.5” or 3x4 cm)**, on white background, full face and front view. Scanned or photocopied photos will NOT be accepted;
3. **Valid passport (Original plus 1 copy of the page with photograph and expiration date)**. The passport or travel document must be valid at least three months after the visa expiration date. Please make sure the passport is no older than 10 years and has at least two blank pages to affix the visa;
4. **“Nulla Osta”** issued by the Italian “Sportello Unico” Office (+ 1 copy) ∴;
5. **Italian Fiscal number** ( codice fiscale ) optional;
6. **Permanent Residence Card (Original plus 1 copy)** or other US immigration document allowing re-entry into the United States (e.g., valid long-term US visa, Advanced Parole, etc.). International students must submit original F-1 Visa and I-20 ( plus 1 copy);
7. **Driver’s License or State ID (Original plus 1 copy)** as proof of residence in the jurisdiction of this Consulate General. If you recently moved into our jurisdiction you can submit another proof of current address (e.g., utility bills, bank statements, etc.);
8. **Flight reservation** round trip showing complete itinerary. If you visit more than one Schengen country, please provide means of transportation between countries ( ex. car rental, train reservation);
9. **Visa fee** (non refundable). This Consulate accept only Money Orders, Cashier's checks or cash payable to the Consulate General of Italy, We do not accept personal checks or credit cards;
10. **Mailing**  
Applicants can provide a SELF-ADDRESSED, PRE-PAID EXPRESS MAIL ENVELOPE to receive the passport and visa by mail. Envelopes with insufficient postage will not be accepted. Passport and visas can be always collected at this Office during regular business hours. WE DO NOT ACCEPT REGULAR MAIL;