



GUIDE FOR ASYLUM SEEKERS



CIAC



CIAC (Centre, Immigration, Asylum and Cooperation) is an organization that protects the rights of asylum seekers, refugees and migrants. With 30 years' experience,

it is a non-governmental and independent organization established by Italians and foreigners together to defend the rights of all individuals.

CIAC OFFERS ASYLUM SEEKERS THE FOLLOWING SERVICES:

- Orientation and legal information on regularization and the international protection procedure
- Preparation of the necessary documents for submitting the application for international protection
- Orientation and preparation for the hearing before the Commission
- Possible guidance for appeal
- Assistance with the procedures for renewing the residence permit
- Assistance with the request for access to reception facilities
- Assistance in accessing essential services

If you want to learn more about who we are and what CIAC does, you can look at our website at www.ciaconlus.org.

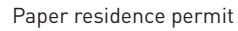
We are NOT a government agency and we do not issue documents. This is a brief GUIDE on your rights and duties in Italy to help you to understand them and to live here.



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Electronic residence permit



1. HOW CAN I STAY LEGALLY IN ITALY?



1.1 RESIDENCE PERMIT

The document you need to stay legally in Italy is the RESIDENCE PERMIT.

PERMESSO DI SOGGIORNO

NOME _____

VALIDO FINO AL _____

LUOGO E DATA RILASCIO _____

TIPO DI PERMESSO DI SOGGIORNO _____

OSSERVAZIONI _____

NAME

VALID UNTIL

PLACE AND DATE OF ISSUE

TIPO DI PERMESSO DI SOGGIORNO

TYPE OF RESIDENCE PERMIT

The diagram shows a sample of an Italian Residence Permit card. On the left side of the card, there is a small illustration of a bull (the symbol of the Municipality of Rome) and a placeholder for a photo. The right side of the card contains several fields for personal and administrative information. Dotted lines connect these fields to labels on the right: 'NOME' (Name), 'VALIDO FINO AL' (Valid until), 'LUOGO E DATA RILASCIO' (Place and date of issue), 'TIPO DI PERMESSO DI SOGGIORNO' (Type of residence permit), and 'OSSERVAZIONI' (Type of residence permit).

The residence permit is a document that can be issued by Italian Authorities for various reasons, including for example:



family



work



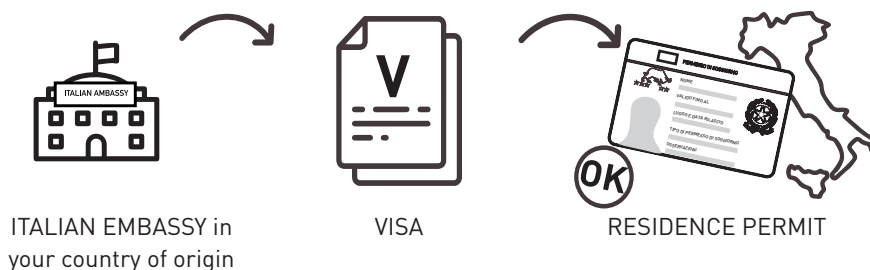
study



health

1.2 VISA FOR THE RESIDENCE PERMIT

To obtain the residence permit, you must ask the Italian Embassy in your **COUNTRY OF ORIGIN** for authorization to enter Italy by issuing a **VISA**.



PLEASE NOTE!

With rare exceptions, you will not be able to apply for a residence permit when you are already in Italy if you have not first obtained an entry visa.

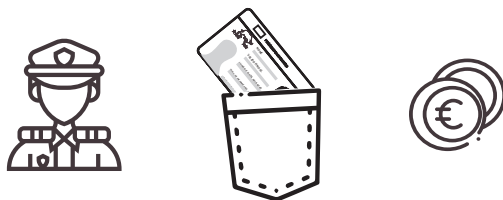
1.3 RESIDENCE PERMIT WITHOUT A VISA?

What if you cannot apply for an entry visa in your country of origin?

If you have fled your country due to wars and persecution, you can apply for international protection in one of the member states of the European Union or in a country that has signed the 1951 Geneva Convention on the Status of Refugees.



1.4 SANCTIONS AND EXPULSIONS



PLEASE NOTE !

You must always carry with you the original copy of the residence permit (of any type): anyone who does not show the residence permit and does not identify themselves to police authorities risks arrest for up to one year and a fine of up to €2000.

If the Italian police authorities find you without a legal residence permit, because you never had one, they can forcibly remove you from the country through an expulsion decree.



UNDER NO CIRCUMSTANCES CAN YOU BE EXPELLED IF:

- you are under the age of 18;
- you live with a spouse who is an Italian citizen or with a relative up to the second degree who is an Italian citizen (grandfather, grandmother, grandson, granddaughter, brother or sister);
- if you are a pregnant woman or within the first six months after childbirth; your husband cannot be expelled either, if you are cohabiting;
- if you have serious health problems and in your country of origin they cannot provide the necessary medical care. In this case, a permit for medical treatment is issued for the duration of the treatment. The permit allows you to work but cannot be converted into a work permit.

REMEMBER !

L'Italia, comunque, garantisce le cure urgenti a tutti, anche a chi non ha un permesso di soggiorno ed è irregolare.

2 INTERNATIONAL PROTECTION

2.1 IN WHICH CASES IS IT GRANTED?

The Italian state can decide to recognize two different types of international protection, which entitle you to two different residence permits:



REFUGEE STATUS (POLITICAL ASYLUM)

If in your country of origin you have suffered or are at serious risk of suffering personal persecution due to race, religion, nationality, membership of a particular social group, political opinions or sexual orientation, you may be recognized as a political refugee.



SUBSIDIARY PROTECTION

If in your country of origin, regardless of personal persecution, you are at risk of suffering serious harm such as:

- torture
- death penalty
- inhuman or degrading treatment

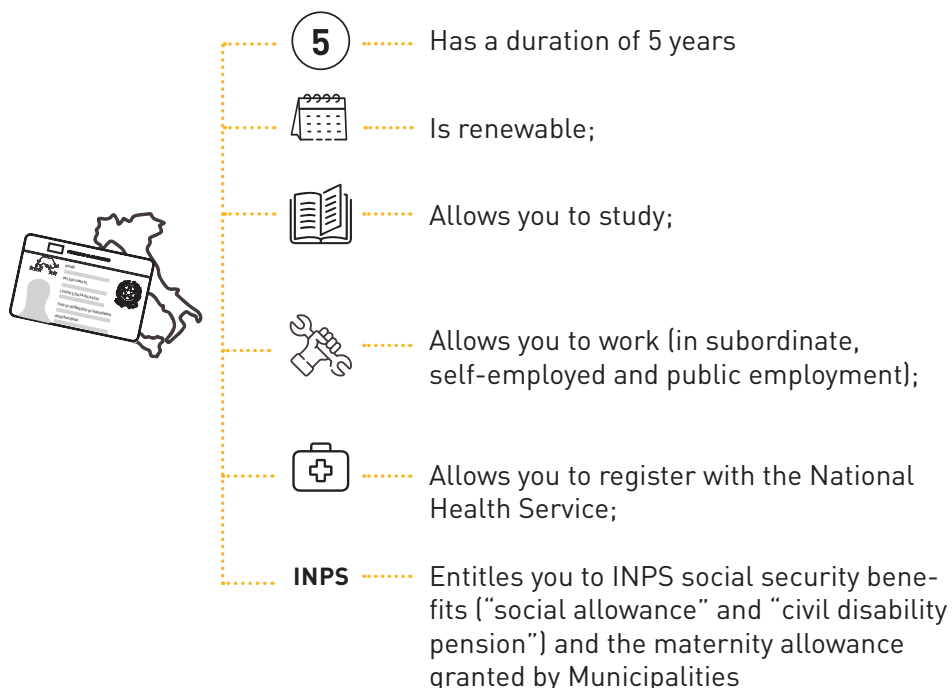
Due to a situation of political instability, widespread insecurity or war, you may be granted subsidiary protection.

PLEASE NOTE !

Acts of persecution include all acts of violence against individuals or actions that restrict the fundamental rights that everyone is entitled to, from which the government of your country either cannot or does not want to protect you. These acts of violence or limitation of fundamental rights can be carried out by both the State and non-governmental agents, such as armed groups, criminal organizations and private individuals.

2.2 RESIDENCE PERMIT FOR INTERNATIONAL PROTECTION

The recognition of international protection entitles you to a residence permit which:



2.3 SPECIAL PROTECTION



If the conditions for granting international protection are not met, the Italian state may decide to grant special protection in the case of:

- systematic violation of human rights in the country of origin
- health reasons
- respect for the asylum seeker's private and family life in Italy.

3. ASYLUM APPLICATION PROCEDURE

1.



SUBMISSION OF THE APPLICATION



2.



IDENTIFICATION



3.



FORMALIZATION OF THE APPLICATION



4.



INTERVIEW WITH THE TERRITORIAL
COMMISSION



5.



ASSESSMENT AND DECISION



6.



APPEAL



STEP 1 SUBMISSION OF THE APPLICATION



First, you will need to submit your asylum application, which must be done in person at the Border Police or at the Police Office of the place where the applicant intends to live, within **8 days of entry**. You must also submit the documentation relating to your application, your passport, and notify any change of address or residence.

STEP 2 IDENTIFICATION



Once your asylum/protection application has been submitted, the Provincial Police Authority (Questura) will give you an **appointment** to come to the Immigration Office for identification and formalization of the asylum application.



HOW IS IDENTIFICATION DONE?

During the appointment at the Provincial Police Authority (Questura) offices, asylum seekers are photographed and their fingerprints are entered into the Eurodac system for identification and Dublin checks.

This procedure makes it possible to verify whether a person has applied for asylum in another European country: the Dublin Regulation is used to determine which European country should examine your application for international protection.

STEP 3 FORMALIZATION OF THE APPLICATION



Your application is formalized by completing the “C3 FORM” (Modello C3): this is the official declaration of the applicant for international protection and it contains the reasons for your request. This document will then be sent by the Provincial Police Authorities to the Territorial Commission for Recognition of International Protection, which will examine the application for protection.



WHAT HAPPENS WHILE WAITING FOR THE RESULT OF YOUR APPLICATION?

While waiting to find out if the Territorial Commission will grant you international protection, after the formalization of your application you will be issued with a NAME CERTIFICATE which is valid as a residence permit for 6 months.



This document allows you to:

- start to work from 60 days after issue of the certificate,
- proceed with the compulsory registration with the National Health Service
- apply for residence

PLEASE NOTE!

The permit is valid only in Italy and does not allow you to leave the country; if you leave Italy, you will be considered irregular in another country.



You will also be issued with a TEMPORARY RESIDENCE PERMIT (not convertible into a work permit) for asylum application, which allows you to stay legally while waiting for your asylum application to be examined.



It is important that you provide correct personal details right from the early stages of the procedure: NAME, SURNAME, DATE OF BIRTH, COUNTRY OF ORIGIN AND CITIZENSHIP.



Providing false personal details to law enforcement and public officials constitutes a specific offence.



It is the duty of the asylum seeker to cooperate with the police authorities for correct identification.



If you have an identity document (identity card, driver's license, birth certificate), you must show it to the authorities.



If you have a national passport you will have to hand it over; it will be retained for the entire duration of the procedure.

WHAT CIAC CAN DO

CIAC is an organization for the protection of the rights of asylum seekers and refugees: this means that we can help you free of charge to write your memories, that is, the story of your life, which is useful for explaining to the Territorial Commission why you are applying for asylum, and to fill out the necessary documents.

STEP 4 INTERVIEW



Within 2 months of formalizing your asylum application (processing times cannot be predicted and could take longer), you will be **INVITED TO COME** for a hearing, that is, an interview, about your asylum application before the competent Territorial Commission, where you can talk about your migration story. You will be assisted by a linguistic mediator.



The interview with the Commission is a very important moment: you can reschedule it only once and for serious and documented reasons (such as a serious illness or family problems).



The waiting time for the appointment with the Commission can be VERY LONG and exceed the 2 months stipulated by the law.



WHAT ARE YOUR RIGHTS?

Throughout the entire procedure, you have the right to:

- be assisted by an interpreter and receive a translation of every communication
- be assisted by a lawyer
- submit memories and documents to the Commission until the decision is made
- submit medical reports to the Commission and any other document you think may be useful to explain the reasons for your request
- contact UNHCR or other protection agencies



The Commission may require that you undergo medical examinations to confirm persecution and serious physical and psychological injuries.

STEP 5 ASSESSMENT AND DECISION



After the Commission hearing, you will have to **WAIT FOR** the decision, which will be delivered to you by **registered mail** to your home address or hosting facility.

The **decision** of the Territorial Commission always includes the **reasons** and information on a possible appeal. The Territorial Commission may decide to:



GRANT international protection, and in this case you will be issued a residence permit for five years for political asylum or subsidiary protection, with which you will have the same rights as Italian citizens and will be able to apply for family reunification in Italy with your family members who are not yet in Italy;



GRANT special protection when the conditions for granting international protection are not met but there are serious humanitarian reasons (such as age or state of health) that prevent your return. In this case, you will be issued a special protection permit that lasts two years and allows you to work;



NOT GRANT any type of international protection for the following reasons:

- the conditions for international and special protection are not met, or because your statements are inconsistent, incomplete or implausible.
- the application is inadmissible, or when you have already benefited from international protection from another country or have submitted an identical protection application that has already been rejected without presenting new elements.
- the application is considered manifestly unfounded if you come from one of the countries defined as safe and you have not provided reasons why your country of origin is not safe for you.

STEP 6 APPEAL



If you do not agree with the decision made by the Commission because it does not grant you any protection or because the granted protection is not what you believe you are entitled to, you have the option to contact a lawyer and APPEAL against the decision.



If you have no income, you are entitled to free legal aid: the Lawyer can be paid by the State.

PLEASE NOTE !



Permits for asylum, subsidiary protection, and special protection, like any other type of residence permit, do not allow you to stay for more than 3 months in European Union countries.

TRAVEL DOCUMENTS AND PERMITS



Foreigners who have been granted an asylum permit can apply for a TRAVEL DOCUMENT (DOCUMENTO DI VIAGGIO) under the 1951 Geneva Convention.

Foreigners who have been granted subsidiary protection, on the other hand, can apply for a TRAVEL PERMIT (TITOLO DI VIAGGIO) if they are unable to obtain a passport from their consular authorities in Italy.

4. OTHER TYPES OF PROTECTION

4.1 SOCIAL PROTECTION



Social protection is a residence permit valid for two years. that is granted to protect:



Victims of trafficking, that is, individuals who fall victim to a criminal organization that pays for and organizes their journey for the purpose of sexual or labour exploitation in Italy. Often trafficked persons must pay back to the criminal organization the money spent for their journey under threat of harm to them or their families;



victims of domestic violence;



minors/young adults who have left the criminal justice system for having committed offences when under age and who in prison have participated in a social integration programme through social services.

Social protection entitles individuals to **reception projects** in order to PROTECT them from criminal organizations and offer an alternative to exploitation.

USEFUL NUMBERS

If you are a victim of violence or trafficking, you can contact protected services, which can assist you if you decide to report these offences and seek protection.

PARMA ANTI-VIOLENCE CENTRE: Tel: 0521.238885 or contact the ANTI TRAFFICKING SERVICE of the Municipality of Parma

4.2 SPECIAL PROTECTION



If you are a victim of exploitation of labour and want to report this situation, you can obtain a special protection residence permit.

Exploitation of labour occurs when one or more of the following conditions take place:



lower wages for the work performed, in terms of quantity and quality;



working hours and rest periods guaranteed by law are not complied with;



laws on safety and hygiene in the workplace are not complied with, making the work dangerous for the individual;



when the worker works in degrading conditions due to particular impositions by the employer or to the conditions of the accommodation the person is forced to live in.

PLEASE NOTE !



In this case, too, you are granted protection within a reception project.

5. WHICH COUNTRY EXAMINES MY ASYLUM APPLICATION?

5.1 DUBLIN REGULATION



The authorities of the EU Member States refer to the Dublin Regulation to determine which among the various EU states will examine your application for international protection, based on the following criteria:



La competenza è del **primo Stato**
The responsibility lies with the first country that took your fingerprints



If before applying for asylum in Italy you had a residence permit or visa issued by another country, that country will examine your application, and you will be transferred there



If members of your family (such as your spouse or child) live in another EU country where they are applying for or have already received a residence permit for international protection, you can apply to be transferred to that country



If you are under 18, it is important that you say immediately if you have relatives living in Europe: parents, brother/sister, aunt/uncle, grandmother/grandfather, or a responsible adult you WANT to live with

5.2 TRANSFER



In Italy, there is a special office called the **Dublin Unit** that examines all transfer requests.

PLEASE NOTE!!



If you disagree with the decision of the Dublin Unit to transfer you to another EU country, you can appeal.

5.3 EXAMINATION OF THE APPLICATION BY A STATE THAT IS NOT RESPONSIBLE FOR IT

AN EU member state can decide to examine an asylum application even if it is not responsible for it when:



there are humanitarian reasons



transfer to another EU state would result in the violation of rights such as the right to health



it would not guarantee protection under the “non-refoulement” principle

6. RECEPTION

6.1 RECEPTION FOR ASYLUM SEEKERS



The right to reception for those applying for **international protection** is provided for by Legislative Decree no.142 of 2015, which incorporated European Directive 2013/33/EU.



Asylum seekers without means of subsistence who have applied for asylum at the Provincial Police Authorities (Questura) have the right to reception in an Emergency Reception Centre (CAS).



Their request for reception is submitted to the Prefecture, an organ of the Ministry of the Interior responsible for the placement of **asylum seekers in government centres**.



CAS reception centres provide only **essential services**.

Once admitted to the CAS reception facility, the applicant has the right to stay there until the decision about the asylum application is made, except in the case of withdrawal of reception (see the section on withdrawal OF RECEPTION CONDITIONS) or economic autonomy.

Vulnerable asylum seekers and female asylum seekers have the right to enter SAI projects (see the “RECEPTION AND INTEGRATION SYSTEM - SAI” section).

6.2 RECEPTION AND INTEGRATION SYSTEM - SAI



SAI

If you are granted international protection, you are entitled to **reception** in the SAI projects of Municipalities.

PLEASE NOTE!

Not all Municipalities have a SAI project, so you may be transferred to another Municipality, in another province or region.

Reception in SAI is a right and a great opportunity because it provides many services that can help you to:

- improve your knowledge of the Italian language
- learn more about what the city where you live offers
- learn about health, education and employment services
- follow legal procedures

VULNERABLE ASYLUM SEEKERS



Vulnerable asylum seekers too are entitled to reception in the SAI projects of the Municipalities. The law considers the following to be vulnerable subjects:

- minors and unaccompanied minors;
- disabled and elderly individuals;
- pregnant women;
- single parents with minor children;
- people with serious illnesses or mental disorders;
- victims of torture, rape or other serious forms of physical, psychological, sexual violence, or violence related to sexual orientation or gender identity;
- victims of genital mutilation;
- victims of trafficking

6.3 WITHDRAWAL OF RECEPTION CONDITIONS

PLEASE NOTE!

PLEASE NOTE! Reception is a right, but there are very specific rules that you will have to follow. Failure to comply with these rules and certain behaviours can result in the termination of reception services.

Reception may be withdrawn even before the decision on the application for international protection is made, when:



You do not show up at the reception facility or you leave it without prior notification or without a serious reason. In this case, the application for international protection is suspended;



You do not show up for the hearing before the Commission for Recognition of International Protection without a serious reason;



You display violent behaviour and do not respect the rules of living together.



You have the right to appeal against the decision to withdraw reception conditions.

6.3 DETENTION IN RETURN CENTRES

Instead of receiving reception, you could be detained in CPRs (permanence centres for repatriation) or in “SUITABLE PLACES” for the restriction of freedom if:

- You come from one of the countries that have been defined as safe countries by Italy;
- you have been given an expulsion order;
- you do not have documents from your Country of Origin proving your identity;
- you have made false statements about your identity;
- you are subject to the Dublin procedure

7. MINORS UNDER 18 AND UNACCOMPANIED FOREIGN MINORS

-18



The law provides greater protection for boys, girls and children who arrive in Italy without their parents or without an adult who is responsible for them. They cannot be rejected at the border nor, except in exceptional cases, expelled (Law No. 47/2017, art. 3).

If you are under 18 and travelling alone, unaccompanied by your parents or someone who is responsible for you, you are entitled to special forms of reception that guarantee you living conditions appropriate to your age, protection, well-being and development, including social development.



You have the right to apply for:

- international protection or special protection
- You have the right to apply for:
- the residence permit for minors, which, upon reaching the age of 18, can be converted into a residence permit for work or study subject to a positive opinion from the Committee for foreign minors.
- extension of reception until the age of 21 in cases of serious vulnerability

PLEASE NOTE!



If you have documents from your Country of Origin, such as a passport and birth certificate, you must be immediately given accommodation in SAI projects dedicated to unaccompanied minors or in communities for minors.



If you do not have documents to prove you are under 18, you may need to undergo medical examinations to assess your age.

UNACCOMPANIED FOREIGN MINORS

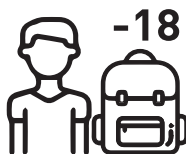
Unaccompanied foreign minors must be guaranteed:



The right to be listened to and to speak with a psychologist who will assess the risk of their being victims of trafficking and check the possibility of family reunification.



If there are family members or legally responsible adults, the minor has the right to family unity and live with them



Reception in first reception facilities only for the time needed for identification and age assessment; once their age and identity are ascertained, the minors will be transferred to a suitable facility.



Appointment of a tutor

8. CAN I RETURN TO MY COUNTRY OF ORIGIN?



If you are an asylum seeker or refugee, you can only return to your Country of Origin if you abandon your application for asylum or the status and permit you have obtained.

ASSISTED VOLUNTARY RETURNS



If you decide to return permanently, there are programs that can help you return safely to your country of origin. They are called Assisted Voluntary Returns and they are projects that have specific times and methods depending on where you come from.

PLEASE NOTE!



Some Assisted Voluntary Return projects can also finance economic activities in your country.



For further information visit **www.reterirva.it**, or call the toll-free number **800722071**

LIST OF USEFUL SERVICES

We encourage you to reach out to us and visit our help desks if you have any questions or problems not covered in this guide.

For information on documents and reception

<https://ciaconlus.org/it/facciamo/tutelare/gli-sportelli>



For appointments

call the **CIAC SWITCHBOARD on 0521-522080**

For health services

STEP IN Via Toscanini 2/a with access from Vicolo San Quirino, open **every THURSDAY from 9 am to 1 pm**, no appointment needed

IMMIGRANT HEALTH SPACE

Via XXII Luglio 27 **Tel: 0521.393431 appointment needed**

For information on Italian language schools and work orientation and training

TRAINING WORK ORIENTATION DESK, open on **Fridays**

from 10 am to 12 noon, appointment needed. Via Bandini 6 Tel: 0521-522080

SAFE SPACE FOR WOMEN AND GIRLS

SAFE SPACE, Via Cavestro 14/a - with access from Vicolo San Quirino, open on **Tuesday mornings from 10 am to 12 noon.** For information, call the switchboard on **0521-522080**





	SISTEMA ACCOGLIENZA INTEGRAZIONE
	 <small>MINISTERO DELL'INTERNO</small>
<small>PROGETTO 455 PR - 2</small>	<small>COMUNE DI</small>
ORDINARI	FIDENZA

	SISTEMA ACCOGLIENZA INTEGRAZIONE
	 <small>MINISTERO DELL'INTERNO</small>
<small>PROGETTO 457 PR - 2</small>	<small>COMUNE DI</small>
ORDINARI	PARMA