

CHECKLIST FOR MISSION VISA FOR U.S. MILITARY PERSONNEL RELOCATED TO ITALY

Visa application must be submitted in person at least no earlier than six months prior to the departure date and at least 15 days before the departure date. Make sure you allow enough time before your departure date to schedule an appointment to have your application reviewed

Please note that during the visa processing time the Visa Office will keep your passport

If necessary, Visa Office may request more supporting documents in addition to those listed below

You can book one slot for each family.

APPLICANTS MUST BRING TO THE INTERVIEW ALL THE REQUIRED DOCUMENTS IN A4 SIZE, PRINTED VERTICALLY, IN THE FOLLOWING ORDER.

Qualification:

While visa is not necessary for **military personnel in uniformed services** going to Italy for a mission, it is required for accompanying family members/dependents.

Please note that visa is required for **civilian services personnel**.

All applicants, including newborn babies, have to come in person to this Embassy to apply for a visa.

<u>SURNAME</u>	<u>FIRST NAME</u>
<u>DATE OF BIRTH</u>	<u>TELEPHON N.</u>
<u>NATIONALITY</u>	<u>EMAIL</u>

	DOCUMENTS REQUIRED	CHECK
1	Visa application form TYPE D (NATIONAL VISA) * In the field 16 (<i>Applicant's home address and e-mail address</i>), please write the Japanese address and the name of the base in Japan (ex. US Navy Base Yokosuka).	☐
2	1 recent passport-style color photo compliant with ICAO standards. To learn about ICAO standards, click on the following link: https://www.icao.int/sites/default/files/FAL/Annex_A-Photograph_Guidelines.pdf	☐
3	Passport or travel document valid for at least 3 months after visa expiry date and at least 2 blank pages	☐
4	Photocopy of passport or travel document	☐
5	Memorandum or Note Verbale from the U.S. Embassy in Italy or any Official Visa Request Letter issued by US Government or military authority that briefly explains the purpose of the relocation to Italy (e.g. Mission) of the military personnel and his/her family members. The memorandum must include the expected date of departure, estimated length of stay and the names of accompanying dependents including the relationship (spouse, daughter, son), date of birth and nationality, and passport numbers. Attach a copy of the military personnel's military I.D. card and passport. *Please prepare a copy per each applicant.	☐
6	A copy of relocation orders *Please prepare a copy for each applicant.	☐

7	US base ID card and his/her no-fee passport (with at least 365 plus 90 days or more from the first day of entrance in Italy). *Original and copy	☐
8	Marriage certificate for accompanying spouse and a birth certificate for accompanying child and respective copies. (*If these certificates are not the ones issued from the U.S., the original document with an official translation must be notarized by notarized by a Notary Public or Consul of the U.S). For the birth certificate of accompanying child, attach also the copies of both parents' passport copies. Regarding a minor child's visa application, both biological parents must come to the Embassy and sign the application form in front of the visa official. *When one of the biological parents cannot come to the Embassy for justifiable causes, a written proof must be submitted. *In case of single fathers or mothers who have exclusive custody, such proof must be submitted. *In case the military personnel is on a ship for a mission or unable to attend the visa application interview at the Embassy, it is necessary to submit the documents below: 1) an official on-duty certificate which explains the situation signed by the captain or a representative of the ship 2) a signed letter of consent to the visa application for his/her child. *If these certificates are not issued by U.S. Authorities, the original document with an official translation must be notarized by a Notary Public or Consul of the U.S..	

NOTES / MISSING DOCUMENTS