

Checklist for Italian Embassy Colombo

| <u>Re entry visa</u> | | <i>yes</i> | <i>no</i> | <i>n/a</i> |
|----------------------|---|------------|-----------|------------|
| 1) | Application Form Completed visa application signed by the applicant. | | | |
| 2) | Two recent passport size coloured photograph (white background). | | | |
| 3) | Current Passport and Previous passport <ul style="list-style-type: none"> • Passport should be valid for a period of 6 months after the visa expiry date and have one blank page available • Previous Passport's if there any (If the previous passport lost, in the current passport have to mention that "previous passport reported lost" and the police report - original + English translation, duly legalized by the Ministry of Foreign Affairs thereafter to be translated into Italian.) | | | |
| 4) | Photocopies of passport bio-page ,amendments and all Italian Airport Immigration in/out stamps. | | | |
| 5) | Covering letter (in English and Italian) from applicant stating reasons for the re-entry application should clearly mention the following points in addition to other reasons stated, including all Italian Airports arrival and departure of all Family Memebrs: <ul style="list-style-type: none"> - Date of last departure from Italian Airport - Reason for returning to Sri Lanka - Reasons for undue delay of returning to Italy - Intended date of returning to Italy - Soggiorno number, validity period, Questura of issuance - Renewal receipt number, Questura of issuance - Address of residence / any change of address - Address of the employer | | | |
| 6) | The following documents should be submitted for each individual applicant: <ul style="list-style-type: none"> • Original and photocopy of Permesso di Soggiorno / photocopies of any previous issuance • Original postal receipts issued by the "Poste Italiane" in favour of applicants requesting for a Permesso di Soggiorno "Foreigners Permit of Stay" or renewal of this document • If the "Poste Italiane" receipts/Permesso di Soggiorno was lost/stolen in Italy or in Sri Lanka, a Police report in original issued by the Italian or local Police authority. The report in original has to be translated into English and Italian. The original Sri lanka Police report and english translation of it should be duly legalized by the Ministry of Foreign Affairs – Consular Division – Colombo • Medical report issued by the Embassy doctor Dr. A.M. SEBASTIAMPILLAI(no. 166/12 Kirulapone Avenue, Colombo 05 – Tel: 2514104 / 0777 845674) together with alllocal medical reports duly translated in Italian • Birth / Marriage / Death / Divorce certificates / court proceedings translated into English and certified by the Ministry of Foreign Affairs – Consular Division - Colombo | | | |
| 7) | Covering letters for minor re-entry visa request must be written and signed by the guardian or one of the parents!! Minor travelling alone must have a consent letter signed by both parents together with the copy of their passports and Italian Resident Permit. | | | |

Note: INCOMPLETE APPLICATIONS WILL BE REFUSED BY THE EMBASSY

- **The Embassy reserves the right to request further documentation if required**
- All documents should be provided in original accompanied with a set of photocopies in A4 size
- Documents in Sinhalese, Tamil or any other language must be presented with an official English or Italian translation and certified by the Consular division Ministry of Foreign Affairs Colombo or in case of non-Sri Lankan nationals certified by the respective Embassy / High Commission / Consulate based in Colombo

Comments

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Please sign below that you have read and seen this checklist

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Applicant's Signature
Date/...../.....

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Submission Officer
Date/...../.....