



INPS, ID DOCUMENTS, IMMIGRATION SERVICES AND OTHERS

FAO (ROOM E014) - THURSDAYS 14:30 to 17:00
WFP (HQ SERVICE CENTRE) – WEDNESDAYS 13:00 to 16:30

By Appointment only (duration of appointments: 30 minutes)
Favorable price reserved for FAO Staff Coop members

The FAO Staff Coop, in collaboration with **Ms. Maria Ribeiro Dos Santos** and **Mr. Daniele Lucarini** assists staff members in obtaining **identity papers, citizenship, residence permits and assistance with the Italian bureaucracy in general**. Staff members are also assisted with the **salary calculations for private domestic help**, (i.e. according to how many hours worked per week/month and the respective payment, it is possible to have the official calculations for insurance coverage, 13th and 14th month's salary, holiday entitlements, liquidation etc.). Assistance is also provided to staff members who wish to obtain information on the **Italian Pension Scheme** (compilation and presentation of the pension requests).



Services:

-INPS matters related to case:

INPS registration, domestic work contract, monthly salary payment receipts
Termination of contract with letter of notice

-Fiscal Code (Codice Fiscale)

-Italian Identity Card (Carta di identità italiana)

-A.M.A. registration (registrazione AMA)

-Residency at the municipality (Residenza al Comune)

-Services related to immigration

-Residence permit (Permesso di Soggiorno) for Family Member with letter confirming dependent status and authorization when involving minors - Assistance with various different bureaucratic issues

-Activation of SPID*

-Activation of PEC (Certified Electronic Email)*

-Activation of Digital Signature – USB Token*

**Italian ID document required*

In addition, assistance is provided throughout the course of the matter, which is not provided by other offices.

The only cost which can be given is for the initial consultancy, all the rest which follows depends on whether the clients request or authorize the Consultant to proceed on their behalf.

**Kindly note that FAO Staff Coop is in no way responsible for services provided by third parties, who respond directly to clients*

*6 * It should be noted that consultations provided to FAO Staff Coop members by those professional consultants who have entered into an agreement with the Coop consist of advice/assistance given during the appointment made through the Coop Office. Any additional professional assistance or follow-up which may be requested by staff, and for which a payment is required by the consultant is the sole responsibility of the staff.*

The FAO Staff Coop is not responsible in any way for the assistance and/or advice given by these consultants who have underwritten an agreement to provide these services upon request. This is the sole responsibility of the consultant towards the staff involved.