

## HOW TO FILL THE “COMUNICAZIONE DI OSPITALITÀ”

**Accommodation declaration needed if you are living in a private apartment (ARTICOLO 7 DEL DECRETO LEGISLATIVO 25 LUGLIO 1998 NR. 286)**

*NB: in order to obtain the residence permit you need to have a regular accommodation contract! In case a friend hosts you, he/she needs to have a regular accommodation contract and a declaration, which allows him/her to host people, for free or for a rent.*

The “COMUNICAZIONE DI OSPITALITÀ” has to be filled in and sent to the Police (Immigration Office) by your landlord or by the person who is hosting you, **within 48 hours** from the beginning of your stay (hotels, B&B and hostels will send the communication automatically).

### PROCEDURE

#### 1) PREPARE the “COMUNICAZIONE DI OSPITALITÀ”:

- Make 3 copies of the form and get the 3 of them signed in original. It has to be signed by your house owner or by the person who is hosting you. A section of the form has to be filled in with your data, the other section with the data of the house owner.
- 1 copy is for you, 1 for your landlord and one has to be sent to the Immigration office

#### 2) ATTACH to the “COMUNICAZIONE DI OSPITALITÀ”:

- 1 photocopy of the landlord’s identity document
- 1 photocopy of your identity document
- 1 photocopy of the accommodation contract+ registration; in case of hospitality without contract, put a property certificate (Visura catastale, atto compravendita)

#### 3) SEND the “COMUNICAZIONE DI OSPITALITÀ”:

- Put the an original signed form in an envelope, go to a post office and send them by “raccomandata con ricevuta di ritorno” to:

QUESTURA DI  
PADOVA UFFICIO  
IMMIGRAZIONE  
Piazza Zanellato 7, 35131, Padova

- Or by PEC to: [immig.quest.pd@pecps.poliziadistato.it](mailto:immig.quest.pd@pecps.poliziadistato.it). Please specify the attached documents

#### 4) KEEP THE SENDING RECEIPT WITH THE COPY OF YOUR COMUNICAZIONE DI OSPITALITA’

If you sent the form by PEC, please keep a copy of the PEC

- If you change accommodation before the first appointment at the Immigration Office, you have to get a new “comunicazione di ospitalità” and bring it to the appointment.

Please notice that beginning of hospitality and his signing dates should match and should be the current dates.