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.guest.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.