

Aplikasyon ng Idoneità Alloggiativa

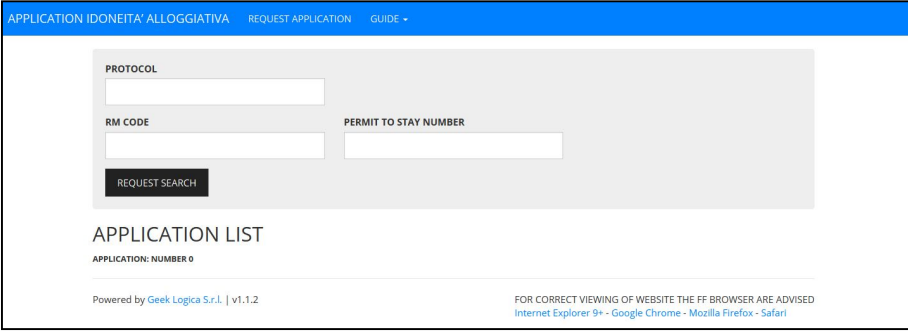
Gabay

Nilalaman

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2. New Request	3
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1. REQUEST SEARCH

Sa pamamagitan ng *link* na "**REQUEST APPLICATION**" na matatagpuan sa itaas ng *navigation bar*, ay maaaring hanapin ang isang '*request* o aplikasyon batay sa mga pagpipiliang datos:



The screenshot shows a web application interface for searching requests. At the top is a blue navigation bar with the text "APPLICATION IDONEITA' ALLOGGIATIVA", "REQUEST APPLICATION", and "GUIDE". Below the navigation bar is a search form with three input fields: "PROTOCOL", "RM CODE", and "PERMIT TO STAY NUMBER". A "REQUEST SEARCH" button is located below the "PROTOCOL" and "RM CODE" fields. Below the search form is a section titled "APPLICATION LIST" with the text "APPLICATION: NUMBER 0". At the bottom of the page, there is a footer with the text "Powered by Geek Logica S.r.l. | v1.1.2" and "FOR CORRECT VIEWING OF WEBSITE THE FF BROWSER ARE ADVISED Internet Explorer 9+ - Google Chrome - Mozilla Firefox - Safari".

Figure 1-1

Maaaring pumili sa mga sumusunod na datos:

- Protocol number (ang itinakdang protocol number ng sistema)
- RM code
- Numero ng permit to stay

Maaaring hanapin ulit sa mga naka-saved ang *request* o aplikasyon sa sistema.

2. NEW REQUEST

Sa unang bahaging ito ay maaaring pumili ng uri ng aplikasyon o *request* na nais gawin:

Figure 2-1

- *Family Reunification* o Ricongiungimento Familiare: ang *RM identification number* ng mamamayan ay opsyonal.
- *Regularization* o Regularizzazione per lavoro dipendente: obligadong ilalagay ang *RM code* ng mamamayan
- *Permit to stay* para sa subordinate job: obligadong ilalagay ang *RM code* ng mamamayan
- *EC long term residence permit* o carta di soggiorno: obligadong ilalagay ang *permit to stay number*
- *Permit to stay for family* o per motivi familiari: obligadong ilalagay ang *permit to stay number*

Upang isumite ang aplikasyon, sa pamamagitan ng *key button* “Continue” ay kailangang ilagay ang *code* na matatagpuan sa litrato. Sa halimbawang ito: FEC DHT.

APPLICATION IDONEITA' ALLOGGIATIVA REQUEST APPLICATION GUIDE

FILL IN YOUR APPLICATION

FIELD MARKED WITH* ARE OBLIGATORY

REQUEST IDONEITA' ALLOGGIATIVA AFFIDAVIT ATTACHMENT

APPLICATION REQUEST OF IDONEITA' ALLOGGIATIVA

D. LGS. 286/98 AND S.M.I.

AWARE OF PENAL SANCTIONS IN CASE OF FALSE DECLARATION OR OMISSION OF INFORMATION UNDER ONE'S RESPONSIBILITY (ART.75 AND 76 D-P-R- 445/2000)

AT THE EXPENSE OF THE FOREIGNER
THE UNDERSIGNED

* SURNAME * NAME

* BORN IN * PROVINCE/COUNTRY * ON

PLACE OF BIRTH PROVINCE/COUNTRY OF BIRTH DATE OF BIRTH (DAY/MON/YR)

* GENDER ☒ MALE ☐ FEMALE * CITIZENSHIP * FISCAL CODE

CITIZENSHIP FISCAL CODE

TEL. NO. CELLULAR NO. * EMAIL

TEL. NO. CELLULAR NO. EMAIL ADD

* RESIDENT IN * IN VIA * NUMBER

CITY OF RESIDENCY ADDRESS NUMBER

* ACTING AS:
☒ OWNER ☐ TENANT ☐ EMPLOYER ☐ GUEST ☐ OTHER

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Figure 2-2

Sa pahinang ito, ay kailangang ilagay ang *personal datas* ng aplikante sa aplikasyon:

Apelyido	Apelyido ng aplikante
Pangalan	Pangalan ng aplikante
Ipinanganak sa	Lungsod kung saan ipinanganak
Bansa	Bansa kung saan ipinanganak
Petsa	Petsa ng kapanganakan (araw/buwan/taon)
M o F	kasarian (Lalaki o Babae)
Citizenship	citizenship
Tel. no.	telepono
cell.	Cellular
Fiscal Code	Fiscal code ng aplikante
residente sa	Comune kung saan residente
sa via	address
numero	numero
e-mail	e-mail
Bilang	titolo ng aplikante

ay magdadala sa pahina kung saan ilagay ang mga *personal datas* ng may-ari o *landlady* ng *address* na ikinukuha ng sertipiko.

APPLICATION IDONEITA' ALLOGGIATIVA
REQUEST APPLICATION
GUIDE

FILL IN YOUR APPLICATION

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REQUEST IDONEITA' ALLOGGIATIVA
AFFIDAVIT
ATTACHMENT

AFFIDAVIT

ART. 46 AND 47 D.P.R. DEC 20, 2000 N. 445

Compilation at the expense of the property owner or Driver
THE UNDERSIGNED

* SURNAME

* NAME

* BORN IN

* PROVINCE/COUNTRY

* ON

* GENDER
☐ MALE
☒ FEMALE

* CITIZENSHIP

* FISCAL CODE

TEL. NO.

* EMAIL

* RESIDENT IN

* IN VIA

* NUMBER

AWARE OF PENAL SANCTIONS IN CASE OF FALSE DECLARATION OR OMISSION OF INFORMATION UNDER ONE'S RESPONSIBILITY (ART.75 AND 76 D-P-R- 445/2000)

DECLARES

* TO BE:
☐ OWNER ☒ TENANT UNDER CONTRACT OF

* IN VIA/PIAZZA

* NO.

* MUNICIPALITY

BUILDING NO.

STAIRS

* FLOOR

* INTERNAL

CADASTRE LAND REGISTRY

CADASTRAL UNIT

CADASTRAL SUBORDINATE

* THE ARCHITECTURAL BLUEPRINT OF THE PROPERTY IN ATTACHMENT, CORRESPONDS TO THE ACTUAL STATUS OF THE LOCATION

* THAT PROPERTY IS CURRENTLY OCCUPIED BY N.: PERSON THAT THEIR GENERALITIES ARE INDICATED

ADD OCCUPANT
REMOVE LAST OCCUPANT

LIST OF OCCUPANTS OF THE HOUSE

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Figure 2-3

Ang mga impormasyon sa pahinang ito ay ang mga sumusunod:

Campo	Descrizione
Apelyido	apelyido ng may-ari o landlady
Pangalan	Pangalan ng may-ari o landlady
M o F	kasarian (lalaki o babae)
Ipinanganak sa	Lungsod kung saan ipinanganak
Bansa	Bansa kung saan ipinanganak
Petsa	Petsa ng kapanganakan (araw/buwan/taon)
Citizenship	citizenship
Tel. no.	telepono
e-mail	e-mail
Fiscal Code	Fiscal code ng may-ari o landlady
residente sa	Comune kung saan residente
address	address
numero	numero
Municipality	Kung saan nais isumite ang aplikasyon
Kung sino	May-ari o landlady
sa Via/Piazza	Address na ikinukuha ng sertipiko
bilang	numero ng ikinukuha ng sertipiko
Building number	Building number na ikinukuha ng

	sertipiko
Letter o scala	Letter o scala ng ikinukuha ng sertipiko
Floor	Floor ng ikinukuha ng sertipiko
Interior	Interior
Cadaastre	cadaastre
Cadastral unit	cadastral unit
Cadastral subordinate	Cadastral subordinate

Maaari ring tukuyin ang bilang ng mga *occupants* o nakatira sa *address* na ikinukuha ng sertipiko sa pamamagitan ng “**Add Occupant**” ay lalabas ang *data entry screen*.

Campo	Descrizione
Apelyido	Apelyido ng nakatira
Pangalan	Pangalan ng nakatira
M o F	kasarian (Lalaki o Babae)
Ipinanganak sa	Lungsod kung saan ipinanganak
Bansa	Bansa kung saan ipinanganak
Petsa	Petsa ng kapanganakan (araw/buwan/taon)

Ang *key button* na “**Remove last occupant**” ay permanenteng magtatanggal sa huling inilagay na pangalan ng nakatira.

Batay sa piniling uri ng aplikasyon na nais gawin, ay kailangan sagutan ang angkop na *attachment*:

EC long term residence permit (Attachment A)

APPLICATION IDONEITA' ALLOGGIATIVA REQUEST APPLICATION GUIDE ▾

FILL IN YOUR APPLICATION

FIELD MARKED WITH* ARE OBLIGATORY

REQUEST IDONEITA' ALLOGGIATIVA AFFIDAVIT ATTACHMENT

EC LONG TERM RESIDENCE PERMIT

ART 9 OD D.LGS 286 OF 25/07/1998 AND S.M.I.

TO BE SUBMITTED THE FOLLOWING DOCUMENTS IN THE MUNICIPALITY

1. COPY OF APPLICANT'S IDENTIFICATION DOCUMENT (CARTA D'IDENTITA OR PASSPORT)

2. COPY OF OWNER/TENANT IDENTIFICATION DOCUMENT

3. COPY OF APPLICANT'S PERMIT TO STAY/CARTA DI SOGGIORNO (IF EXPIRED, THE RECEIPT OF THE RENEWAL)

4.

☐ TITLE DEED

OR

☐ CADASTRAL COMPLETE WITH THE NAMES OF OWNERS, RELEASED IN 30 DAYS BEFORE THE REQUEST
(ONLY IF THE TENANT IS ALSO THE OWNER OF THE SAME)

OR

☒ CONTRACT OF
(ONLY IF THE TENANT IS ALSO THE OWNER OF THE SAME)

5.

☐ THE ARCHITECTURAL BLUEPRINT IS NOT INFERIOR TO 1:100 OF THE ACTUAL STATUS OF THE LOCATION, THE ORIGINAL IS SEALED AND SIGNED BY A QUALIFIED TECHNICIAN, WHERE IS INDICATED THE FUNCTION AND THE FLOOR AREA OF EACH SINGLE ROOM AND THE TOTAL FLOOR AREA OF THE PROPERTY. THE PLANIMETRY HAS TO INDICATE ALSO OWNER'S PERSONAL DATAS, THE LOCATION AND THE CADASTRAL IDENTIFICATION OF THE HOUSE.

OR

☒ CADASTRAL PLANIMETRY IN ORIGINAL, CAN BE REQUEST IN:
AGENZIA DEL TERRITORIO IN VIALE ANTONIO CIAMARRA 139 (CINECITTA' EST) OPEN TO PUBLIC IN VIA RIZZIERI N. 188 FROM MONDAY TO FRIDAY FROM 8:00 AM TO 12:30 PM (LAST WORKING DAY OF THE MONTH WITH ANTICIPATED CLOSURE AT 11:00 AM)

ARCHITECTURAL BLUEPRINT OF THE HOUSE CAN BE REQUESTED BY THE OWNER OR AN AUTHORIZED PERSON WITH AUTHORIZATION AND COPY OF THE DOCUMENT OF THE OWNER.

SAVE

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Figure 2-4

Family Reunification (Attachment B)

APPLICATION IDONEITA' ALLOGGIATIVA
REQUEST APPLICATION
GUIDE

FILL IN YOUR APPLICATION
FIELD MARKED WITH* ARE OBLIGATORY

REQUEST IDONEITA' ALLOGGIATIVA
AFFIDAVIT
ATTACHMENT

FAMILY REUNIFICATION

ART. 29 DEL D.LGS. 286/98 AND S.M.I.

FOR

1

* SURNAME
beneficiari[0].cognome

* NAME
beneficiari[0].nome

* BORN IN
beneficiari[0].cittaDiNascita

* COUNTRY
beneficiari[0].nazioneDiNascita

* ON
beneficiari[0].dataDiNascita

* GENDER
☐ MALE
☒ FEMALE

* CITIZENSHIP
beneficiari[0].cittadinanza

RELATIVES
beneficiari[0].parentela

2

* SURNAME
beneficiari[1].cognome

* NAME
beneficiari[1].nome

* BORN IN
beneficiari[1].cittaDiNascita

* COUNTRY
beneficiari[1].nazioneDiNascita

* ON
beneficiari[1].dataDiNascita

* GENDER
☐ MALE
☒ FEMALE

* CITIZENSHIP
beneficiari[1].cittadinanza

RELATIVES
beneficiari[1].parentela

3

* SURNAME
beneficiari[2].cognome

* NAME
beneficiari[2].nome

* BORN IN
beneficiari[2].cittaDiNascita

* COUNTRY
beneficiari[2].nazioneDiNascita

* ON
beneficiari[2].dataDiNascita

* GENDER
☐ MALE
☒ FEMALE

* CITIZENSHIP
beneficiari[2].cittadinanza

RELATIVES
beneficiari[2].parentela

TO BE SUBMITTED THE FOLLOWING DOCUMENTS IN THE MUNICIPALITY

- COPY OF APPLICANTS IDENTIFICATION DOCUMENT (CARTA D'IDENTITA OR PASSPORT)
- COPY OF OWNER/TENANT IDENTIFICATION DOCUMENT
- COPY OF APPLICANTS PERMIT TO STAY/CARTA DI SOGGIORNO (IF EXPIRED, THE RECEIPT OF THE RENEWAL)
- ☐ TITLE DEED
OR
☐ CADASTRAL COMPLETE WITH THE NAMES OF OWNERS, RELEASED IN 30 DAYS BEFORE THE REQUEST
(ONLY IF THE TENANT IS ALSO THE OWNER OF THE SAME)
OR
☒ CONTRACT OF
(ONLY IF THE TENANT IS ALSO THE OWNER OF THE SAME)
- ☐ THE ARCHITECTURAL BLUEPRINT IS NOT INFERIOR TO 1:100 OF THE ACTUAL STATUS OF THE LOCATION, THE ORIGINAL IS SEALED AND SIGNED BY A QUALIFIED TECHNICIAN, WHERE IS INDICATED THE FUNCTION AND THE FLOOR AREA OF EACH SINGLE ROOM AND THE TOTAL FLOOR AREA OF THE PROPERTY. THE PLANIMETRY HAS TO INDICATE ALSO OWNERS PERSONAL DATAS, THE LOCATION AND THE CADASTRAL IDENTIFICATION OF THE HOUSE.
OR
☒ CADASTRAL PLANIMETRY IN ORIGINAL, CAN BE REQUESTED IN:
AGENZIA DEL TERRITORIO IN VIALE ANTONIO CIAMARRA 139 (CINECITTA' EST) OPEN TO PUBLIC IN VIA RIZZIERI N. 188 FROM MONDAY TO FRIDAY FROM 8:00 AM TO 12:30 PM (LAST WORKING DAY OF THE MONTH WITH ANTICIPATED CLOSURE AT 11:00 AM)

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SAVE

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Figure 2-5

Sa pahinang ito ay kailangang ilagay ang mga *personal datas* ng mga taong papasok at titira sa *address* na ikinukuha ng sertipiko:

Apelyido	apelyido
Pangalan	pangalan
M o F	Kasarian (Lalaki o Babae)
Ipinanganak sa	Lungsod kung saan ipinanganak
Bansa	Bansa kung saan ipinanganak

M o F	Kasarian (Lalaki o Babae)
Ipinanganak sa	Lungsod kung saan ipinanganak
Bansa	Bansa kung saan ipinanganak
Petsa	petsa ng kapanganakan (araw/buwan/taon)
Citizenship	citizenship
Relasyon	grado ng relasyon

Regularization (Attachment C)

APPLICATION IDONEITA' ALLOGGIATIVA
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FILL IN YOUR APPLICATION
FIELD MARKED WITH* ARE OBLIGATORY

REQUEST IDONEITA' ALLOGGIATIVA
AFFIDAVIT
ATTACHMENT

REGULARIZATION

LAW 102 OF AUGUST 3 2009

FOR (DATAS OF THE FOREIGNER)

* SURNAME
beneficiario.cognome

* NAME
beneficiario.nome

* BORN IN
beneficiario.cittaDiNascita

* COUNTRY
beneficiario.nazioneDiNascita

* ON
beneficiario.dataDiNascita

* GENDER
☐ MALE
☒ FEMALE

* CITIZENSHIP
beneficiario.cittadinanza

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2. COPY OF OWNER/TENANT IDENTIFICATION DOCUMENT
3. COPY OF APPLICANT'S PERMIT TO STAY/CARTA DI SOGGIORNO (IF EXPIRED, T.I.C. RECEIPT OF T.I.C. RENEWAL)
4.

☐ TITLE DEED
OR
☐ CADASTRAL COMPLETE WITH THE NAMES OF OWNERS, RELEASED IN 30 DAYS BEFORE THE REQUEST
(ONLY IF THE TENANT IS ALSO THE OWNER OF THE SAME)
OR
☒ CONTRACT OF
(ONLY IF THE TENANT IS ALSO THE OWNER OF THE SAME)
5.

☐ THE ARCHITECTURAL BLUEPRINT IS NOT INFERIOR TO 1:100 OF THE ACTUAL STATUS OF THE LOCATION, THE ORIGINAL IS SEALED AND SIGNED BY A QUALIFIED TECHNICIAN WHERE IS INDICATED THE FUNCTION AND THE FLOOR AREA OF EACH SINGLE ROOM AND THE TOTAL FLOOR AREA OF THE PROPERTY. THE PLANIMETRY HAS TO INDICATE ALSO OWNERS PERSONAL DATAS, THE LOCATION AND THE CADASTRAL IDENTIFICATION OF THE HOUSE.
OR
☒ CADASTRAL PLANIMETRY IN ORIGINAL, CAN BE REQUEST IN:

AGENZIA DEL TERRITORIO IN VIALE ANTONIO CIAMARRA 139 (CINECITTA' EST) OPEN TO PUBLIC IN VIA RIZZIERI N. 188 FROM MONDAY TO FRIDAY FROM 8:00 AM TO 12:30 PM (LAST WORKING DAY OF THE MONTH WITH ANTICIPATED CLOSURE AT 11:00 AM)

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Figure 2-7

Sa pahinang ito ay kailangang ialgay ang *personal datas* ng mamamayang dayuhan:

Apelyido	apelyido
Pangalan	pangalan
M o F	kasarian (Lalaki o Babae)
Ipinanganak sa	Lungsod kung saan ipinanganak
Bansa	Bansa kung saan ipinanganak

Petsa	Petsa ng kapanganakan (araw/buwan/taon)
Citizenship	citizenship

Permit to stay for subordinate job (Allegato D)

APPLICATION IDONEITA' ALLOGGIATIVA REQUEST APPLICATION GUIDE

FILL IN YOUR APPLICATION

FIELD MARKED WITH* ARE OBLIGATORY

[REQUEST IDONEITA' ALLOGGIATIVA](#)
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[ATTACHMENT](#)

WORKING PERMIT TO STAY (DOMESTIC, SUBORDINATE, SEASONAL, ART. 27, CONVERSION STUDY TO WORK)

ART 22 OF D. LGS. 286 OF 25/07/1998

FOR (DATAS OF THE FOREIGNER)

*** SURNAME**

*** NAME**

*** BORN IN**

*** COUNTRY**

*** ON**

*** GENDER**

☐ MALE

☒ FEMALE

*** CITIZENSHIP**

TO BE SUBMITTED THE FOLLOWING DOCUMENTS IN THE MUNICIPALITY

1. COPY OF APPLICANT'S IDENTIFICATION DOCUMENT (CARTA D'IDENTITA OR PASSPORT)
2. COPY OF OWNER/TENANT IDENTIFICATION DOCUMENT
3. COPY OF APPLICANT'S PERMIT TO STAY/CARTA DI SOGGIORNO (IF EXPIRED, THE RECEIPT OF THE RENEWAL)
- 4.

☐ TITLE DEED

OR

☐ CADASTRAL COMPLETE WITH THE NAMES OF OWNERS, RELEASED IN 30 DAYS BEFORE THE REQUEST
(ONLY IF THE TENANT IS ALSO THE OWNER OF THE SAME)

OR

☒ CONTRACT OF
(ONLY IF THE TENANT IS ALSO THE OWNER OF THE SAME)

5.

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OR

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SAVE

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Figure 2-8

Sa pahinang ito ay kailangang ilagay ang *personal datas* ng mamamayang dayuhan:

Apelyido	apelyido
Pangalan	pangalan
M o F	kasarian (Lalaki o Babae)
Ipinanganak sa	Lungsod kung saan ipinanganak
Bansa	Bansa kung saan ipinanganak
Petsa	Petsa ng kapanganakan (araw/buwan/taon)
Citizenship	citizenship

Ang *key button* na “**Save**” ay magre-rehistro ng aplikasyon sa sistema.

Figure 2-9

Sa “**Protocol box**” ay matatagpuan ang mga detalye kaugnay sa aplikasyon.

Ang *key button* na “**Print Request**” ay magbibigay ng *template* ng *application form* sa *pdf format*.

Ang *key button* a “**Print Receipt**” ay magpapahintulot na mai-save ang resibo ng aplikasyon sa *pdf format*.

Kung sa kasong ang napiling Munisipyo ay bukas sa publiko sa pamamagitan ng *appointment*, ang *key button* na “**Book Appointment**”, ay magpapahintulot na simulan ang *booking*, tulad ng makikita sa ibaba:

3. Municipal Appointment

Sa pahinang ito ay makikita ang *availability* ng Munisipyo para sa buwan ng Marso.

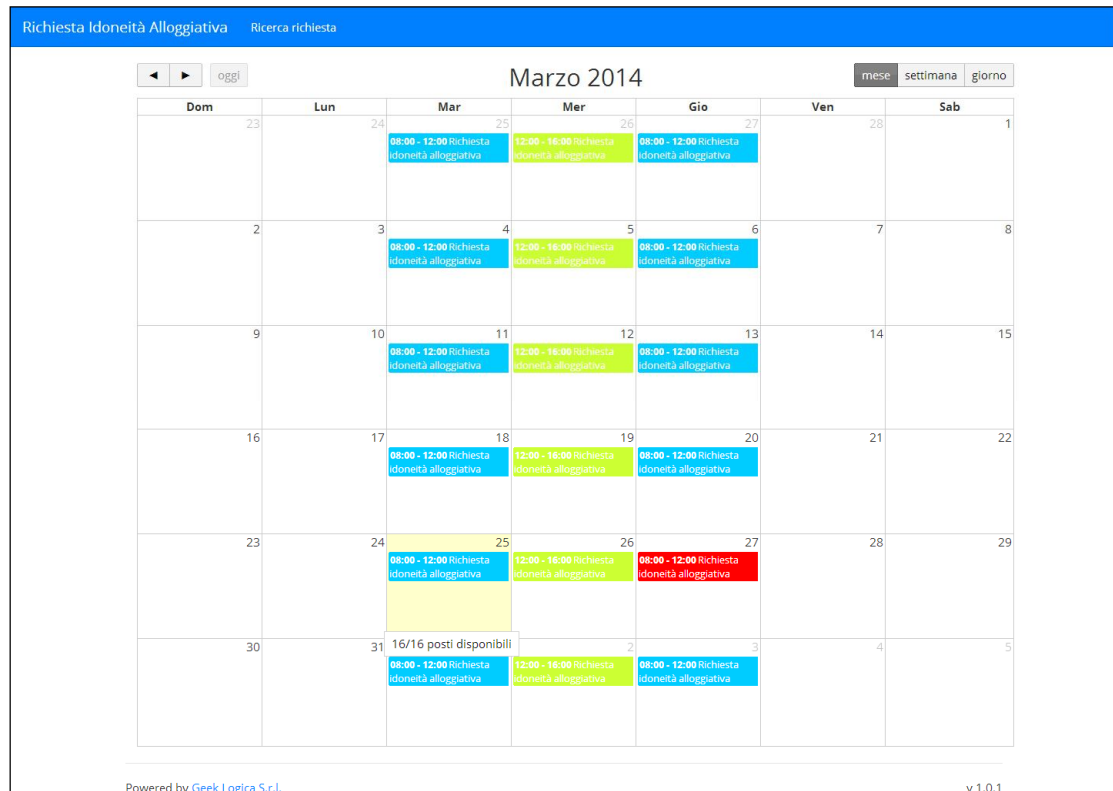


Figure 3-1

Ang mga araw na kulay pula ay nagpapahiwatig na mayroon pang *availability* para sa *appointment*, kung iki-click ang *available days* ay ganito ang susunod na makikita sa *screen*.

APPLICATION IDONEITÀ ALLOGGIATIVA REQUEST APPLICATION GUIDE			
mercoledì, 25 giugno 2014			
SERVICE	START HOUR	FINISH HOUR	AVAILABILITY
Richiesta idoneità alloggiativa	12:00	12:45	3
Richiesta idoneità alloggiativa	12:45	13:30	3
Richiesta idoneità alloggiativa	13:30	14:15	1
Richiesta idoneità alloggiativa	14:15	15:00	3
Richiesta idoneità alloggiativa	15:00	15:45	3
Richiesta idoneità alloggiativa	15:45	16:30	3

Figure 3-2

Ang *key button* na “>” matapos piliin ang araw ng *appointment*, ay magbibigay ng screen na makikita sa ibaba:

APPLICATION IDONEITÀ ALLOGGIATIVA
REQUEST APPLICATION
GUIDE

DEFINE APPOINTMENT

MAKING RESERVATIONS FOR THE SERVICE **Richiesta idoneità alloggiativa** DAY 25/06/2014 TIME 14:15

BACKWARD

CREATE

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Figure 3-3

Ang *key button* na “**Create**” ay kinukumpirma ang *appointment* sa araw at oras na napili.

APPLICATION IDONEITA' ALLOGGIATIVA
REQUEST APPLICATION
GUIDE

REQUEST DETAILS

RESERVATION CONFIRMED

PROTOCOL : RIA/2014/1/15

REASON OF APPLICATION MUNICIPALITY APPLICANT SURNAME APPLICANT CITY OF BIRTH APPLICANT DATE OF BIRTH APPLICANT FISCAL CODE	FAMILY REUNIFICATION MUNICIPIO I richiedente.cognome richiedente.cittaDiNascita 25/06/2014 richiedente.codiceFiscale	DATE CAPTURED APPLICANT NAME APPLICANT PROVINCE OF BIRTH APPLICANT CITIZENSHIP	05/06/2014 richiedente.nome richiedente.provinciaDiNascita richiedente.cittadinanza
---	---	---	--

PRINT REQUEST

RESERVATION DETAILS

DATE	25/06/2014
HOUR	2:15 PM
SERVICE	Richiesta idoneità alloggiativa

APPOINTMENT RECEIPT

DELETE

MUNICIPAL DETAILS

DESCRIPTION OFFICE HEADQUARTERS TELEPHONE EMAIL OPENING HOURS	MUNICIPIO I Sportello rilascio attestazione idoneità alloggiativa presso U.R.P. (Ufficio relazioni con il pubblico) Via Luigi Petroselli 50 - Piano Terra Lunedì-mercoledì-venerdì: 8.30-12.00 Martedì-giovedì: 8.30-12.00 e 14.00-16.00 ADDITIONAL DOCUMENTS
--	--

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Figure 3-4

Sa pahinang ito ay makikita ang isang *box* na nagtataglay ng mga impormasyon ukol sa *appointment* “**Reservation Details**”, at sa pamamagitan ng “**Appontment Recept**” ay magpapahintulot na mai-*print* ang buod ng *appointment*.