

# HOW TO OBTAIN THE DECLARATION OF PRESENCE




To obtain your **Declaration of Presence**, follow these steps:

## 1. Fill in the Declaration Form

You can find the form directly on this page.

## 2. Prepare the Required Documents

Bring **copies** of the following documents:

-  **Passport** (front page with personal data)
- ☐ **Residence Permit** (front and back), issued in a European Union (Schengen Area) country
-  **Invitation Letter** (issued by the International Office)
-  **Declaration of Hospitality** (see details below or on this page)

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## WHERE TO SUBMIT THE DECLARATION

Submit your Declaration of Presence at:

### **Police Headquarters – Immigration Office / Questura Ufficio Immigrazione**

**Address:** Via Noli, 26 – Bergamo

**Opening Hours:**

Monday to Friday – from **08:30 AM** to **1:30 PM**