

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)

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**