



# Civic Education Course

## *Being an Italian Citizen*



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# Module 1

# A SHORT HISTORY OF ITALY



# A short history of Italy

In ancient times, Rome used to be the capital of the **Roman Empire**, which stretched from England to Egypt, from Portugal to Mesopotamia (currently, Iraq).

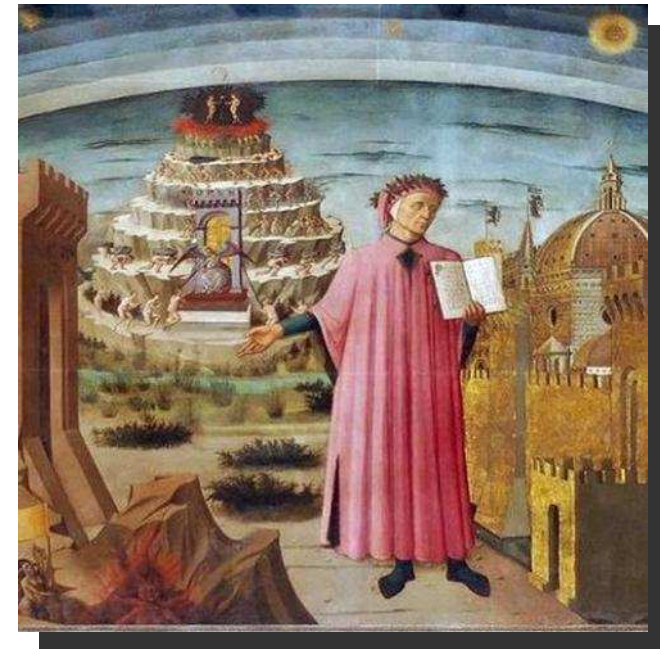


The official language of the Roman Empire was *Latin*.


Modern Romance languages (Italian, Spanish, French, Portuguese and Romanian) are descended from Latin.

The "Golden Age" of the Italian language was the 14th century (1300), when three great writers - Dante, Petrarca and Boccaccio - wrote their masterpieces.


**Dante Alighieri**, the author of the "*Divina Commedia*" (The Divine Comedy) is considered the "father of the Italian language".




Until 1861, Italy had been divided into several states. Some of them were even dominated by foreign countries (Austria, Spain, France).

 **1861:** unification of the *Italian State*. Rome remained the capital of the "*Stato della Chiesa*" (Papal States), ruled by the Pope.




 **1870:** Rome became part of the Italian State and the new capital of Italy.

 **1861 – 1922:** Italy was a “*monarchia parlamentare*” (parliamentary monarchy).

Italy's first king was Vittorio Emanuele II, who belonged to the Savoia's dynasty.





 **1922 – 1943:** Italy was under a dictatorship: *fascismo* (fascism). Under the Fascist dictatorship, Italians were deprived of their freedom of speech, press and association rights.



🚩 Italy became a democratic country after the end of World War II.

"*Suffragio universale*" (*Universal suffrage*) was introduced: all men and women were granted the right to vote.

🚩 **1946:** a referendum was held, and the Italian people voted to abolish the monarchy. The referendum marked the birth of "***Repubblica Italiana***" (the Italian Republic).



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DELLA  
REPUBBLICA  
ITALIANA  
ILLUSTRATA

## Module 2

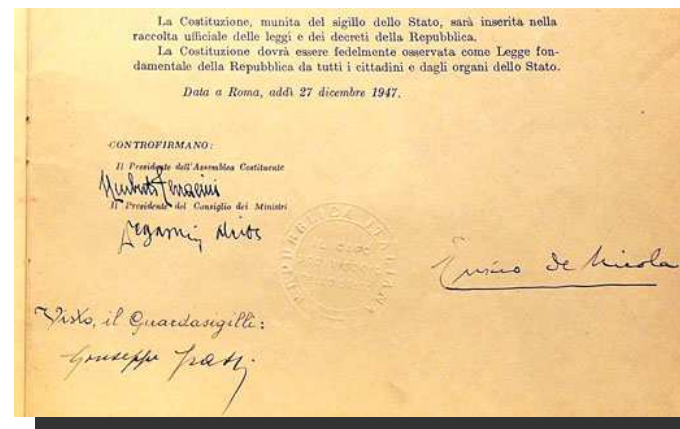
# THE ITALIAN CONSTITUTION

EDITORE

# The Italian Constitution

The "*Costituzione italiana*" (Italian Constitution) was approved in 1947. It is the set of fundamental principles governing the Italian state.

**All Italian laws must comply with the principles and values of the Constitution.**



The Constitution includes 139 articles and is divided into two parts:

- The first part includes the "***Principi Fondamentali***" (**fundamental principles**) and the "***Diritti e Doveri dei Cittadini***" (**rights and duties of citizens**).
- The second part concerns the "*ordinamento della Repubblica*" (the Organisation of the Republic), that is, the **structure of the State** and its governing institutions.

Central institutions: "Camera dei Deputati"(Chamber of Deputies), "Senato" (Chamber of Senate), "Presidente della Repubblica" (President of the Republic), the Government, and the Judiciary.



**Art.1** Italy is a democratic Republic founded on labour.

**Art.2** The Republic recognises and guarantees the inviolable rights of the person, both as an individual and in the social groups (...).

**Art.3** All citizens have equal social dignity and are equal before the law, without distinction of sex, race, language, religion, political opinion, personal and social conditions.

**Art.8** All religious denominations are equally free before the law.

**Art.10** A foreigner who, in his home country, is denied the actual exercise of the democratic freedoms guaranteed by the Italian constitution shall be entitled to the **diritto d'asilo**(right of asylum) under the conditions established by law.



**Art.11** Italy rejects war as an instrument of aggression against the freedom of other peoples and as a means for the settlement of international disputes.

**Art.13** Personal liberty is inviolable. No one may be detained, inspected, or searched nor otherwise subjected to any restriction of personal liberty except by order of the Judiciary stating a reason and only in such cases and in such manner as provided by the law.

**Art.15** Freedom and confidentiality of correspondence and of every other form of communication is inviolable.

**Art.17** Citizens have the right to assemble peaceably and unarmed.

**Art.21** Anyone has the right to freely express their thoughts in speech, writing, or any other form of communication. The press may not be subjected to any authorisation or censorship.

**Art.38** Every citizen unable to work and without the necessary means of subsistence is entitled to welfare support.

**Art.48** Any citizen, male or female, who has attained majority, is entitled to vote.

**Art.51** Any citizen of either sex is eligible for public offices and elected positions on equal terms, according to the conditions established by law.

## Civil rights

- Personal liberty, freedom of movement, association, assembly, thought and religion
- Equality before the law
- Right to presumption of innocence
- Right not to be arbitrarily deprived of property
- Right to citizenship.



## Political rights

Political rights concern the citizens' participation in the ruling of the state.

Participation can be either:

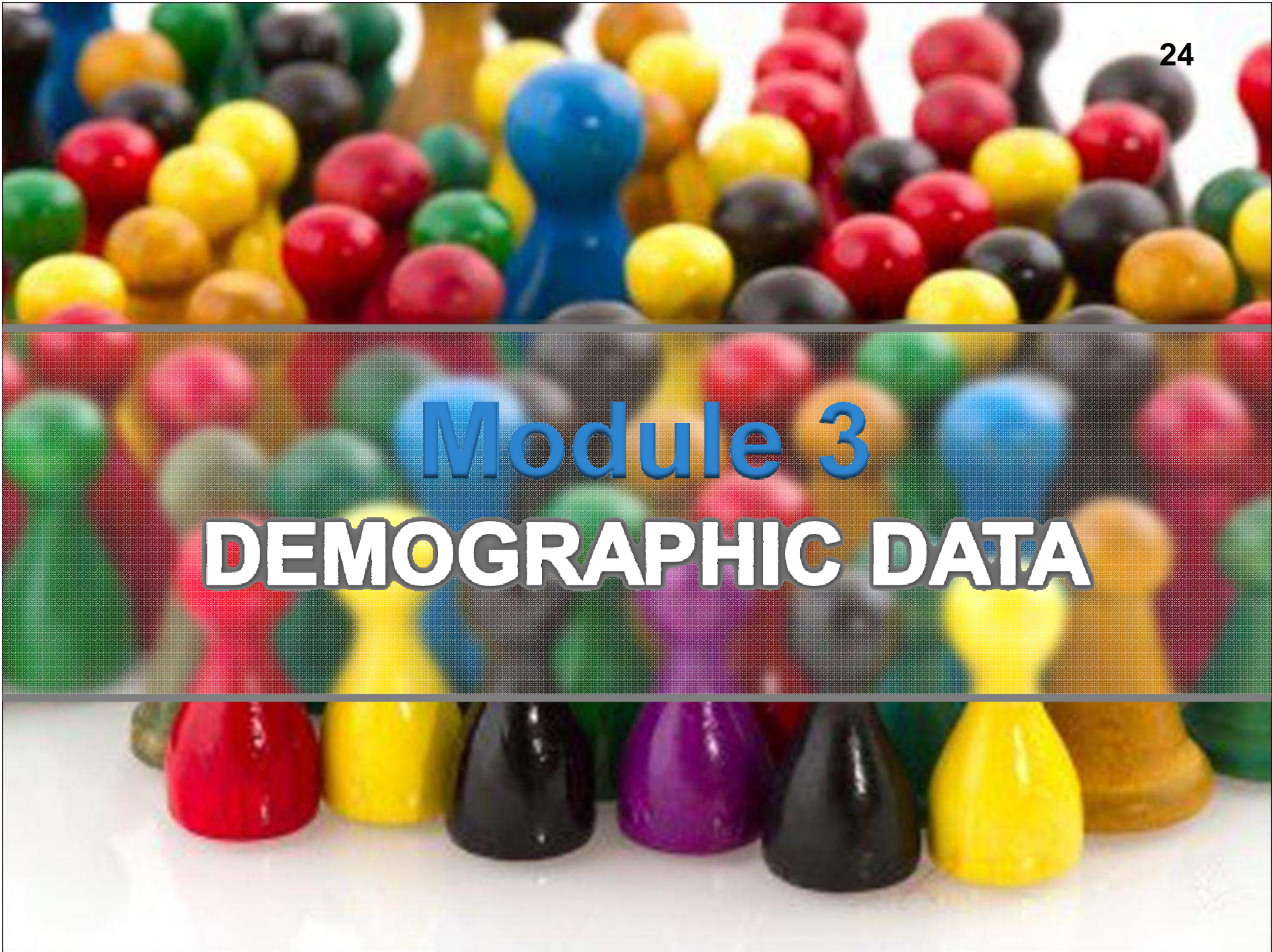
- *direct*: via referendums, petitions etc.
- *indirect*: via elected representatives.



## Social rights

- Right to social security for the sick, the elderly, the unemployed, etc.
- Right to health
- Right to education
- Right to work etc.





# Module 3

## DEMOGRAPHIC DATA



# Demographic data

Total population (January 2011): **60,600,000**  
Of whom resident immigrants: 5,000,000

Male, total: 48.5%  
Female, total: 51.5%

Marital status data:

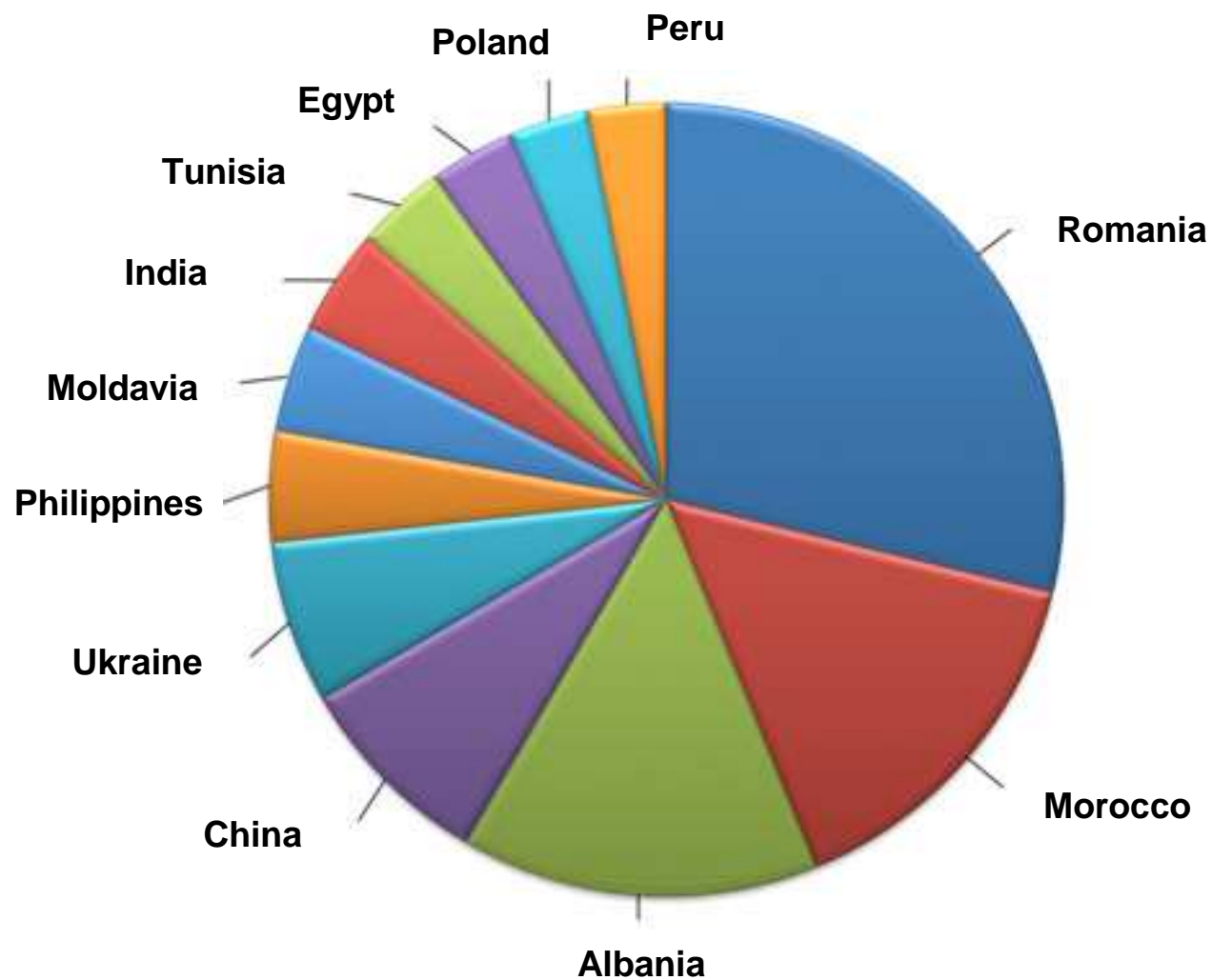
Married: 29,890,000

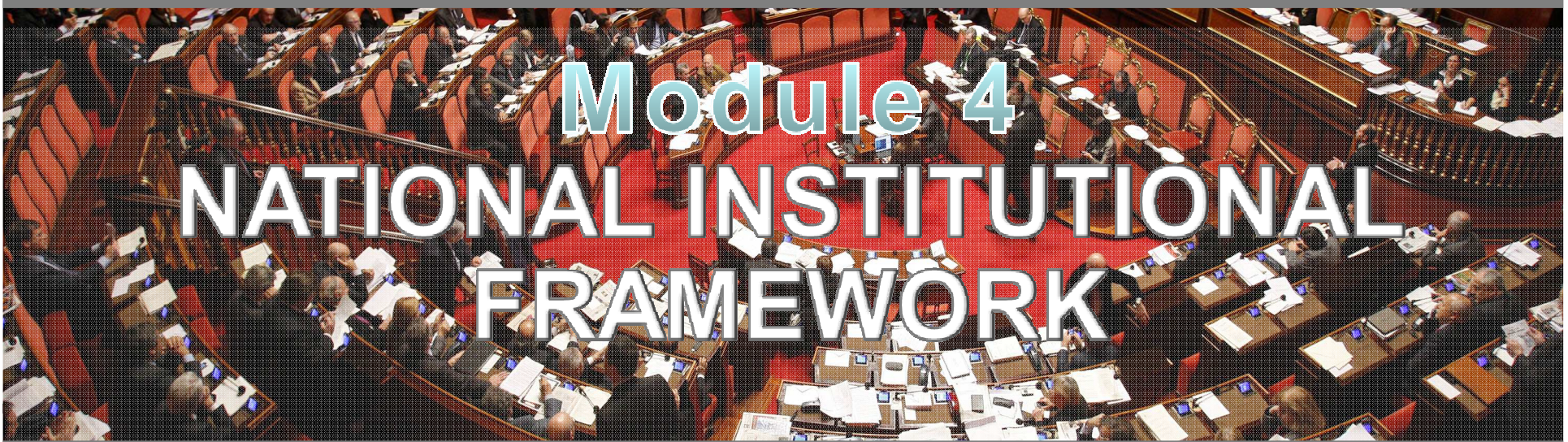
Divorced: 1,185,000

Widows/ers: 4,550,000



## Main foreign communities in Italy





# Democracy

Italy is a **democratic** Republic.

The two main characteristics of this form of government are:



- people's sovereignty
- pursuit of the fundamental principles of **freedom** and **equality**



## The State powers

The State powers are divided into three main branches:

**LEGISLATURE**

**EXECUTIVE**

**JUDICIARY**

These branches are independent from each other and they also act independently, according to powers granted by the Constitution

## POTERE LEGISLATIVO (LEGISLATURE)

- has the power to create laws
- is exercised by the Parliament

The "Parlamento" (Parliament) proposes and passes bills, which are then enacted into State laws.

The Parliament is composed of two main bodies

- *The "Camera dei deputati"*  
(Chamber of Deputies)

- *The "Senato"*  
(Senate)

Elections are held every 5 years.



## POTERE ESECUTIVO (EXECUTIVE)

- has the power to enforce laws
- executive power is exercised by the Government

The Country's Government implements the decisions made by the Parliament.

It is composed of:

- The "*Presidente del Consiglio*" or "*Capo del Governo*" (*Prime Minister*), who appoints and coordinates Ministers
- The "Ministri" (Ministers), each responsible for a specific sector of the State's affairs

**Examples:** "Ministero del Lavoro" (Ministry of Labour) , "Ministero degli Interni" (Min.of the Interiors), "Ministero della Sanità" (Min. of Healthcare), "Ministero degli Esteri" (Min. of Foreign Affairs) etc.

## POTERE GIUDIZIARIO (JUDICIARY)

- ensures compliance to laws, punishes those who commit crimes, settles disputes among citizens
- judicial power is exercised by the "Giudici" (Judges). State judges and the judicial branch are also collectively referred to as the "Magistratura".

Judges monitor the correct implementation of laws and supersede trials.

The "Consiglio Superiore della Magistratura" or "C.S.M." (Higher Judicial Council) is the Judiciary's self-regulating body and ensures the Judiciary's independence from the other branches of the State's powers.





Besides the Parliament, the Government and the Judiciary, there are also other important institutional bodies:

### **The "Presidente della Repubblica" (President of the Republic)**

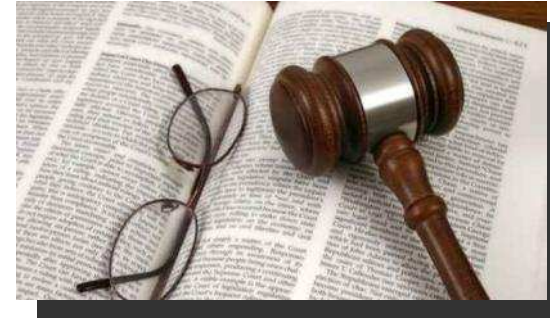
- is the guarantor of the Constitution
- represents the State in relations with other States
- is elected every 7 years.



The current Presidente della Repubblica is Mr. Sergio Mattarella.

# The "Corte Costituzionale" (Constitutional Court)

- determines whether a law complies with the Constitution's provisions (upon request)
- if a law is found to violate the Constitution, it is repealed by the Corte Costituzionale



## The Public Administration

Public Administration is composed of:

- *offices* set up all over the Republic's territory, whose task is to meet the citizens' needs
- *Ministries*
- "*Forze di Polizia*" (*Police Forces*), whose task is ensure the State's internal defence



## "Forze Armate" (Armed Forces)

Their task is to ensure the State's external defence.

They are composed of:

- "*Esercito Italiano*" (Italian Army)
- "*Marina Militare*" (Navy)
- "*Aeronautica Militare*" (Air Forces)
- "*Arma dei Carabinieri*"  
(Corps of Carabinieri)



## Public Security

Individuals and bodies whose task is to ensure citizens' security

In each "Provincia" (Province) there is:

- a "*Prefetto*" →  
(Prefect)

He represents the Government at the local level. His provisions must be enforced immediately.


- a "*Questore*" →  
(Police Chief)

He coordinates all the FORZE DI POLIZIA in the Provincia.

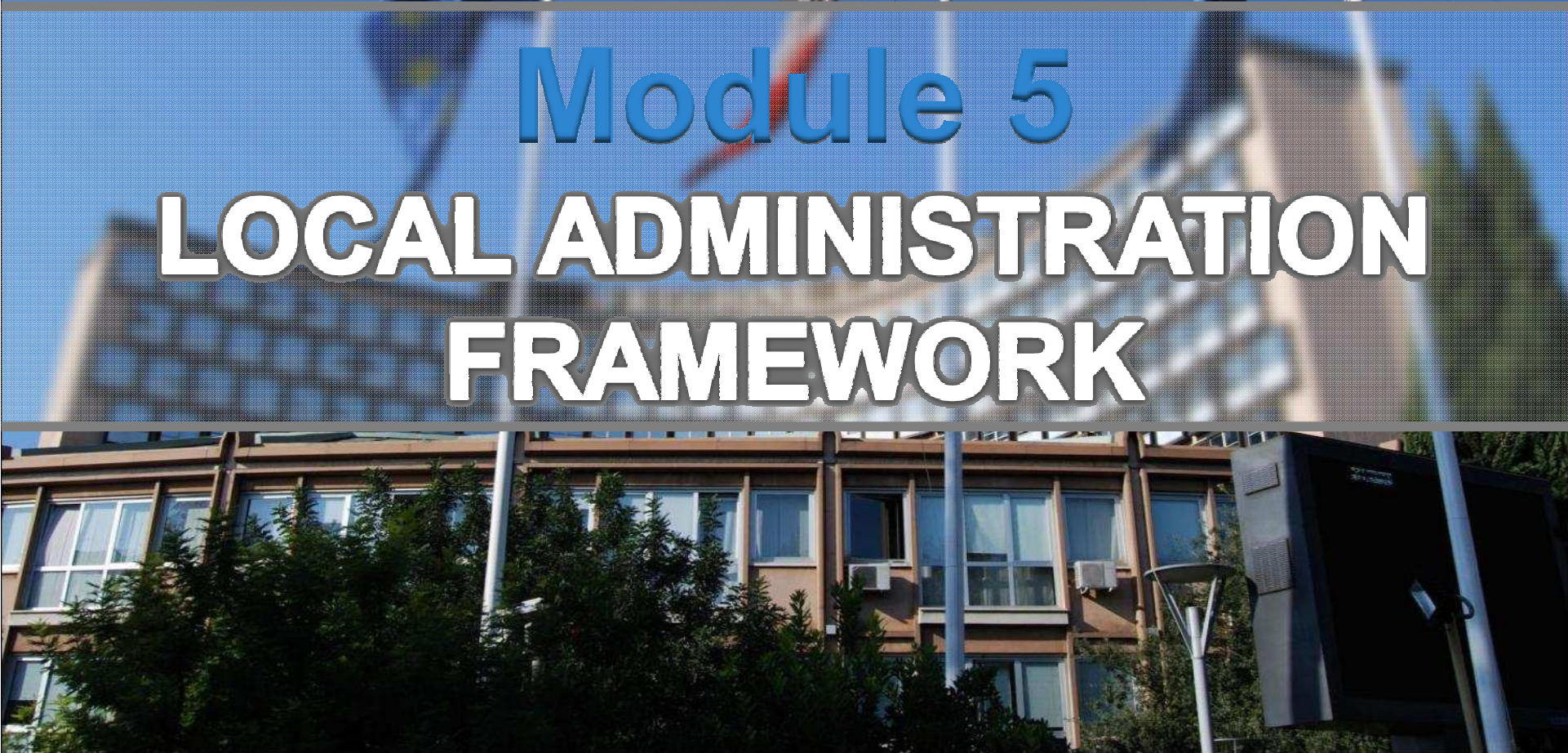
Useful numbers:

**112 Carabinieri**

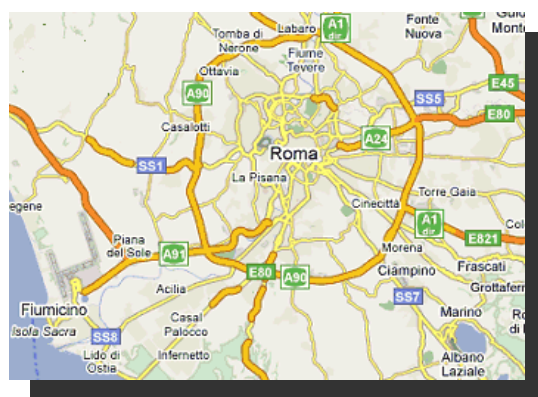
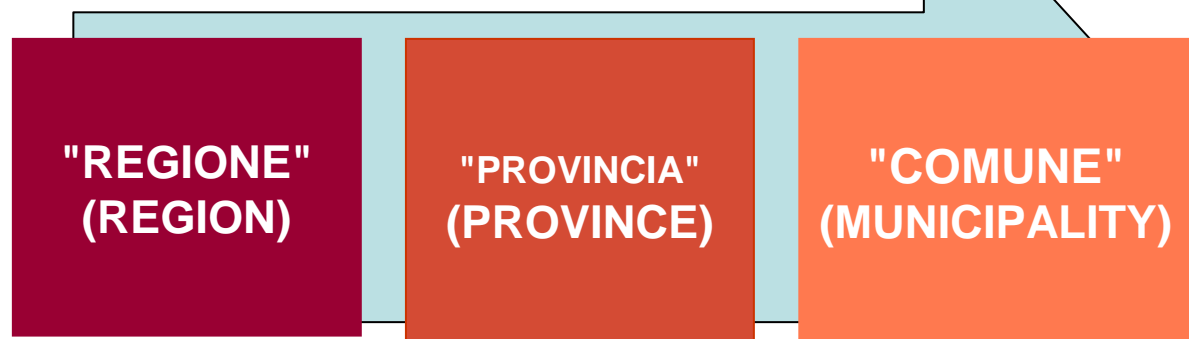
**113 Polizia**



**Module 5**  
**LOCAL ADMINISTRATION**  
**FRAMEWORK**



# “Organizzazione sul territorio” (Local administration bodies)



## Regione (Region)

There are 20 "Regioni" (Regions) in Italy.

The Regione's tasks include the management of: healthcare, transport networks, water, energy, work, professional training. They may create laws. Elections are held every 5 years. Every Regione is ruled by a "Governatore" (Governor) and a "Consiglio Regionale" (Regional Council).



Regione Puglia



Regione Lombardia





## Provincia (Province)

At the moment, there are 110 "Province" (Provinces) in Italy; however, their number is soon to be reduced to 51. Their tasks include the management of: secondary school education, environmental issues, waste, roads, protection of citizens from extraordinary events, energy efficiency.

Elections are held every 5 years.

Each Provincia is ruled by a President and a "Consiglio Provinciale" (Province Council)



## **Comune (Municipality)**

There are 8,092 Comuni (Municipalities) in Italy.

The tasks of the Comuni include the management of: social security services, nursery schools, kindergartens, construction projects and right to education in primary and secondary schools, anagrafe (register office), cemeteries, city patrolling, construction regulations, traffic, trade licenses, culture, electoral services. Elections are held every 5 years

Every Comune is ruled by a "Sindaco" (Mayor) and a "Consiglio Comunale" (Municipal Council).

All the representatives of these bodies (Governatore della Regione, Presidente provinciale, Sindaco and Consigli Regionale, Provinciale and Comunale) are elected by citizens.



In each Provincia, the Government appoints a Prefetto who is responsible for security and whose provisions must be enforced immediately.

## Italian regioni: a map

There are 20 Regioni in Italy.

Each Regione has its own “capoluogo” (the Regione's capital).

**Examples:** Torino is the capoluogo of the Regione Piemonte.

Each Regione is divided into Province.

**Examples:** the regione Campania is divided into 5 Province: Avellino, Benevento, Caserta, Napoli e Salerno




## Regione Lazio

Residents: 5,775,000  
Of whom foreigners: 615,000

Lazio ranks third in the list of regions with the highest number of inhabitants. Lombardia and Campania rank first and second, respectively.



Lazio is divided into 5 Province

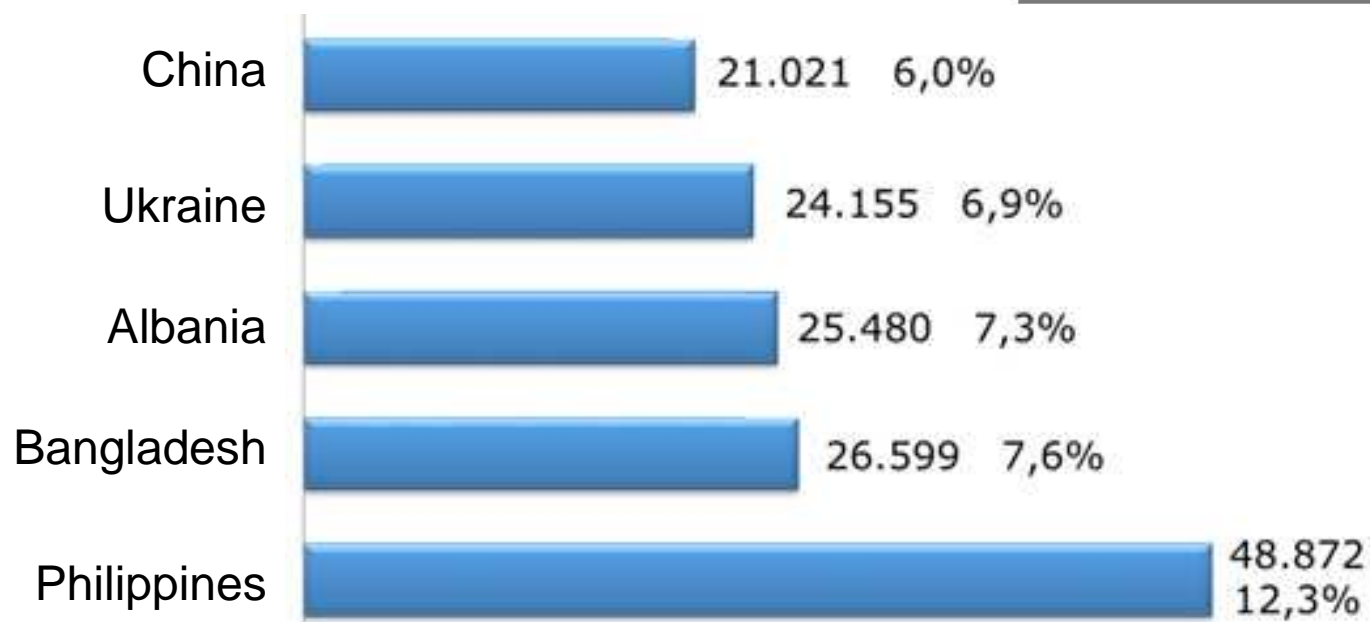
-  **Frosinone** (91 Municipality)
-  **Latina** (33 Municipality)

-  **Rieti** (73 Municipality)
-  **Roma** (121 Municipality)
-  **Viterbo** (60 Municipality)

## Main EU foreign communities in Lazio



## Main non-EU foreign communities in Lazio



## The city of Roma (Rome)

Residents: 2,743,796  
Of whom foreigners: 294,000

Roma is the Comune counting the highest number of foreigners, followed by Milano.

Roma is the capital of Italy. The Presidente della Repubblica, the Government and the Parliament all have their seats in Rome.

Also the "Stato Vaticano" (Vatican State) has its seat in Rome.



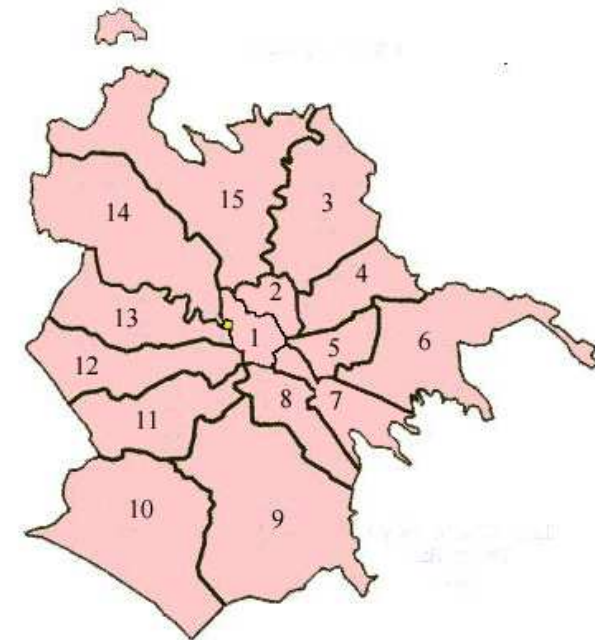


## The "Municipi" (City districts) of Roma

The urban area of Rome is divided into 15 "*Municipi*" (City districts).

Each Municipio is ruled by a "*Presidente*" and a "*Giunta*" (City District Council), composed of 4-6 "*Assessori*" (District Councillors).

Elections are held every 5 years, together with the elections of the Consiglio comunale.



The tasks of the Municipi include the management of:

- demographic services
- social security services
- school and education services
- cultural, sports and recreational activities and services
- urban services, management of the cultural heritage, construction rules and regulations
- initiatives aimed at the economic development in the fields of small-scale entrepreneurship and trade
- urban police functions





**Module 6**  
**FAMILY**

# What is a family?

According to the Italian Constitution, a *family* is a natural society founded on **marriage**.

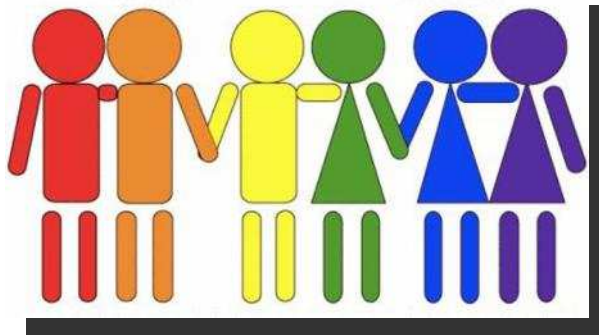
Also a (married) couple with no children is considered a family.



Besides married couple, there also many families based on unmarried couples in Italy.

They are called:

- "*Coppie di fatto*" (De facto couples): if the couple has no children;
- "*Famiglie di fatto*" (De facto families):if the couple has children.



## Rights of spouses

- Cohabitation: loyalty, mutual support etc.
- House: right to cohabitation (a spouse cannot be banished from the house)

In case of **disease**:

Right to assist the spouse in hospital, to make decisions, to be informed etc.

### In case of **death**

Right to pension, to "TFR" (severance pay), to the rent, to inheritance, etc.

### In case of **separation**

Right to compensation and alimony (to be determined by a judge).

Currently, the “coppie di fatto” are not guaranteed the same rights as married couples.

**However, their children enjoy the same rights as the children of married couples.**

Both parents have equal duties with regard to their children.

IN CASE OF SEPARATION, THE JUDGE DETERMINES THE CHILDREN'S "AFFIDAMENTO" (CUSTODY)



## Marriage

With marriage, man and wife acquire **equal rights and duties**.

**Example:** both must contribute to supporting the family by working (in the house or outside), educate children and be loyal.

Both can request separation and divorce.

In Italy, you can get married:

- by a "*rito religioso*" (religious ceremony)
- by a "*rito civile*" (civil marriage).

You can choose either "comunione dei beni" (Community property) or "separazione dei beni" (Separation of property):



*"Comunione dei beni"* (Community property): all income and all assets purchased after marriage automatically become the property of both spouses.

*"Separazione dei beni"* (Separation of property): each spouse is the exclusive holder of assets purchased during marriage.

## Getting married in Italy

All people who get married in Italy are subjected to Italian law, including foreign nationals.

- ⇒ Marriage **of two foreign nationals**: possible if the presence of at least one of the spouses on the Italian territory is legal
- ⇒ Marriage **of a foreign national to an Italian citizen**: a "permesso di soggiorno" (residence permit) is not necessary; however, a valid form of identification (e.g. a passport) is required.
- ⇒ In the case of **two foreign nationals without a "permesso di soggiorno" (residence permit)** or permanent residence in Italy, marriage can only be officiated at the "Ambasciata" (Embassy) or "Consolato" (Consular Office) of the spouses' country of origin in Italy



Foreign nationals have the right to obtain a "**permesso di soggiorno**" (residence permit) for family purposes even if they were "clandestini" (illegal) or "irregolari" (irregular) migrants before marriage.

Italian citizenship is not automatically granted with marriage.

In order to become an Italian citizen:

1) You must have been married for at least 2 years

2) You must have had "**residenza**" (permanent residence) in Italy for at least two years (one year if the spouses have had children).



## CHILDREN: pregnancy

All pregnant **migrant women** have right to free medical examination and tests (ultrasound, blood tests, etc.). You can choose to be assisted by either a **hospital** or a "**consultorio familiare pubblico**" (state family service centre).



All women, regardless of their status as a "regolare" (legal immigrant) or "clandestina" (illegal immigrant), have the right to be admitted to a hospital and hospitalized during **child delivery**. They also have the right to medical assistance during and after delivery.

**"Permesso di soggiorno" (residence permit):** it is not necessary to have a permesso di soggiorno to receive assistance during pregnancy; **EVEN IF YOU ARE AN ILLEGAL IMMIGRANT, YOU WILL NOT BE REPORTED TO THE POLICE.**

## Children: birth

It is MANDATORY to register the child's birth.

- at the hospital: within 3 days from the child's birth
- at the Comune: within 10 days from the child's birth
- by a parent (for married couples)
- by both parents together (for unmarried couples)

The child's birth can be reported by a doctor, an obstetrician or someone who was present during the child's delivery

**Schools:** "asilo nido" (nursery schools) admit children older than 4 months. It is necessary to apply before the child's birth. Fees may vary according to the family's financial situation (ISEE).

**Vaccines:** vaccinating a child is mandatory and free. The first vaccine is administered when the child is 3 months old.

In Italy, vaccination against **diphtheria, tetanus, poliomyelitis, and Hepatitis B virus** is mandatory.



# Module 7

## LABOUR





# Labour

All citizens have the right to work, each according to their capabilities and potential.

To this aim, the Constitution provides for:

- commensurate and sufficient remuneration
- weekly rest days and paid holidays
- equality of working men and women



- appropriate protection for working mothers
- assistance to citizens unable to work, the elderly and the victims of work-related injuries

The "**Statuto dei Lavoratori**" (Workers' Charter) is a law issued in 1970, regulating the workers' basic rights.

The rights and duties of employees are regulated by the "**Contratti Collettivi Nazionali di Lavoro – CCNL**" (National Labour Agreements). There is a specific agreement for each specific category of worker. Contracts are periodically updated and signed by the Entrepreneurs' Associations and Trade Unions.



There are three main kinds of workers:

- "lavoratore dipendente/subordinato" (*subordinate work*)



- "lavoratore a collaborazione coordinata e continuativa" (term contract workers)



- "lavoratore autonomo" (*self-employed workers*)

WORKER

**“Lavoratore dipendente”**

CONTRACT

- "A tempo determinato"(fixed-term work)(with a specific end date)
- "A tempo indeterminato" (permanent work, no end date)

WORK  
SCHEDULE

- Full time
- Part time

**Examples:** clerical workers, teachers, bank workers, factory workers, nurses etc.



WORKER

**“A collaborazione coordinata e continuativa”**

CONTRACT

The employer and the worker work together on a specific programme/project, without entering a permanent job agreement.

WORK  
SCHEDULE

No permanent work schedule (the duration of the contract is connected to the duration of the project)

**Examples:** call-center workers

WORKER

**“Autonomo”**

CONTRACT

The worker has no employer and works directly for his/her own clients

WORK  
SCHEDULE

Work schedule is determined by the worker

**Examples:**  
handicraft workers,  
shop owners,  
freelancers etc.

Shop owners must abide to official shop opening and closing times

## “Sindacati” (Trade Unions)

The Constitution guarantees workers **the right to establish "sindacati" (trade unions)** in order to collectively protect their economic interests and rights.

Trade union struggles are mainly carried out through “**sciopero**” (strike), that is, abstention from work.



The main Italian Sindacati are:



**CGIL**

6,300,000  
members



**CISL**

4,500,000  
members



**UIL**

2,200,000  
members



**UGL**

1,100,000  
members

The Sindacati provide services to all workers, both members and non members.

**Examples:** pension procedures, tax authorities, legal consultancy, "patronato" services, etc.



## "Centri per l'impiego - C.P.I." (Employment centers)

"Centri per l'Impiego"- C.P.I. provide assistance to people who are **looking for a job**.

The C.P.I. 's offer registered people an orientation interview and provide job or training opportunities for a certain amount of time since the start of the unemployment status.

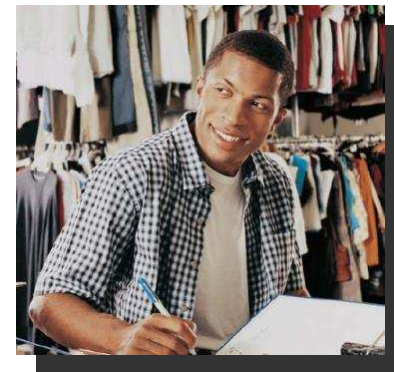


For more information call the  
**"numero verde" (toll-free  
number) 800-818-282**

If you want to carry out an "**attività autonoma**" (**self-employment**) you need to:

1. Open a "PARTITA IVA" (self-employment tax ID.)
2. Register at the "REGISTRO DELLE IMPRESE" (Enterprise Registry) at the "Camera di Commercio" (Chamber of Commerce)
3. Register at INPS to open a welfare and pension payment scheme
4. Register at INAIL (only in some cases)
5. Communicate to the COMUNE (Municipality) the starting date of your activity for waste collection tax purposes.

"Sportello presso la Camera di commercio" (Chamber of Commerce Desk): **Camera di Commercio** Via Capitan Bavastro, 116 - Roma Sito internet: [www.rm.camcom.it/](http://www.rm.camcom.it/)



## Module 8

# SCHOOL SYSTEM, VOCATIONAL TRAINING AND ADULT EDUCATION

# The education system

School is compulsory from the age of 6 to the age of 16.

At 14, after having completed "scuola media" (1° level secondary school), you can attend professional training courses (3 years) promoted by the Regioni. These courses provide students with a professional qualification, thus allowing them to complete compulsory education.





**"Asili nido comunali"** (Municipal nursery schools): 0-3 years of age



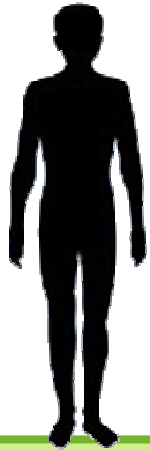
**"Scuole dell'infanzia comunali, statali, paritarie"** (Municipal, state, private kindergartens): 3-5 years of age



**"Scuola primaria"** (Primary school): 6-10 years of age, 5 grades



**"Scuola secondaria di 1° grado"**  
(1° level secondary school) 11-14 years of age, 3 grades  
An "Esame di Stato" (National Examination) is required before completion.



**Scuola secondaria di 2° grado** (2° level secondary school): 14-18 years of age 5 grades.

An "Esame di Stato" (National Examination) is required before completion.

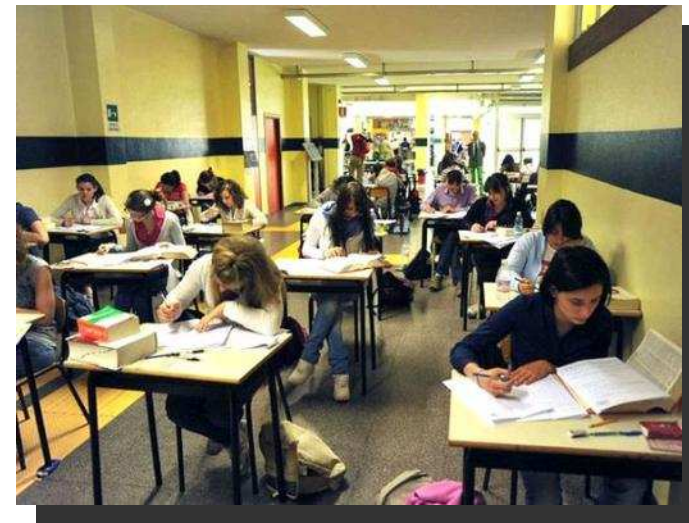
*To learn more...*

Kindergartens are usually called "scuole materne".

Primary schools are usually called "elementari".

1° level secondary schools are usually called "scuole medie".

2° level secondary schools are usually called "scuole superiori".



The "scuola secondaria di 2° grado" includes different kinds of schools: "Licei" (lyceums), "istituti tecnici" (technical education schools) and "istituti professionali" (professional training schools).

- *Licei*: students are provided with certifications for access to university.
- *Istituti tecnici*: students are provided with certifications for access to university and to the labour market.
- *Istituti professionali*: students are provided with professional certifications after 3 years; after 5 years, students who continue their studies are provided with certifications for access to both university and the labour market.



## “Istruzione Tecnica Superiore- ITS” (Advanced Technical Education)

ITS is an education cycle following secondary education: its aim is education and training of highly specialized professionals whose qualifications are recognised by the EQF (European Qualifications Framework)



- The courses' duration is two years. Courses are divided into 4 semesters, for a total of approximately 2,000 hours.
- Access to courses is regulated by a competition announcement
- ITS centres are managed by Foundations and coordinated through relevant Istituti Tecnici



## “Centri Territoriali Permanenti”-CTP (Permanent Local Centres)

CTPs are competent for the education and training of Italian and foreign adults, for the issuing of qualifications and the acquisition of the skills required for integration in society and into the labour market.

CTPs can be found all over the national territories; they are hosted by school facilities and are open to adult migrants, both men and women, employed and unemployed, whose integration requires learning the Italian language.

### **CTPs organise:**

- **Civic Education sessions**
- **L2 tests**
- **Free Italian courses for levels A1 A2 B1 B2 C1 C2 and Certification tests**

**An A2 certificate issued by the Director of a CTP allows exemption from the test**





## University

It is composed of three cycles:

1. "Laurea" (Degree): 3 years

2. "Laurea Specialistica  
Magistrale" (specialised degree): 2  
years

3. "Dottorato di ricerca" (Ph.D.courses),  
"corsi di Specializzazione" (advanced  
specialisation Courses), "corsi di Master  
Universitario di secondo livello" (Second  
Level University Master's Degrees)





**Module 9**  
**HEALTHCARE**

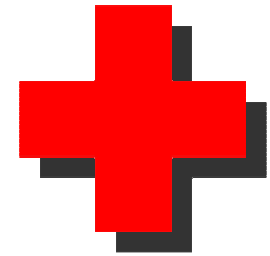
# "Servizio Sanitario Nazionale -SSN " (National Healthcare System)

All citizens must register with the SSN (Servizio Sanitario Nazionale).

Registered citizens are entitled to:

- choose their "medico di famiglia" (General Practitioner)
- outpatient medical examination
- pharmaceuticals' prescription
- medical examination by specialised doctors
- diagnostic analyses
- hospital services

**Examples:** dental, gynaecological, ophthalmic, paediatric examination etc.



Foreign citizens can register with the SSN:

- if they hold a permesso di soggiorno and either carry out regular working activities or are included in "liste di collocamento" (employment lists)
- if their current permesso di soggiorno is under renewal procedure or if they are asylum-seekers



For registration, the following documents are required:

- permesso di soggiorno or receipt of residence permit renewal application
- "autocertificazione di residenza" (self-certification stating residence) or "effettiva dimora" (actual domicile)
- self certification of "codice fiscale" (tax code)

**Also "NON IN REGOLA" foreign nationals (those who entered the Italian territory ILLEGALLY) have a right to be treated.**

The **ASL** (Local Healthcare Service Units) provide illegal foreign nationals, even those who do not hold a valid document, with a **tessera STP** (*STP card*). *SPT stands for "Straniero in Permanenza Temporanea"* (Temporarily Resident Foreign National).



**The “tessera STP”** entitles foreign nationals to:

- receive **urgent** or basic hospital and outpatient treatment, including regular treatment, due to disease and work-related injuries
- receive preventive medical care (**vaccinazioni**), especially with regard to minors
- social protection of **pregnancy** and motherhood



## The “tessera STP”:

- ensures the foreign national’s anonymity
- has a 6-month duration (it can be renewed)
- is valid all over the national territory
- is identified by a code.



Irregular foreign nationals requesting the STP card will not be reported to the Police.



## “Consultorio familiare” (family counseling centres)

The “*Consultori familiari*” (family counseling centres) are social and healthcare service providers whose aim is to meet families, women, couples and teenagers’ needs.

Services are mainly prevention-based and totally **free of charge**.



Services provided by the family counseling centres include:

- information and counselling on responsible procreation
- prescription of oral contraceptives and application of mechanical contraceptives
- psychological and sexual counseling
- information and consultancy on prevention of genetic risks and monitoring of risky pregnancies

consultorio  
familiare

- information on sterility
- procedures for "interruzione volontaria di gravidanza - I.V.G." (voluntary pregnancy termination) also for minor women, and medical, psychological and social assistance
- prevention of female genital tract tumors

**Examples:** examination, PAP tests, breast examination and self-examination techniques

- pregnancy monitoring and birth preparation courses



# "Pronto Soccorso" (Emergency aid)

**118**

Is the number you call both from fixed phones and mobiles for serious health emergencies.

An "AMBULANZA" (AMBULANCE) will arrive in a few minutes.

You can also go to the Pronto Soccorso on your own; you need to go to a hospital with units devoted to emergency aid.



Upon your arrival at the hospital, according to how **SERIOUS** your condition is, you will be assigned a colour code regulating access to examination rooms and first aid.

- **CODICE ROSSO (RED ):** emergency requiring immediate access to examination
- **CODICE GIALLO (YELLOW):** (urgent) access to examination in 10-15 minutes
- **CODICE VERDE (GREEN):** (less urgent) no danger for patient's life.
- **CODICE BIANCO (WHITE):** non urgent

UNIONE EUROPEA  
REPUBBLICA ITALIANA

# Module 10

## DOCUMENTS

PASSAPORTO



# Valid documents

The most important documents on the Italian territory are:

- "*Carta di Identità - C.I.*" (Identity card)
- "*Codice Fiscale -C.F.*" (Tax Code)
- "*Patente di guida -PAT.*" (Driving License)

Also other documents are important, such as the "*Tessera sanitaria*" (Healthcare Service Card) and the passport.



## “Carta di Identità” (Identity Card)

The “*Carta di Identità*” (Identity Card) is a form of personal identification.

It contains anagraphical data, data on “stato civile” (marital status) citizenship, profession and other personal data.

The document must be renewed every 10 years and is not valid for expatriation.



Foreign nationals who regularly reside in Italy may request a Carta d'Identità.

You can request your C.I. at the "Anagrafe" (Register Office) in the city where you reside.

You need three photographs, an identification document and either a valid permesso di soggiorno or a "nulla osta" (clearance) + a "ricevuta prima richiesta" (receipt of first issuing application) issued by the "Questura" (Central Police Station).





## "Codice Fiscale" (Tax Code)

The "*Codice Fiscale*" (Tax Code) is a card which allows to certainly identify citizens for tax and administrative purposes.



You can request your Codice Fiscale at the "Agenzie delle Entrate" (Income Revenue Authority).

You need to provide your permesso di soggiorno and a photocopy of your passport.

## "Patente di guida" (Driving License)

This document is necessary to drive motor vehicles on public roads.



It is issued after a theory and a practice exam have been passed.



**The patente exam** is composed of two sessions:

- a "prova di teoria" (theoretical test) on road rules, correct behaviour on the road, etc.
- a "prova pratica di guida" (practical driving test).

The "prova teorica" consists of a 40-question "vero o falso" (true or false) test. It is necessary to answer at least 36 questions correctly (no more than 4 mistakes).



Applications for Patente di Guida must be submitted at the "Motorizzazione" (Driver and Vehicle Licensing Agency).

In order to apply, you need to submit:

- 2 recently taken passport-size photos - one of them must be authenticated;
- "certificato medico in bollo" (a medical certificate with stamp)+ a photocopy, with a photo. The certificate must be issued by an authorised doctor no earlier than three months prior to the date of application
- receipt of payment of € 24.00 on bank account marked 9001 c/c and € 14.62 on bank account marked 4028 c/c;

"Extracomunitari"(non-EU) citizens must also attach their permesso di soggiorno or the receipt of renewal application or "richiesta di primo rilascio" (receipt of first issuing application) ([to be viewed](#)).

# Module 11

## HOUSING



## House rental/1 Housing

There are two main forms of house-rental contracts: "a canone libero" (shorthold lease tenancy) and "a canone concordato" (specific maximum rent) contracts.



"A CANONE LIBERO" (SHORTHOLD LEASE TENANCY) The rent is freely agreed upon between the landlord and the tenant. The minimum duration is 4 years and the contract is automatically renewed for further 4 years, except in some specific cases (the landlord has decided to live in it, the apartment must be sold...)

## House rental/2

"A CANONE CONCORDATO" (SPECIFIC MAXIMUM RENT)  
 The monthly rent is determined at the local level between the tenants and the landlords' associations.  
 With these contracts, both parties are granted some tax benefits. The duration is 3 years and the contract is automatically renewed for 2 further years, except in some specific cases (see "canone libero").

All contracts must be registered at the "Agenzie delle Entrate" (Income Revenue Authority) within 30 days of the date the contract has been signed. The 2% duty on total annual rent must be equally shared between the landlord and the tenant. Payment must be made at the bank or the post office, using the "Modulo F23" (Form F23)

AGENZIA DELLE ENTRATE  
 MODULO DI PAGAMENTO:  
 TASSE, IMPOSTE, SANZIONI  
 E ALTRE ENTRATE

1. VERSAMENTO DIRETTO AL CONCESSIONARIO DI PERUGIA  
 2. DEBITA (SUSCETTIBILE A POSTE ITALIANE)  
 AGENZIA/FISCALITÀ PONTE S. GIOVANNI PROV. PG  
 3. NUMERO DI RIFERIMENTO FI 1,4,6,5,9,4,1,B,X,6,5,9,0,2,2,4,3

4. CODICE ORIGINARIO O CODICE DOGAL  
 CODICE ORIGINARIO O CODICE DOGAL SAVASTANO LUIGI 04061968  
 CODICE ORIGINARIO O CODICE DOGAL VIESTE VIESTE FG SVS, L, G, U, 6, 8, F, 0, 4, L, 8, 5, 8, U

5. CODICE ORIGINARIO O CODICE DOGAL  
 CODICE ORIGINARIO O CODICE DOGAL MICHELE VERDI 05011975  
 CODICE ORIGINARIO O CODICE DOGAL CERNUSCO SUL NAVIGLIO MI VI, R, D, MC, H, 7, 5, A, 0, 5, M, 5, 3, 2, X

6. UFFICIO DI RITE 87322  
 7. COD. TERRITORIALE (7,8. CONTINENTISIO 9. CAUSALE T, E, R, 4  
 10. ESTREMI DELL'ATTO O DEL DOCUMENTO R, P 2, 0, 1, 1, 5, 3, - 4, 5, 1, 2

11. CODICE TRIBUTO 12. DESCRIZIONE FI 13. IMPORTO 14. COD. DESTINATARIO

## Buying a house

- The "acquirente" (purchaser) makes a proposal to the "venditore" (seller); a "caparra" (preliminary downpayment) must be included in the proposal.
- If such proposal is accepted, a preliminary contract called "promessa di vendita" is signed, and the purchaser pays the caparra.
- The purchase agreement is signed before a Notary (a public subject who guarantees the validity of the purchasing contracts); this deed is called "Rogito". The purchaser pays the amount of money determined by the preliminary contract
- Buying a house implies the payment of relevant taxes.





# Module 12

## SOCIAL SECURITY SYSTEM

OMMA  
PENSIO  
ALLA SEP

# “Sistema previdenziale” (social security system)

The pension system’s aim is to provide resources to those citizens who:

- have ceased working due to to advanced age:  
*"pensioni di vecchiaia"* (old age pensions)
- have ceased working due to advanced service duration:  
*"pensioni di anzianità"*(seniority pensions)



- are not able to work anymore due to recent disability: "*pensioni di invalidità*"(disability allowance)
- are the relatives of deceased people who have been part of the Country's workforce: "*pensioni ai superstiti*"(survivor allowance)
- have no income and are not able to work: "*pensioni assistenziali*"(support allowance)

The system is financed by "contributi" (social contributions) paid by workers and employers to the authorities competent for pensions.

All payments are managed by *I.N.P.S. (Istituto Nazionale Previdenza Sociale-National Welfare System)* and, for some professional categories, by other institutions.

For "**pensione di vecchiaia**" you need to:

- have paid at least 20 years of "contributi" (social contributions)
- be at least 66 years and 3 months old on the 1° January, 2018 (for men and women); also for "lavoratori autonomi" (self-employed workers)



For "**pensione di anzianità**" you need to:

- have started paying "contributi" before 31/12/1995
- have paid "contributi" for at least 41.5 years (women) and 42.5 years (men)

Contributi amount to 33% of your gross remuneration; 1/3 of them must be paid by workers and 2/3 of them by employers.



## I.N.A.I.L.

I.N.A.I.L. is a "ente previdenziale" (social security institution): *a National Institute against Work-Related Injuries* .

The I.N.A.I.L. (Istituto Nazionale per l'Assicurazione contro gli Infortuni sul Lavoro - National Institute for Insurance on Work-Related Injuries) protects the victims of "infortuni sul lavoro" (work-related injuries) providing insurance.



The "Assicurazione" (insurance) is mandatory and the amount of payment is determined according to the specific sector: industry, handicraft work, tertiary sector, other activities.

**Insurance costs must be paid totally by the employer,** except in case of " lavoro para-subordinato " (other dependent work) such as "collaborazioni a progetto" (project work contracts): in such cases, workers must pay 1/3 of the total amount.



# Module 13

## TAX SYSTEM





# The tax system

The State and "Enti locali" (local institutions) (Regioni, Province, Comuni) can provide citizens with all necessary public services, through the "TRIBUTI" (DUTIES) that all the citizens must pay.

*"Tasse"* (taxes): only paid if you want to carry out specific activities

**Examples:** "porto d'armi" (firearm license), "licenza di caccia" (hunting license), "occupazione di suolo pubblico" (authorisation to occupy public land)



*"Imposte" (levies):* monetary payments imposed on taxpayers, not directly connected to the provision of certain services by the State.

- *"Imposte dirette" (direct levies):* their amount is determined according to an individual's income

**Examples:** IRPEF on "reddito delle persone fisiche" (physical subject income), IRES on "reddito delle società" (corporate income), IMU on real estate and garbage, etc.

- *"Imposte indirette" (indirect levies):* only applied in case of "passaggio di beni" (transfer of assets)

**Examples:** "IVA" (VAT), "Inp. di Registro", "Bollo" (stamp & registry) etc.



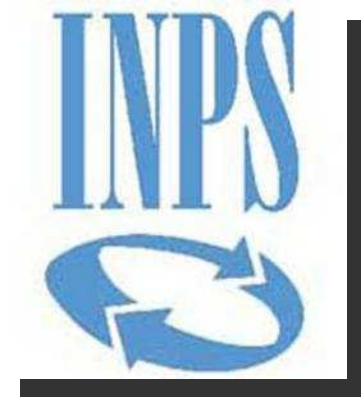
Mandatory contributi to be paid for the exercise of public services:

- "*Contributi assistenziali*" (*social security contributions*): to cover risks of disability or work-related injuries

**Examples:** INPS,  
INAIL

- "*Contributi previdenziali*" (*Pension contributions*): to obtain pensions

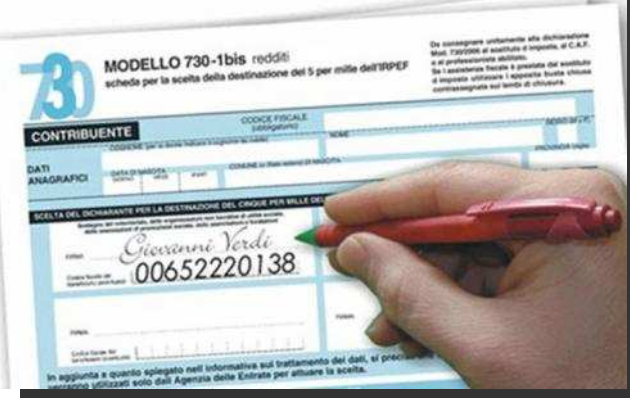
**Examples:** INPS,  
INPDAP



The logo for INAIL (Istituto Nazionale per lo Studio e la Cura delle Dipendenze) features the acronym "INAIL" in a purple, sans-serif font. The letter "A" is stylized with a white outline and a purple fill. The logo is positioned above a thick black horizontal line.

Through the "**dichiarazione dei redditi**" (income statement) citizens communicate their income to the "FISCO" (TAX AGENCY) and pay their "IMPOSTE"(LEVIES).

The "dichiarazione dei redditi" (income statement) **must be written on the "Modello 730"** (730 Form); then, it must be submitted via one's employer or a "Centro assistenza Fiscale -CAF" (Tax Assistance Centre) by May 2nd.



The image shows a close-up of a hand holding a red pen, filling out the Modello 730-1bis tax form. The form is titled "MODELLO 730-1bis redditi" and is used for the choice of destination of the 5 per mille of IRPEF. The form includes fields for the taxpayer's name, tax code, and anagrams. The name "Giovanni Verdi" and the tax code "00652220138" are visible. The form also contains instructions and a section for the choice of destination of the 5 per mille of IRPEF.

Every year, by March 15th, employers must provide their employees with the "**CUD**", which stands for "Certificato Unico Dipendente" (Individual Employee Certificate), containing the details of all payments made during the previous year.

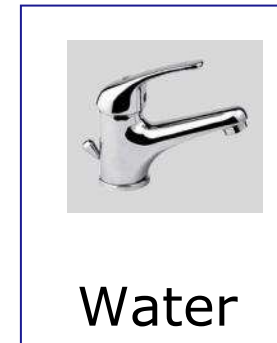
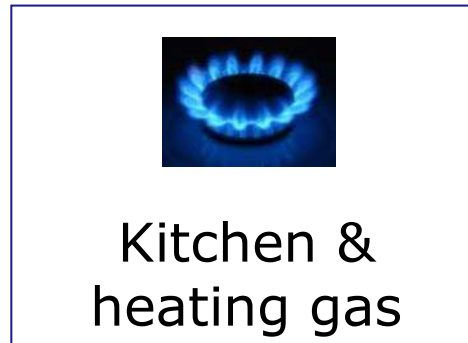
**The CUD must be attached to the Modello 730.** The Modello 730 must also include all other sources of income (real estate, other service provision, annuities etc.)

**Some subjects are exempted from presenting the Modello 730:**

- those who ONLY have subordinate work income or pension income
- those who are granted disability, war pensions etc.



## UTILITIES/ FEES



Basic utilities are provided by several providers based on "CONTRATTI DI FORNITURA" (SERVICE PROVISION CONTRACTS); such contracts may be activated over the phone or at citizens' desks.

Forms of payment are specified in the utility provision contract.

The price you pay for the utility is called a "TARIFFA" (FEE). It is determined partly by utility providers/central authorities and partly by companies delivering the utility service.



A TAX is paid on "Rifiuti Solidi Urbani" (urban solid waste). The payment of such tax becomes mandatory as soon as you occupy real estate.

These taxes are managed and collected by the Comuni.

Payment is usually made via the "Bollettino di Conto Corrente Postale" (Bank Account cheque) which is periodically sent to the payer.

You can pay the tax at "Uffici Postali" (Post Offices) and in some Banks.

The background of the slide features a central image of two hands shaking, symbolizing agreement or partnership. The hands are positioned horizontally across the middle of the frame. The background is a solid blue color, with a thin horizontal band containing the handshake image. The text is overlaid on this central band.

# Module 14

**“ACCORDO DI INTEGRAZIONE”  
AND “CARTA DI SOGGIORNO”**



# Accordo di integrazione

All immigrants entering Italy for the first time must sign an "Accordo di integrazione" (Integration Agreement).

**The Accordo is a credit-based system.** Credits are assigned according to the achievement of some goals:

Examples:

- "Scelta medico di base" (choice of General Practitioner): 4 credits
- "Contratto di locazione" (rental contract): 6 credits
- "Cultura civica" (civic education): 15 credits
- "Lingua italiana livello A2" (Achievement of A2-level knowledge of Italian): 24 credits



**Awarded credits are reduced in relation to: criminal charges, even if judicial judgement is still pending the enforcement of personal restraining orders; the imposition of final monetary penalties.**

## Accordo di integrazione/2

**16 credits are assigned to foreign nationals upon signing the Agreement**

**Within 2 years, foreign nationals must prove they have accumulated 30 credits, attained an A2-level of knowledge of the Italian language and acquired adequate knowledge of the fundamental principles of the Italian Constitution and ethics**

**If the number of credits is between one and twenty-nine, the agreement is renewed for one year**



### Accordo di integrazione/3

**In the course of the renewal year, foreign nationals are required to achieve 30 credits. The civic education course and the A2-level knowledge of Italian are compulsory in any case**

**Failure to take part in the civic education course implies the reduction of credits by 15**

**Failure to achieve 30 credits in the third year implies rejection of the permesso di soggiorno renewal and expulsion**



## Accordo di integrazione/4

**In order to keep 15 out of 16 initial credits, foreign nationals must take part in civic education courses provided by the "Prefettura" (Prefect's Office)**

**In order to keep the 24 credits granted by the achievement of the A2-level of knowledge of the Italian language, foreign nationals must register at the free courses organised by the "Centri Territoriali Permanenti - CTP" (Permanent Local Centres) or by the voluntary schools having signed a convention with the CTPs. At the end of the course, a certificate valid exclusively for the issuing of the "Permesso di soggiorno" is provided**

These 2 elements alone allow to achieve 30 credits and meet the necessary requirements

**Foreign nationals may also give a paid "ESAME" (EXAM) in order to obtain a certificate valid both for the issuing of the permesso di soggiorno and for other deeds or registrations at "Corsi di formazione" (Professional training courses).**



## **“Carta di soggiorno di lungo periodo” (Long-Term Residence Card)**

**If you have been legally resident in Italy for a period of at least 5 years and your annual income is equivalent at least to the amount of the "assegno sociale" (social security benefit), that is 5,143 Euros, you can apply for the "Carta di soggiorno di lungo periodo" (Long-Term Residence Card). You may apply for the "Carta di soggiorno di lungo periodo" for:**

- yourself**
- your spouse (older than 18 years of age)**
- your minor children if you financially support them**
- your parents if you support them**

**In any case, you must prove that you have achieved an A2-level knowledge of Italian under the same conditions that regulate the "Accordo di Integrazione"**

You can apply at the Ufficio Postale by filling in the relevant form

## Carta di soggiorno di lungo periodo/ 3

Knowledge of Italian: you can apply for a free-of-charge test also directly at the Prefettura, on the following website:

<http://testitaliano.interno.it>

You will be summoned for an exam within 60 days from application



Some subjects are exempt from proving their knowledge of Italian: 1) foreign nationals who have obtained school or professional training certificates in Italy 2) foreign nationals who have entered Italy through the "alte qualifiche" (high qualifications) procedure 3) foreign nationals who are affected by limited learning skills (due to age, diseases or disabilities), upon presentation of a statement issued by a national healthcare facility

## "Ricongiungimento familiare" (Family reunification)

**Foreign nationals who hold a permesso di soggiorno for subordinate work, self employment, and study purposes valid for at least one year, may apply for a family clearance for their family members, as their right to family reunification.**

**You may apply for "ricongiungimento familiare" for:**

- your spouse**
- your children under 18, even if they are the spouse's children or were born out of wedlock or from unmarried or separated parents, (in this case, the other parent must give his/her consent)**
- your children over 18 if you financially support them and in case they cannot support themselves due to their health conditions**
- your parents whom you support financially *in case* they have no adequate family support in their country of origin**



## Ricongiungimento familiare/ 2

### The procedure

- Application forms must be filled in and submitted to the competent Sportello Unico, together with the a photocopy of your passport and permesso di soggiorno and the necessary documentation on adequate accommodation and required minimum income.



- The family member must submit to the Italian Consular Authority in his/her country of residence supporting documentation regarding the family relationship, his/her minority or health conditions.



- A receipt of the submitted application and documentation is given to the applicant by the Sportello Unico. The Sportello Unico issues a "nulla osta" (entry clearance) within 90 days of application or rejects the application and informs the Italian Consular Authority.





## Ricongiungimento familiare/ 3

### The procedure




- **Within 90 days of application, the family member shall submit to the Italian Consular Authority abroad a copy of the receipt of the application and relevant documentation which was submitted to the Sportello Unico by his/her relative, in order to obtain an entry visa.**



- **Within 8 days of arrival in Italy, the arrival of the family member must be communicated to the Sportello Unico. The Sportello Unico will then summon the foreign national and provide him/her with the necessary documentation for the permesso di soggiorno application. Once the application forms have been filled in, they must be sent to the Questura from a Post Office. The Post Office issues a receipt containing two "CODICI personali" (personal codes), a userid and a password, so that the foreign nationals may check his/her application status.**

**The permesso di soggiorno for family purposes allows to carry out "attività lavorativa subordinata o autonoma" (subordinate work or self employment), register for school courses, gain access to the national healthcare service.**



**Module 15**  
**CITIZENSHIP**

# Citizenship

may be granted if:

- 1) you have legally lived in Italy for at least ten years, have sufficient income and there are no criminal offences on your criminal records. The acquisition of citizenship is not automatic, and you must apply for it.
- 2) you were born in Italy from foreign parents and have been continuously residing in Italy for 18 years. Applications must be submitted before your 19th birthday.
- 3) you have married an Italian citizen, after two years of legal residence in Italy or after three years of marriage if your place of residence is abroad (such terms are reduced by half in case children were born or adopted by parents), provided that there are no criminal offences on your criminal records.





## Civic education course *Being an Italian citizen*

January 2014

*Authors:*



**Voluntary association and social private associations endorsed by CESV-SPES**

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