



**CHECKLIST FOR FAMILY REUNIFICATION (*Ricongiungimento Familiare*)  
(D - NATIONAL VISA) – Non-EU/SEE/CH/UK Withdrawal Agreement Citizens**

**APPLICANT MUST APPLY IN PERSON** - No stapling of documents - Screenshots or photos are inadmissible.  
Original & 1 copy (originals and/or certified copies will be returned)

1.	<input type="checkbox"/>	<b>VISA APPLICATION</b> , duly filled out in English and signed by the applicant (for minors: signed by both parents and legal guardian).
2.	<input type="checkbox"/>	<b>ONE BIOMETRIC COLOUR PASSPORT PHOTO</b> (not older than 6 months) ICAO format (35 mm x 45 mm), on white background, full face and front view, in colour. Scanned or photocopied photos will not be accepted.
3.	<input type="checkbox"/>	<b>PASSPORT</b> – Original & One copy of biometric page and copies of previous Schengen, USA, or UK visas Valid for a period of <i>at least 3 months</i> after the applicant's last day of stay in the Schengen area and not older than 10 years. <b>Please ensure that the passport is signed and has 2 blank pages to affix visa.</b> <b>If Visas are in old passport:</b> copy of the first page of the old passport and copies of relevant visas.
4.	<input type="checkbox"/>	For non-Kenyans: <b>KENYAN ID – EVIDENCE OF LEGAL RESIDENCE</b> Kenyan resident permit; Permanent Residence; Student pass ( <i>must provide official University's letter confirming course attended</i> ); re-entry stamp in passport. ☝ <i>The validity of the permit must exceed the planned stay in the Member States by at least 3 months.</i> ☝ <i>Visitor's pass stamp on passport will not be accepted</i>
5.	<input type="checkbox"/>	<b>"NULLA OSTA" (entry clearance)</b> Issued no more than 6 months earlier by the competent " <i>Sportello Unico</i> " (Unified Immigration Desk)
6.	<input type="checkbox"/>	<b>PERMESSO DI SOGGIORNO</b> - Italian residence permit ( <i>or renewal receipt</i> ) - Declaration requesting the reunification of the family member in Italy and swearing to be in possession of the requisites as per Italian law
7.	<input type="checkbox"/>	<b>PROOF OF RELATIONSHIP (DULY LEGALISED)</b> ▪ <b>Marriage/civil partnership/birth certificates</b> (original plus one photocopy). Please note: (a) Marriage/civil partnership certificates older than 6 months will NOT be accepted; (b) Certificates issued by a foreign authority other than Kenya, MUST be translated in English or Italian and legalised by the Italian Consular Office of the issuing Country OR by the Consular Authority in Kenya; (c) Certificates issued by one of the Schengen countries will be accepted only if multilingual, otherwise please refer to the note (b); <b>If applying for permanent residency in Italy through marriage to an Italian citizen, is necessary to register the marriage at the Consulate General of Italy before applying for the visa</b>
8.	<input type="checkbox"/>	<b>DEPENDANT PARENTS</b> ▪ <b>Less than 65 years of age:</b> proof that the family member resident in Italy is the only source of financial support and there are no descendants in their country of origin - demonstrate their dependant status by providing: regular wire transfers; receipts of money transfers; provision of accommodation; rental payments; documents certifying that the applicant does not have income deriving from annuities or pensions; demonstration that the applicant does not have any source of income and/or that their sources of income are insufficient for their own maintenance in the local economic and social context. ▪ <b>Over 65 years of age:</b> proof that the children residing in the same country are unable to take care of the parents because of serious health issues/illnesses.
9.	<input type="checkbox"/>	<b>TRAVEL DOCUMENTATION</b> <b>One-way flight booking</b> - with PNR - issued by a dependable Travel Agent or Airline - indicating the applicant's full name as per passport, departure cities and destination(s).
10.	<input type="checkbox"/>	<b>MINORS</b> - Copy of both parents' ID-cards and passports - Written (notarised) consent from the other parent granting permission to travel (" <i>Assenso in sede</i> "). - <b>If either one of the parents is absent or deceased</b> , must be supported by the information on the birth certificate or a legalized death certificate - <b>If the legal guardian is someone else apart from the biological parent</b> as stated in the birth certificate a legalized Court custody order must be submitted proving the legal guardianship - <b>if the parent lives abroad</b> , the consent must be notarised by the Italian Consulate in their country of residence.

**SOMALI CITIZENS: Applicable only to the sponsor's parents and children.**

- After submission applicants **must undergo a DNA test** at IOM office (International Organization for Migration) Expenses are to be borne by the applicant(s).
- **Minors born in Somalia** are exempted from presenting Birth Certificates issued by Somali authorities as they are replaced by the DNA test

Please note that "*Dichiarazione Sostitutiva*" ("*Self-Certification*"), by the family member residing in Italy is not accepted

**IMPORTANT NOTE:** Submission of **FALSE/COUNTERFEITED** documentation will automatically lead to a **VISA REFUSAL** and report will be filed immediately to the relevant Kenyan and/or Italian authorities.

### IMPORTANT NOTES:

**Citizens of Pakistan, Afghanistan, Iraq, Palestine, Yemen and Travel Documents Holders (with the three letters code XXA or XXB appearing in the ICAO) need to provide full names of mother and father from a birth certificate or Consular declaration + translation in English**

- Visa applications must be lodged at least 15 calendar days before the intended visit and cannot be lodged earlier than six months before the start of the intended visit.
- **Average processing time for a Family Visa application is 15 – 45 calendar days (can be longer during peak times)**
- The Embassy and VFS cannot assume the responsibility to return original documents presented with the application.
- The Embassy may conduct an interview (in person or by phone).
- Birth and/or marriage certificate may be required
- The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what has been submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.
- Please *verify the accuracy of the visa sticker* and communicate any discrepancies/corrections (Passport number, your full name, visa's start date, validity time and entries)

I, the applicant, declare that I have been advised by VFS staff about any incomplete / incorrect documentation regarding my Visa application and that I received back all my original documents, which I had showcased as evidence to the VFS staff.

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of VFS staff accepting the application: \_\_\_\_\_