



*Ministero degli Affari Esteri
e della Cooperazione Internazionale*

Cerimoniale Diplomatico della Repubblica

**PROCEDURES FOR THE DIPLOMATIC
AND CONSULAR CORPS
AND FOR OFFICIALS
OF INTERNATIONAL ORGANIZATIONS
IN ITALY**

This pamphlet is intended to provide the members of the diplomatic and consular corps, and officials of international organisations, with initial orientation upon their posting to Italy.

More extensive information can be found in the “*Manuale sul trattamento riservato al Corpo Diplomatico accreditato presso la Repubblica Italiana*” (hereinafter the *Manuale*), which is available to missions on the restricted Internet site *Ceri On-line* (<https://cerionline.esteri.it>).

1. NEW OFFICIALS

The mission or international organisation to which a new official belongs must give at least 30 days advance notice to Office II of the Diplomatic Protocol of the Italian Republic (*Ufficio II del Cerimoniale Diplomatico della Repubblica*) of the arrival of a diplomatic agent, a career consular officer, a member of the technical or administrative staff, a member of service staff or an official of an international organisation.

The person must hold with the corresponding visa, when required (see the relevant paragraph of the *Manuale*). The procedure for new Chiefs of Mission taking up their post is managed by Office I of the Diplomatic Protocol (*Ufficio I del Cerimoniale Diplomatico*).

2. IDENTITY CARD

Within 30 days of the arrival of a new official, the mission or international organisation must request the issue of the corresponding identity card, using the restricted Internet site *Ceri On-line*, attaching a digital version of the applicant's photograph, the applicant's passport and the note verbale requesting the card (a hard copy of which should then be sent, without attachments).

An identity card will also be issued, using the same formalities, for immediate family members and dependents (spouses and children up to age twenty-five, on condition of reciprocity).

The issue of the identity card exempts the holder from the requirement to apply for a residence permit (*permesso di soggiorno*).



The identity card must be returned promptly to the Diplomatic Protocol at the end of the holder's posting, to be notified by the mission with a note verbale and completion of Form CF.

3. PRIVATE DOMESTIC STAFF

An application for a renewable 1-year identity card must be presented for any private domestic staff of officials, as long as they are hired abroad and hold a valid quota-exempt (*extra flussi*) employment visa (a maximum of 3 employees for Chiefs of Mission and 1 employee for diplomatic agents and technical/administrative staff, on condition of reciprocity), within 8 days of the date of hiring. Any immediate family members of such personnel are subject to Italian immigration law. The documenta-

tion to be attached to the note verbale is specified in the *Manuale*.

The identity card – which must be collected in person at the Diplomatic Protocol by the employee – must be returned with a note verbale within 30 days of the cessation of the employee's functions, using Form CF.

For the private domestic staff of officials of international organisations, reference shall be made to the respective seat agreements.

The *Manuale* specifies all the applicable details concerning the rules governing employment relationships applicable to contract workers of the mission and to the private domestic staff of officials, as well as social insurance and health care issues.

4. IMPORTING HOUSEHOLD GOODS

Within the period of initial establishment, which is determined on the basis of the principle of reciprocity, diplomatic agents, career consular officers, members of the technical or administrative staff and officials of international organisations (the latter in accordance with the provisions of their respective seat agreements) may import household goods and personal effects duty free.

For this purpose, they must complete Form 180 on the *Ceri On-line* site within 365 days, up to a maximum of two applications, as from the date of the issue of the identity card referred to in section 2 above (Chiefs of Mission may request duty-free import authorization without waiting for the issue of the identity card, specifying the associated application number in Form 180). Following

receipt of the online authorization, the missions may collect the approved Form 180 from the Diplomatic Protocol for presentation to the Customs Office together with a list (in duplicate) of the household goods involved.

The procedure for international organisations is entirely manual.

When the official leaves permanently, the mission or international organisation may request the facilitated export of his or her household goods with a note verbale (hard copy only).

5. HOUSING

Diplomatic agents and career consular officers, on condition of reciprocity, and officials of international organisations, where envisaged in their respective seat agreement, are exempt from payment of VAT and registration fees on the rental contracts for their homes.

In order to apply for the exemption, the mission or international organisation should send a note verbale to Office I of the Diplomatic Protocol, providing the information specified in the *Manuale*.

The homes of the staff indicated above are not exempt from municipal waste collection tax, which represents a fee for services rendered.

The exemptions for the staff indicated above are also applicable to the RAI state television licence fee, on condition of reciprocity (see the *Manuale*).

6. AUTOMOBILES

The following officials are exempt from payment of customs import duties and intra-Community and single market VAT for new or used automobiles and motorcycles, within the limits specified alongside each category, on condition of reciprocity:

- a) Chiefs of Mission (3 automobiles with CD plates);
- b) diplomatic agents and career consular officers (2 automobiles with CD or CC plates, respectively);
- c) members of the technical and administrative staff (2 automobiles with national plates purchased or imported within the period of initial establishment).



For purchases in the national market the missions should submit – with a note verbale – Form 181 to Office I of the Diplomatic Protocol; for imports, they should submit Form 6, with the additional requirement of an inspection for vehicles from a non-EU country. Vehicles with CD or CC plates are also exempt from the vehicle ownership tax. However, issue of the plates is subject to obtaining mandatory third-party liability vehicle insurance.

Sale is permitted, on condition of reciprocity, after a minimum of three years for automobiles from non-EU countries and after six months and 6,000 km for those purchased - within the European Union.

Re-exports must be authorized by the competent authorities (Customs and Department of Motor Vehicles), with applications to be submitted through the Diplomatic Protocol. The plates and vehicle registration certificate must be relinquished within one month of the re-export.

Officials of international organisations should consult their respective seat agreements for information.

More detailed instructions are provided in the *Manuale*.

7. DRIVER'S LICENSES

In order to drive automobiles and motorcycles in Italy, diplomatic agents, career consular officers, technical and administrative staff and the officials of international organisations may use their national driver's licence, accompanied by a translation in Italian if the licence is not compliant with the provisions of the 1968 Vienna Convention or the 1980 Directive of the Council of the European Communities.

8. FUEL

On condition of reciprocity, the automobiles of Chiefs of Mission, diplomatic agents and career consular officers and technical-administrative staff are exempt from payment of duties, excise taxes and VAT for the purchase of fuels and lubricants, in accordance with the quotas for each category specified in the *Manuale*. For officials of international organisations, that privilege must be granted in their respective seat agreements.

Applications to obtain those quotas (Form 187 U.S.) and for the purchase of paper fuel vouchers or electronic fuel cards

(Form 187) must be submitted to Office I of the Diplomatic Protocol in the month prior to the start of each calendar six-month period (see the *Manuale*).

9. VAT-FREE PURCHASES OF GOODS AND SERVICES

On condition of reciprocity, diplomatic agents, career consular officials, technical and administrative staff and officials of international organisations (where envisaged in their respective seat agreements) may be exempt from paying VAT for the purchase of goods and services for strictly personal use within reasonable limits and in any case for transactions of more than €300.00.

To obtain the exemption, the personnel must submit Form 181 on line in accordance with the procedures specified in the *Manuale*. International organisations must submit a hard-copy Form 181 with a note verbale, with the exception of FAO, WFP, IFAD, EMBL, IDLO and ILO-ITC (Turin), who have been entered in the *Ceri on-line* programme in accordance with their respective seat agreements.

The same categories of personnel may also obtain an exemption from paying intra-Community VAT on purchases made in European Union countries for imports into Italy by completing the applicable printable form through the *Ceri on-line* system (see the *Manuale*).

10. DUTY-FREE IMPORTS

Diplomatic agents and career consular officers, on condition of reciprocity, and the officials of international organisations if provided for in their respective seat agreements, may import

tobacco products and spirits duty free in the amounts specified for each category (see the *Manuale*) in an amount of more than €300.00.

The application must be submitted by completing Form 182 on line (hard copy for international organisations). The applications must be submitted on a four-monthly basis within the first month of the period to which they refer.

The same formalities can be used to authorise the duty-free import of goods not subject to quotas in reasonable amounts for personal and immediate family use (see the *Manuale*).

11. PETS

The import of pets (dogs, cats and ferrets) is governed by different rules depending on their origin. More specifically, pets from EU countries must have a Community pet passport and be



identified with a microchip or clearly legible tattoo. The *Manuale* provides detailed information on this and on the import of pets and other animal companions from other countries.

12. ACCESS TO AIRPORTS

The *Ente Nazionale Aviazione Civile*, Italy's National Civil Aviation Authority (ENAC) may issue up to 4 passes for access to “sterile” airport areas for each Embassy, i.e. 1 for the Chief of Mission (orange band) and 3 for officials (blue band).

To request or renew those passes, those who will be using them must participate in an airport security awareness course held by ENAC or AdR (Aeroporti di Roma), receiving a training certification valid for 5 years. Chiefs of Mission are exempted from attending these courses and may receive a pass after completing a special on-line assessment test.

The associated procedures are detailed in the *Manuale*.





