

ARTICLE 1 OF THE NATO SOFA DEFINES MEMBERS OF THE "CIVILIAN COMPONENT" AS THE THE CIVILIAN PERSONNEL ACCOMPANYING THE FORCE OF A CONTRACTING PARTY WHO ARE IN THE EMPLOY OF AN ARMED SERVICE OF THAT CONTRACTING PARTY. MEMBERS OF THE CIVILIAN COMPONENT MAY NOT BE STATELESS PERSONS, OR NATIONALS OF ANY STATE WHICH IS NOT A PARTY TO THE NORTH ATLANTIC TREATY. NOR MAY THEY BE NATIONALS OF THE STATE IN WHICH THE FORCE IS LOCATED, OR CONSIDERED TO BE ORDINARILY RESIDENT UNDER THE LAWS OF THE RECEIVING STATE.

Effective 12 February 2012, pursuant to agreement with the Ministry of Foreign Affairs and approval of U.S. European Command, USSSO was designated as the responsible office for processing and accrediting mission visa requests for members of the civilian component coming to Italy from outside the United States (OCONUS). [[EUCOM designation letter](#)]. USSSO was previously designated as the accrediting office for Technical Representatives on 24 August 2004. [[EUCOM designation letter for TRs](#)]

To obtain the USSSO letter authorizing a mission visa for civilian component employees (and their family members) coming to Italy from OCONUS locations, the main servicing personnel office at the gaining Command in Italy must provide USSSO with the paperwork necessary to screen the individual employees. Upon screening each applicant, USSSO will send a letter to the cognizant Italian Consulate certifying their eligibility, and requesting a mission visa for the employee and his/her eligible family members. Eligible employees and family members will then receive a copy of the USSSO letter from their gaining personnel office, which they must take to the cognizant Italian Consulate along with any other required documentation.

Steps for application to obtain a mission visa to Italy:

Contact your gaining HR office and provide them with the following documentation:

1. A scanned copy of your (and your family members) no fee passports
2. Orders indicating the location and office in Italy to which you are reporting
3. Title of your position in Italy
4. Date of anticipated arrival in Italy
5. Name, location, and contact information at your current/detaching duty station
6. Name and contact information (if known) of the cognizant Italian Consulate closest to your OCONUS duty station

USSSO accreditation letters will be sent electronically to the respective Italian Consulate and to the HR office of the gaining command. The original letters shall be maintained at the U.S. Embassy in Rome.

Please send all visa requests, with the required documentation, to USSSO via email with the subject line VISA REQUEST, to USSSOparalegals@state.gov.

***PLEASE NOTE** Procedures for members of the civilian component applying for a mission visa from CONUS have not changed. Applicants residing in the United States must contact the DoD Passport/Visa office in Virginia for assistance in obtaining the visa.