



Progetto co-finanziato dall'Unione Europea



*Prefettura - Ufficio territoriale del Governo di Lodi*



MINISTERO  
DELL'INTERNO

**FONDO ASILO, MIGRAZIONE INTEGRAZIONE (FAMI) 2014-2020**

**Obiettivo Specifico 2. Integrazione/Migrazione legale - Obiettivo Nazionale 3. Capacity building**

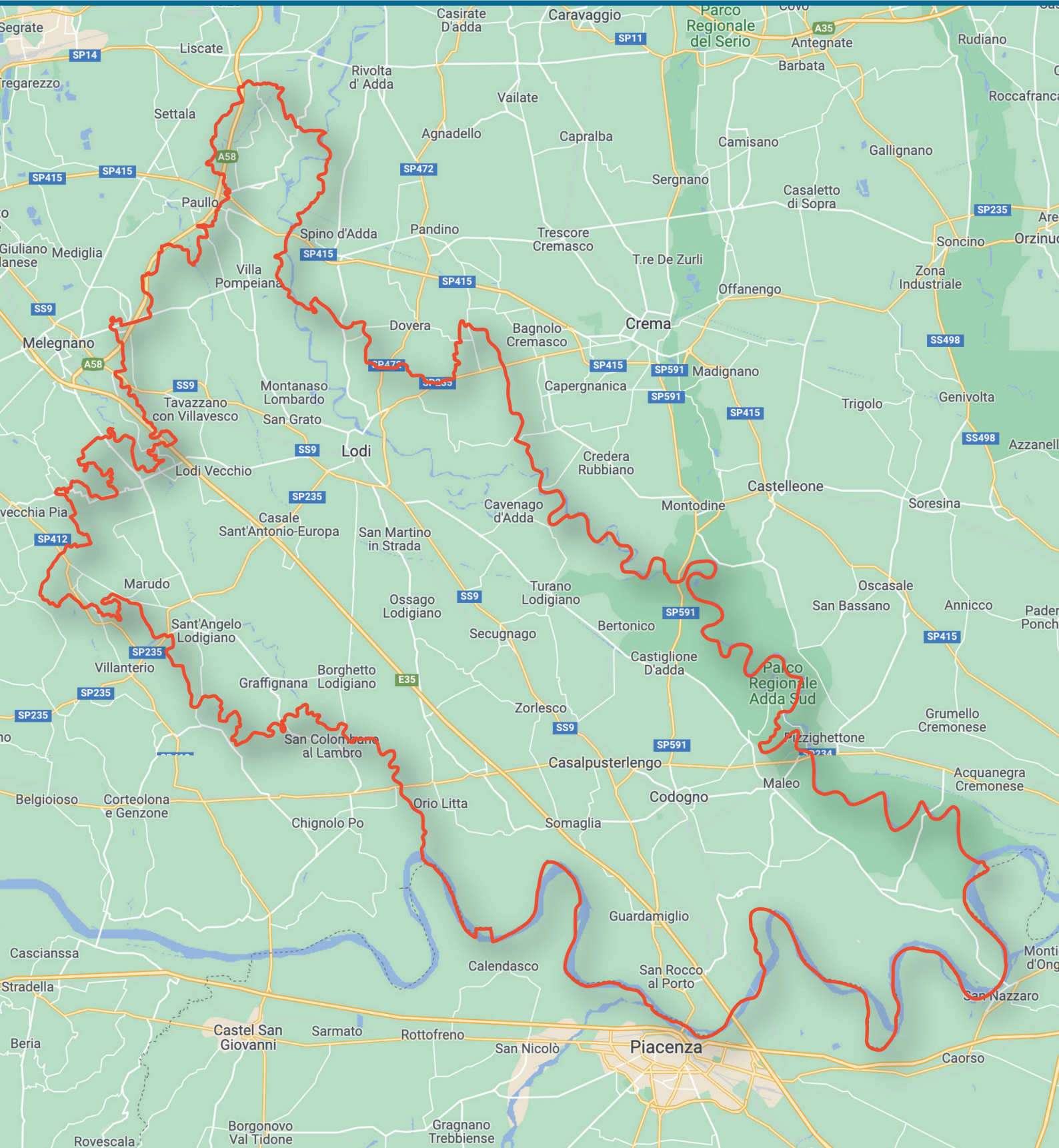
**Progetto LO.V.I.T - PROG 3858**

# VADEMECUM

**LEARN ABOUT SERVICES  
AND EXPLORE THE LODI AREA**

**Are you a foreign citizen?  
This information is for you, LEARN MORE!**

# MAP OF THE AREA



# POLICE HEADQUARTERS



## RESIDENCE PERMIT RENEWAL AND APPOINTMENTS



### PROCEDURE 1: POSTAL KIT

Through this procedure, it is possible to request/renew/convert residence permits for:

- subordinate/self-employed work
- family reasons
- pending employment
- political asylum (renewal)
- study
- EU long-term residence permit
- permanent residence card for family members of the EU citizen who do not have the citizenship of an EU member state. - Art.17 Legislative Decree 30/2007
- residence card for family members of the EU citizen who do not have the citizenship of an EU member state. - Art.10 Legislative Decree 30/2007



### PROCEDURE 2: ONLINE - "PRENOTA FACILE" (EASY BOOK) SITE

It is possible to request appointments online for:

- residence permit due to pregnancy (Art. 28 Presidential Decree 394/99 in conjunction with Art.19 Paragraph 2 Letter D) Legislative Decree 286/98)
- residence permit for medical treatment (Art.19 Paragraph 2 Letter D-Bis) Legislative Decree 286/98)
- residence permit for minor assistance - Art. 31 paragraph 3 Legislative Decree 286/98
- conversion of the residence permit from subsidiary protection to subordinate/self-employed work purposes
- travel document for refugees/stateless persons and travel document for foreigners
- first electronic residence permit issued following a positive decision
- electronic residence permit (subsidiary protection and special protection)
- renewal of paper residence permit for asylum request



### CONTACTS

- **ADDRESS** Via Defendente, 33, Lodi
- **PHONE** 0371 4441
- **OPENING HOURS** Monday: 8.30-13.00; Wednesday: 8.30-13.00, 15.00-17.00; Thursday and Friday: 8.30-13.00



# PREFECTURE



## IMMIGRATION OFFICE

- To request information you can contact the Prefecture at the following email addresses [prefettura.lodi@interno.it](mailto:prefettura.lodi@interno.it) or at the certified email address [protocollo.preflo@pec.interno.it](mailto:protocollo.preflo@pec.interno.it)
- To make an appointment you can call the following number: 0371/4471
- For other useful information you can consult the Prefecture website at the following link <https://www.prefettura.it/loidi/multidip/index.htm>



## LEGALIZATION DESK

Legalization consists of certifying the legal status of the Public Official who placed his signature on an original document (photocopies and electronic signatures cannot be legalized), as well as the authenticity of the signature itself but does not certify in any way the authenticity of the content of the legalized document.

The Prefecture provides for the legalization of signatures on documents to and from abroad.



## CONTACTS

- **ADDRESS** C.so Umberto I, 40 - Lodi
- **PHONE** 0371/4471
- **OPENING HOURS** Monday and Thursday: 9.00-13.00

Except in exceptional cases, the document presented at the desk on Monday will be collected on Monday the following week; if the document is presented on Thursday, it will be possible to collect it on Thursday the following week.

**ALTERNATIVELY**, it is possible to send the documents to be legalized by post, including ordinary mail, to the address: Prefecture of Lodi – Legalization office, C.so Umberto I, 40, 26900 Lodi.

# PREFECTURE

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## ONE-STOP IMMIGRATION DESK



## FAMILY REUNIFICATION

- **Once the authorization for reunification has been obtained** from the One-Stop Immigration Desk, the family members who need the requested authorization can apply for an entry visa into Italy to the competent Italian diplomatic-consular authority for the country of origin at the time of the request, presenting the certification attesting to the relationship of kinship, marriage, minor age and any necessary civil status document, duly translated and legalised.
- **Once the entry visa has been obtained**, the reunited family members, within 8 days of their entry into Italy, must request an appointment to complete the first entry procedure at the One Stop Shop for Immigration by writing to [protocollo.preflo@pec.interno.it](mailto:protocollo.preflo@pec.interno.it)
- **The One Stop Immigration Desk issues reunited family members with a receipt** for collecting the First Residence Permit for Family Reunification at the Police Headquarters in Lodi.



## FLOW DECREE

- **The employer who has submitted an application to hire** a worker residing abroad is informed of the release of the hiring authorization, valid for a period of six months. At the request of the employer himself, the One Stop Shop for Immigration transmits the authorization to the diplomatic representation of the worker's country of residence. The consular offices of the foreigner's country of residence or origin will, after the necessary checks, issue the entry visa.
- **Upon arrival in Italy**, the foreigner must communicate their entry to the SUI by writing to the certified email address [protocollo.preflo@pec.interno.it](mailto:protocollo.preflo@pec.interno.it), attaching a copy of the visa and entry stamp. This is followed by a summons at the Prefecture's One Stop Desk, indicating the day and time of presentation and the necessary documentation, in order to proceed with signing the residence contract. To sign the contract, the presence of both the employer and the worker is required.

# MUNICIPALITY

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## THE RESIDENCE



## WHAT IS THAT?

- It shows that you are living permanently in one place
- You can apply at the registry office of the municipality of reference
- You must prove that you actually live in that house by providing the required documentation to the municipality
- The local police will check your house to verify that you actually live there



## WHY IS THIS IMPORTANT?

**Residency allows** you to access many services, receive assistance and find a job more easily. Remember to transfer your residence every time you move house (you must always go to the registry office of your municipality) otherwise it will be canceled by the municipality.



## HOW DO I REQUEST IT?

The **Registry Office** (of your municipality of residence) is the place where you can request:

- the Certificate of residence
- Italian Citizenship
- the family state



## ONLINE PROCEDURE

You can **book an appointment** to file your residency application at the following link:  
[https://sportellotelematico.comune.lodi.it/page%3Ac\\_e648%3Asportello.prenotazioni](https://sportellotelematico.comune.lodi.it/page%3Ac_e648%3Asportello.prenotazioni)

# MUNICIPALITY

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## DECLARATION OF HOSPITALITY



### WHAT IS THAT?

It's a document that says where you live.



### HOW DO I REQUEST IT?

- You must fill out a form to be stamped by the local police in your municipality within 48 hours.
- You can find the form at the following link:  
<https://www.infoimmigrazione.com/wp-content/uploads/Dichiarazione-di-ospitalita.pdf>

**N.B: anyone who provides accommodation or hosts a foreigner or stateless person, even if it's a relative or a similar case, or transfers to the same the ownership or enjoyment of real estate, rustic or urban property, located in the territory of the State, is required to give written communication within 48 hours, to the local public safety authority.**

- It means that the declaration of hospitality can also be filled in by whoever is hosting you.
- The anti-terrorism law requires it. You need it to renew your residence permit at the Police Headquarters. This is why it is very important!



### WHO IS IT DELIVERED TO?

- To the Local Police headquarters of the municipality of domicile/residence (where you live).



# SCHOOL

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## PROVINCIAL CENTRE FOR ADULT EDUCATION (CPIA)

The Provincial Centre for Adult Education CPIA is a school that provides literacy and learning lessons in the Italian language through courses for adults.



### CONTACTS

- **ADDRESS** Via Salvemini, 3 - Lodi
- **PHONE** 0371 50867
- **OPENING HOURS** Monday - Friday: 9.00-11.00
  
- **ADDRESS** Viale Europa, 4 - Sant'angelo Lodigiano (presso IIS Pandini)
- **PHONE** 377 2774051
  
- **ADDRESS** Via Pietrasanta, 3 - Codogno
- **PHONE** 0377 310224 - 371 3724931
  
- **ADDRESS** Via Cesare Battisti, 4 - Casalpusterlengo (at the "Casa del Giovane" parish)
- **PHONE** 0371 50867





# HEALTH



## IN ITALY IT IS REQUIRED TO HAVE A GENERAL PRACTITIONER



### WHAT IS THEIR PURPOSE?

For prescriptions, medical visits, hospital visits, medicines, illness certificates and consultancy. Emergency rooms are ONLY for emergencies.



## CHOOSING AND CHANGING THE GENERAL PRACTITIONER



### ONLINE PROCEDURE

- **Through the Web Portal of the administrative services of the ASST of Lodi** which allows the processing of all Choice and Change procedures without having to reach out to desks.
- Access to the portal is provided, upon registration, at the link: <https://hplo.asst-lodi.it/SIOC/>
- **You'll have to carry it out personally from home** (only for changes of practitioner/income exemptions) on the ELECTRONIC HEALTH RECORD via CNS if in possession of the access PIN, SPID or CIE (Electronic Identity Card).



### AT THE DESK

Request an appointment to access the desk via:

- the **Regional Booking Network services** accessible through the website <https://www.prenotasalute.regione.lombardia.it/prenotaonline>
- the **"Salutile Prenotazioni" App** allows you to book health visits and diagnostic tests directly from your smartphone or tablet for you and your family. The App is available free of charge for Android devices (on Google Play, Huawei App Gallery) and iOS (Apple App Store).



# HEALTH

- the **Regional Contact Center**, from Monday to Saturday from 08.00 to 20.00, by calling the toll-free number from a landline 800.638.638 or 02 99.95.99 from a mobile network for a fee, according to your tariff plan.
- **Once the request for the choice of general practitioner and family paediatrician has been forwarded**, the ASST of Lodi will issue a temporary paper form valid until the plasticized health card is received by post. If the process is done online, the paper form can be directly printed by the user following the instructions provided.



## CONTACTS

### Single Emergency Number: 112

- For any emergency that requires the intervention of an ambulance, fire brigade or police.
- Emergency rooms are **ONLY** for emergencies.

### Right to Health Center

For those who do not have a valid residence permit.

#### CARITAS CLINIC (STP CODE)

- **ADDRESS** Via Marescalca, 1 - Lodi
- **PHONE** 0371 948130
- **OPENING HOURS** Tuesday: 4.00pm-6.00pm by appointment
- **EMAIL** [servizi.caritas@diocesi.lodi.it](mailto:servizi.caritas@diocesi.lodi.it)

### Family counseling

Prevention service for individuals, couples and families through medical, psychological and social support.

#### «CENTRO PER LA FAMIGLIAR» COUNSELING CENTER

- **ADDRESS** Via Biancardi, 23 - Lodi
- **PHONE** 0371 421875
- **OPENING HOURS** Monday, Wednesday and Friday: 10.00-12.30; 14.00-18.00; Tuesday and Thursday: 9.30-12.30, 14.00-18.00; Saturday: 10.00-12.00
- **EMAIL** [consultorio@centrofamiglia.lodi.it](mailto:consultorio@centrofamiglia.lodi.it)



# HEALTH

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## «LA FAMIGLIA» COUNSELING CENTER

- ADDRESS Via De Lemene ,16b - Lodi
- PHONE 0371 50346
- OPENING HOURS Monday to Friday: 2.30pm-6.30pm; Tuesday and Thursday also in the morning: 9.00-12.00; at other times by appointment only
- EMAIL [consultorio.lodi@libero.it](mailto:consultorio.lodi@libero.it), [consultoriolafamiglia@pec.it](mailto:consultoriolafamiglia@pec.it)

## ASST FAMILY COUNSELING CENTRE

- ADDRESS Piazza Ospitale, 10 - Lodi
- PHONE 0371 374543
- OPENING HOURS Monday to Thursday: 9.00-12.30; Wednesday afternoon: 1.30pm-3.30pm
- EMAIL [consultorio.familiare@asst-lodi.it](mailto:consultorio.familiare@asst-lodi.it)

## ASST FAMILY COUNSELING CENTRE

- ADDRESS Casa di Comunità (Community House) Viale Gandolfi, 4 - Codogno
- PHONE 0377 465569
- OPENING HOURS Monday: 9.00-12.30; Thursday: 9.00-12.30/13.30-15.30
- EMAIL [consultorio.familiare@asst-lodi.it](mailto:consultorio.familiare@asst-lodi.it)

## ASST FAMILY COUNSELING CENTRE

- ADDRESS Casa di Comunità (Community House), Strada Provinciale, 19 - Sant'angelo Lodigiano
- PHONE 0371 373299
- OPENING HOURS Tuesday and Thursday: 9.00-12.30
- EMAIL [consultorio.familiare@asst-lodi.it](mailto:consultorio.familiare@asst-lodi.it)

## «IL MANDORLO» COUNSELING CENTRE

- ADDRESS Via San Francesco, 3 - Casalpusterlengo
- PHONE 0377 833067
- OPENING HOURS Monday and Tuesday: 9.00-17.00; Wednesday, Thursday and Friday: 9.00-14.00
- EMAIL [info@consultorioilmandorlo.it](mailto:info@consultorioilmandorlo.it)



## OTHER DESKS AND SERVICES

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### Foreigners desk

Procedures for asylum seekers and refugees and legal advice.

- **ADDRESS** Via Cavour, 73 - Lodi
- **OPENING HOURS** Tuesday: 9.00-12.00; Monday, Wednesday and Thursday: 3.00pm-6.00pm
- **EMAIL** [sportello.stranieri@comune.lodi.it](mailto:sportello.stranieri@comune.lodi.it)

### Migration desk

Renewal of residence permit, filling out documents, writing CV, looking for a home and job, health problems.

- **ADDRESS** Via Mantova, 56 - Casalpusterlengo
- **PHONE** 0039 344 069 6492; 0039 340 403 7437
- **OPENING HOURS** Monday: 2.00pm-5.00pm; Tuesday: 10.00-13.00; Thursday: 2.00pm-5.00pm; Saturday: 10.00-13.00

### Patronato - Caf services

Filling out tax returns and ISEE, baby bonus, information on employment contracts, information on residence permit for work.

#### CAF UIL

- **ADDRESS** Corso Mazzini, 63 - Lodi
- **PHONE** 0371 840351
- **OPENING HOURS** Tuesday 09.00-13.00/14.00-18.00; Thursday 09.00-13.00/14.00-18.00

#### CAF CISL

- **ADDRESS** Piazzale Forni, 1 - Lodi
- **PHONE** 0371 436063
- **OPENING HOURS** Monday to Friday: 9.00-12.30/14.00-18.00; Saturday: 9.00-11.30
- **EMAIL** [caaf@caafloidi.it](mailto:caaf@caafloidi.it)

### Anti-trafficking service in the area

If someone you know or you yourself are in an exploitative situation, you can contact:

**SOMASCHI FOUNDATION ONLUS** (province of Lodi)

- **PHONE** 333 6273007 / **IN ITALY** 800 290 290
- **EMAIL** [bassasoglia@fondazionesomaschi.it](mailto:bassasoglia@fondazionesomaschi.it)



## OTHER DESKS AND SERVICES

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### Caritas listening centre

It offers homeless people or people in a situation of severe marginalization the chance of activating ad hoc services, such as dormitory, showers, canteen and clinic.

- **ADDRESS** Via Cesare Battisti, 2 - Lodi
- **PHONE** 366 2571294 by appointment
- **OPENING HOURS** Tuesday, Thursday and Saturday: 9.30-12.00
- **EMAIL** [cdascolto.caritas@diocesi.lodi.it](mailto:cdascolto.caritas@diocesi.lodi.it)

### Caritas day centre

Breakfast, laundry service.

- **ADDRESS** Via Cesare Battisti, 2 - Lodi
- **PHONE** 366 2571294 by appointment
- **OPENING HOURS** Monday to Friday: 9.00-12.00
- **EMAIL** [cdascolto.caritas@diocesi.lodi.it](mailto:cdascolto.caritas@diocesi.lodi.it)

### San Bassiano centre

Delivery of clothes and luggage storage.

- **ADDRESS** Via San Giacomo, 15 - Lodi
- **PHONE** 0371 948127
- **OPENING HOURS** Monday and Thursday: 14.30-17.00; 2nd and 4th Saturday of the month: 9.00-12.00
- **EMAIL** [segreteria.caritas@diocesi.lodi.it](mailto:segreteria.caritas@diocesi.lodi.it)

### CAV - Life Help Center

Clothes and accessories for children 0-3 years old, food and hygiene products for early childhood..

- **ADDRESS** Via Secondo Cremonesi, 4 - Lodi
  - **PHONE** 348 9828647, you can call for an interview on Wednesday afternoon
  - **OPENING HOURS** Thursday and Friday: 9.30-11.30; Saturday: 3.30pm-5.30pm
- 
- **ADDRESS** Via Santa Cabrini, 1 - Codogno
  - **PHONE** 349 8415826
  - **OPENING HOURS** Wednesday: 9.00-11.00



## OTHER DESKS AND SERVICES

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- **ADDRESS** Piazza del Popolo, 6 - Casalpusterlengo
- **PHONE.** 338 4584988
- **OPENING HOURS** Wednesday: 9.00-11.00
  
- **ADDRESS** Via Mons. Rizzi - Sant'angelo Lodigiano
- **PHONE** 0371 90 410
- **OPENING HOURS** Tuesday: 10.00-11.30; Wednesday: 4.00pm-5.30pm; Thursday: 10.00-11.30
  
- **ADDRESS** Via Cavalieri di Vittorio Veneto - San Colombano al Lambro
- **PHONE** 0371 200106
- **OPENING HOURS** Tuesday: 16.00-18.00 and Saturday 09.00-11.30

### Anti-violence centers

Welcoming, listening and support for women who suffer mistreatment. The Anti-Violence Center is made up of an exclusively female staff, as per the National Statute of Anti-Violence Centres.

**BY CALLING OUR NUMBER YOU WILL FIND FREE RECEPTION AND SUPPORT.**

- **ADDRESS** Via Gorini, 21 - Lodi
- **PHONE** 331 3495221 always-on telephone service
- **OPENING HOURS** Monday to Friday: 9.00-12.00
- **EMAIL** [centroantiviolenza@gmail.com](mailto:centroantiviolenza@gmail.com)
  
- **ADDRESS** Delmati Hospital, Strada Provinciale 19, 1 - Sant'angelo Lodigiano
- **PHONE** 331 3495221 always-on telephone service
- **OPENING HOURS** Tuesday: 9.30-12.30
- **EMAIL** [centroantiviolenza@gmail.com](mailto:centroantiviolenza@gmail.com)
  
- **ADDRESS** Codogno Hospital - Via Marconi, 1 - Codogno
- **PHONE.** 331 3495221 always-on telephone service
- **OPENING HOURS** open by appointment
- **EMAIL** [centroantiviolenza@gmail.com](mailto:centroantiviolenza@gmail.com)
  
- **ADDRESS** Piazza Mercato, 1 - Casalpusterlengo
- **PHONE** 331 3495221 always-on telephone service
- **OPENING HOURS** open by appointment
- **EMAIL** [centroantiviolenza@gmail.com](mailto:centroantiviolenza@gmail.com)



## OTHER DESKS AND SERVICES

### F.U.O.R.I desk

The F.U.O.R.I desk aims to create **personalized paths of inclusion and increase in skills**, offering those who access it job opportunities, housing solutions, support in relationships with families and in social and helping relationships, and restorative justice paths encouraging the creation of a territorial system network.

The desk is aimed at people:

- with ongoing criminal proceedings;
- free, waiting to serve their sentence;
- convicts on leave;
- admitted to alternative measures to detention or probation;
- ex-prisoners;
- family members

- **ADDRESS** Piazzale Forni, 3 - Lodi (at CFP - room 11)
- **PHONE** 328 5943719
- **OPENING HOURS** Monday, Wednesday and Friday: 9.00-13.00 by appointment
- **EMAIL** [sportellofuori@gmail.com](mailto:sportellofuori@gmail.com)



### OTHER PLACES OF INTEREST

#### Multilibrary "Tuttoilmondo ODV"

A **welcoming gathering and meeting place** for all the people who live in the Lodi area.

- **ADDRESS** Via Cavour, 73 - Lodi
- **PHONE** 370 327 0401
- **OPENING HOURS** Tuesday: 5.00pm-7.00pm; Saturday: 10.00-12.30/14.30-19.00
- **EMAIL** [biblioteca.lodimultibiblioteca@bibliotechelodi.it](mailto:biblioteca.lodimultibiblioteca@bibliotechelodi.it)

#### The digital noticeboard of the Planning Office

It is a **free web platform** where citizens, operators and companies can learn about the network of services and opportunities present in the Lodi area.

Consult it here: [https://www.ufficiodipiano.lodi.it/index\\_mappa.php](https://www.ufficiodipiano.lodi.it/index_mappa.php)



# VADEMECUM

## LEARN ABOUT SERVICES AND NAVIGATE THE LODI AREA

This Vademecum has been updated thanks to the collaborative work of the public and private bodies participating in the **Territorial Table** coordinated by the **Lodi Area Planning Office** and is the result of work made in synergy with third sector bodies and operators dealing with the immigration issue in the Lodi area.

We thank all those who took part in the works for its construction and also the “**Mano a Mano Doing together to stay together**” project funded by the **Cariplo Foundation’s Welfare in Action Call** that created the first draft. We thank the collaborators and translators of the Lo.v.i.t. project. (Lodi Towards Territorial Integration), created as part of the **FAMI 2014-2020** planning by the **Prefecture of Lodi** in partnership with the cooperative society **Lule Onlus**, for making the translation of the collected material possible.

We hope that this can become a useful tool for all third-country nationals arriving in the Lodi area.