



## INPS, ID DOCUMENTS & IMMIGRATION SERVICES

With Maria Ribero Dos Santos

The FAO Staff Coop, in collaboration with Ms. Maria Ribero Dos Santos assists staff members in obtaining **identity papers, citizenship and residence permits**. Staff members are also assisted with the **salary calculations for private domestic help**, (i.e. according to how many hours worked per week/month and the respective payment, it is possible to have the official calculations for insurance coverage, 13th and 14th month's salary, holiday entitlements, liquidation etc.).

Assistance is also provided to staff members who wish to obtain information on the **Italian Pension Scheme** (compilation and presentation of the pension requests).



For info and for booking a consultation, please contact FAO Staff Coop:  
6 5705-3142 / [fao-staff-coop@fao.org](mailto:fao-staff-coop@fao.org)

### Services:

-INPS matters related to case:

INPS registration, domestic work contract, monthly salary payment receipts  
Termination of contract with letter of notice -Fiscal Code (Codice Fiscale)

-Italian Identity Card (Carta di identita' italiana)

-A.M.A. registration (registrazione AMA)

-Residency at the municipality (Residenza al Comune)

-Services related to immigration

-Residence permit (Permesso di Soggiorno) for Family Member with letter confirming dependent status and authorization when involving minors -

Assistance with various different bureaucratic issues

*In addition, assistance is provided throughout the course of the matter, which is not provided by other offices.*

*The only cost which can be given is for the initial consultancy, all the rest which follows depends on whether the clients request or authorize the Consultant to proceed on their behalf.*

Service available by phone, email or by appointment in person at WFP – Service centre (former commissary) on Wednesdays from 13:00 to 16:00 hrs (by appointment only). For info and booking: [fao-staff-coop@fao.org](mailto:fao-staff-coop@fao.org) - 0657053142