



OFFICIAL MISSION VISA

SCHENGEN TYPE C (UP TO 90 DAYS) OR NATIONAL TYPE D VISA (MORE THAN 90 DAYS)

Official Mission Visas allow foreign nationals to enter Italy for either short-term or long-term stays where, due to reasons connected with their political, governmental, or public-interest functions, they are required to travel to the national territory.

They may be requested by foreign nationals holding government positions or employed by a public administration, public body, or international organisation, who are travelling to Italy **in order to carry out their official duties.**

The visa may also be requested by private individuals where the purpose of their journey or the importance of their activities may be considered to be of public interest in relation to the relations between their country of origin and Italy.

Maximum processing time: 90 calendar days for National Visas; 15 calendar days for Schengen Visas, extendable up to 45 calendar days in the cases provided for under the Visa Code.

CHECKLIST

1. **VISA APPLICATION FORM:** Download and complete the appropriate application form. Do not leave any fields blank; where a field is not applicable, indicate "N/A".
 - a. **For a Schengen Visa – Type C** (stay of up to 90 days): [Schengen Visa Application Form](#)
 - b. **For a National Visa – Type D** (stay exceeding 90 days): [National Visa application form](#)
2. **PHOTOGRAPH:** One (1) recent colour passport-sized photograph (3.5 × 4.0 cm) compliant with [ICAO](#) standards, with a white background and both ears visible.
3. **TRAVEL DOCUMENT:** A valid current passport (and any previous passports, if applicable). The passport must remain valid for at least three months beyond the expiry

date of the requested visa. A remaining validity of at least six months is recommended, in accordance with the requirements of the Philippine Bureau of Immigration.

a. A photocopy of the passport's biographical data page.

4. DOCUMENTATION CONFIRMING THE STATUS OF THE PUBLIC OR INTERNATIONAL OFFICIAL BEING SENT TO ITALY FOR THE PERFORMANCE OF THEIR DUTIES:

a. Original and photocopy of the **Letter of Endorsement** issued by the local counterpart;

b. Certificate of employment;

c. Approved Travel Authority.

5. LETTER OF INVITATION: A personalised invitation letter containing the personal details of the invited person(s), their role, as well as the name, contact details, and position of the signatory, together with the duration and purpose of the visit or activity.

6. PROOF OF ACCOMMODATION: Hotel booking confirmation, hotel voucher, or a letter from the host guaranteeing accommodation.

7. MEDICAL INSURANCE (for Schengen Visas only): Travel medical insurance with a minimum coverage of EUR 30,000, valid throughout the Schengen Area and covering emergency hospitalization and repatriation expenses. The insurer must be included in the [list of accredited insurance providers](#).

8. VISA FEE: Payment of the applicable visa application fee.

9. ANY FURTHER RELEVANT DOCUMENTATION IN SUPPORT OF THE APPLICATION.

Visa applications will not be accepted if the intended date of travel is more than six months after the date on which the application is submitted.