



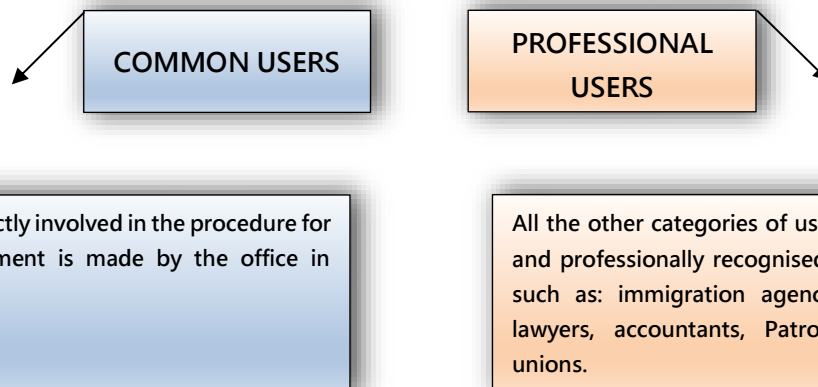
Prefettura di Salerno

Area Quarta

*Accordo d'Integrazione - Cittadinanza - Fondo Edifici di Culto — Legalizzazione - Orfani di Guerra
Persone Giuridiche - Sportello Unico per l'Immigrazione - Test Lingua Italiana*

- ADMISSION INFORMATION -

We would like to provide further information about the new online reservation system, referred to all the offices belonging to Prefettura di Salerno - Area IV. According to their specific requirement, users will be divided into two different categories:



Both categories will be supposed to observe specific rules, listed below, in order to regulate the presence of the public and limit it to the days mentioned above, but also to assure both an accurate and efficient service for users and the best working conditions for the personnel, particularly referring to the physical distancing prescribed by the current legislation to control **COVID-19** pandemic spread.

EXPLANATORY NOTE

By marking the required fields **TERMS AND CONDITIONS** and **PRIVACY POLICY** at the third page of the booking application **FORM**, the user declares that he/she has read and accepted the information notice and the conditions of use.

COMMON USERS

Common Users will be allowed to access the booking application form directly on their personal computer or smartphone, in order to engage with the office in charge in an easier and more effective way. Therefore, Common Users will be connected to a virtual calendar where they will be able to arrange, modify or cancel their appointment, according to availability and after properly filling in the required fields of the **FORM**; later, they will receive an automatic email message sent to confirm that the office has correctly acquired all the information. An appointment might also be modified or cancelled by the office in charge, providing reasons in a new automatic email message sent to the user.

In order to arrange an appointment, **Common Users** must follow the indications below:


- By visiting the website <https://www.utgsa.it/area4prenotazioni/>;
- By scanning the **QR-Code** below on a mobile phone with the appropriate App



1. The **FORM** must be filled in all its fields, which might change according to the different offices.
2. All the users addressing to the Legalisation Bureau are exempted from the conditions mentioned in paragraph 1, due to the peculiar service provided, and will be allowed to enter the office once a week.
3. Any representative delegated, for instance all degree relatives, are allowed to enter the office only if they show a valid identity document and provide a formal written authorisation (any kind of copy of the latter - even certified – will not be taken into account), signed by both the user and the representative, with a copy of both identity documents undersigned by each owner.
4. Any other request different from the specific **FORM** will be immediately declined, even if sent by certified electronic mail (**PEC**)
5. If users failure to comply with the indications mentioned in paragraph 1 to 5, the appointment will be cancelled.

PROFESSIONAL USERS

Professional Users are obliged to observe both the indications followed by Common Users and the further provisions below:

1. Enter the office in charge **twice per day, up to a maximum of four appointments per week**, after having made an appointment through the specific booking application **FORM**, accessible in two ways:
 - By visiting the website <https://www.utgsa.it/area4prenotazioni/> ;
 - By scanning the **QR-Code** below on a mobile phone with the appropriate App. 
2. The **FORM** must be filled in all its fields, which might change according to the different offices.
3. The Professional User must be legally authorized in a specific mandate he/she is obliged to show and leave. The mandate mentioned above can be provided in two different ways:
 - as a paper document, undersigned by both applier and professional, to be previously delivered to the General Inbound Office (**Archivio di Gabinetto – Prefettura di Salerno- Piazza Amendola 5** – ground floor – please visit the official website for further information about opening days) **before** submitting the booking application **FORM**;
 - as a digital document (**PDF Format**), undersigned by both applier and professional, to be sent by certified electronic mail (**PEC**) to the following address areaquarta.prefsa@pec.interno.it .
4. If the user has already authorised one or more other professionals, the new mandate mentioned in paragraph 3 must contain the express revocation of any previous authorisation issued.
5. Any other request different from the specific **FORM** will be immediately **declined**, even if sent by certified electronic mail (**PEC**).
6. If users failure to comply with the indications mentioned in paragraph 1 to 5, the appointment will be cancelled.