

NOT EU CITIZENS

NECESSARY DOCUMENTS for...

REGISTRATION (from a foreign country or from other Italian town)

Each person should present the following documents:

- Valid Passport
- Valid Permit of Stay (or receipts for renewal)
- Tax code (Codice fiscale)
- Italian Identity Card (if in possession)
- Italian Driving License or photocopy (if in possession)
- Plates of owned means of transportation (if in possession)
- Translated and legalized marriage and birth certificates (if in possession)

CAUTION - SPECIAL CASES

In addition to the above documents:

a) Citizens waiting for first permit of stay for family reunion:

must also present a copy of the “nulla osta” issued by the Prefecture and postal receipts of the application for the first permit of stay

b) Citizens waiting for the first permit of stay for work:

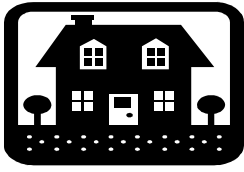
must also present a copy of the “nulla osta” issued by the Prefecture, the “contratto di soggiorno” (residence contract) submitted at the Sportello Unico per l’Immigrazione and postal receipts of the application for the first permit of stay

c) Citizens wishing to apply for recognition of Italian citizenship “jure sanguinis” (that is direct lineage from Italian ancestry by birth):

within the first three months after the entry in Italy it is possible to register in Anagrafe presenting: tax code (codice fiscale) and valid passport with the entry stamp in Italy. If the citizen arrived in Italy from another Schengen country he must also present “dichiarazione di presenza” submitted at Questura within the first eight days from the entry in Italy

d) Citizens waiting for the first permit of stay for “coesione familiare” with Italian or EU citizen: must present the receipt submitted at Questura for family reasons.

Once in possession of the first permit of stay you must present it in Anagrafe to successfully complete the registration.



CHANGE OF ADDRESS (in Asti)

One of the family member with a valid Identity Document (Passport or Identity Card or Italian Driving Licence) may change the address for all other family members. For each of the person moving it is necessary to present

- Valid Permit of Stay (if expired present receipts for renewal)
- Italian Driving License or photocopies (if in possession)
- Plates of owned means of transportation (if in possession)



RENEWAL OF THE RESIDENCE (registration of the permit of stay)

The renewal of the residence (registration of the permit of stay and declaration about the place where you're living at the moment) is required within 60 days from the withdrawal of the new permit of stay.

It is necessary to present:

- Valid Identity Document (Passport or Italian Identity Card or Italian Driving License)
- Permit of stay

PAY ATTENTION

Please note that the declaration must be signed personally at the counter. In case of inability, the citizen may present a signed declaration through a family member or by fax with the necessary attached documents.

In the case of an under age citizen born in Asti it is also necessary to register the first permit of stay issued by Questura



IDENTITY CARD (issued from birth date on and only valid in Italy)

According to Law Decree n.112/2008 (June 25th 2008) Italian Identity Card issued from 26/06/2008 for citizens from 18 years old last 10 years.

For expired Identity Cards, from June 26th 2008, the Municipality can extend the document validity for 5 years, with a stamp on the paper identity Card or with a proper declaration printed on a sheet for electronic Identity Cards.

According to Law Decree 70/2011, the previous Identity Card issue age limit of 15 years old has been suppressed, as a consequence from birth date on, if necessary, children can have an Identity Card which last:

- 3 years if issued from birth date to 3 years old
- 5 years if issued from 3 to 18 years old

Before 18 years old it is necessary the presence of both parents who must present a valid Identity Document and Tax Code (codice fiscale)

DOCUMENT TO PRESENT FOR:

First Identity Card

- Valid Passport
- Valid Permit of Stay (if expired present the receipt for renewal)

PAY ATTENTION

It's possible to apply for Identity Card even when you're waiting for the first permit of stay for work or for family reasons, it is necessary to present

- Valid Passport
- Postal receipts of the application for the first permit of stay
- “nulla osta” issued by the Prefecture

Identity Card renewal:

- Expired Identity Card
- Valid Permit of stay (if expired present receipts for renewal)

Theft/Loss

- Complaint presented at the Police Station (Questura-Carabinieri-Guardia di Finanza)
- Valid Identity Document (if you have no documents it is possible to come with 2 witnesses who have valid Identity Documents)
- Valid Permit of Stay (or receipts for renewal)