

NOT EU CITIZENS

DOCUMENTS TO BE SUBMITTED for...

REGISTRATION (from a foreign country or from other town)

Each member of the family should submit the following documents:

- Passport
- Permit of stay (if expired must submit receipts for renewal)
- Tax code (Codice fiscale)
- Italian identity card (if issued by another municipality)
- Driving license – photocopy – if in possession of it
- Plates of owned means of transportation– if in possession of them
- Marriage and birth certificate – both translated and legalized - if possessed

CAUTION - SPECIAL CASES

a) Citizens waiting for the issue of the first permit of stay after family reunification: must also submit 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 issue of the first permit of stay for work: must also submit a copy of the *nulla osta* issued by the Prefecture, the *contratto di soggiorno* (residence contract) entered 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 you can ask to register in Anagrafe simply by showing your tax code (codice fiscale) and passport with the entry stamp in Italy. If the citizen enters in Italy arriving from another Schengen country will also have to submit the *dichiarazione di presenza* made in 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 also submit the appropriate receipt of the Questura for family reasons. Once in possession of the first permit of stay you must submit it in Anagrafe to successfully complete the registration.



CHANGE OF ADDRESS (change within the City of Asti)

Should submit identity document (passport, Italian identity card or Italian driving license) for the registrant and, for each component that moves, the following documents:

- Permit of stay (if expired must submit receipts for renewal)
- Italian driving license (photocopies) - if in possession of it
- Plates of owned means of transportation – if in possession of them



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. Should submit:

- An identity document (passport, Italian identity card, Italian driving license)
- Permit of stay to register

PAY ATTENTION

In the case of age citizen, please note that the declaration must be signed personally by the person at the counter. In case of inability to appear at the window, the citizen may submit a declaration signed by him through a family member or by fax, however, attaching the necessary documents. In the case of an under age citizen born in Asti, please note that you should also register the first permit of stay issued by Questura to the child.



IDENTITY CARD (issued at 15 years old and only valid in Italy)

First identity card in Italy – should submit:

- Passport
- Permit of stay (if expired must submit receipts 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 by submitting your passport, postal receipts of the application for the first permit of stay and *nulla osta* issued by the Prefecture.

Renewal of identity card - should submit:

- Expired identity card (in case of theft or loss must be submitted denunciation to the police and other valid identification document – Italian driving license or foreign passport - . In case you have no other document must come with two witnesses with valid document)
- Permit of stay (if expired must submit receipts for renewal)