

**SERVICE REQUEST FOR ONLINE REGISTRATION IN THE ELECTORAL ROLL FOR EU CITIZENS
RESIDENT IN ITALY**

USER GUIDE FOR CITIZENS

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1. REGISTRATION IN THE ELECTORAL ROLL

If you are an EU citizen, resident in Italy, and you wish to request registration in the electoral roll of your municipality, you can use the '**Registration in the electoral roll**' service to submit your request online.

The steps required to submit the request for registration are as follows:

1. log in to the reserved area with SPID/CIE/CNS/eIDAS;
2. select the menu item '**Registration in the electoral roll**';
3. enter a new request.

The system does not allow a new request to be sent if the one sent previously has not been completed.

1.1 REGISTER A REQUEST

Select the Services menu item then 'Registration in the electoral roll':

The service presentation page is proposed:

By selecting the 'Request registration' button, you can enter the request to be submitted to the municipality.

A message stating the terms and conditions of the service is displayed:

You must select the 'Confirm' button to acknowledge and to confirm you accept responsibility; without confirmation you will not be allowed to continue with the request.

1.1.1 DATA ENTRY SECTION

Please fill in the following optional data:

- a telephone number the municipality can use to contact you if necessary. The field shows the contact details registered in the user profile, if any, which you can change if you wish;
- details of your last residence in your country of origin by filling in the fields: Country, Town/City, Address, Postcode.

Select the 'Save' button to confirm your entries.

Select the 'Next' button to proceed to the Summary.

1.1.2 SUMMARY SECTION

Check that the data displayed in the '**Summary**' section are correct.

Select the '**Send Request**' button to send the request to your municipality of residence.

A message warns you that once the request has been sent it will no longer be possible to delete it

When you click on the 'Cancel' button, the sending operation is cancelled and, if necessary, you can amend any incorrect data.

When you click on the 'Confirm' button, a diagnostic informs you that the request has been sent.

You can download a copy of the submitted request by selecting the 'Download a copy of the request' button.

You will now have to wait for the municipality to process your request and you can monitor the processing status by selecting 'Your requests'.

1.2 REQUESTS ENTERED

You will be able to monitor the processing progress of your request in the section 'Your requests'.

A search criteria filter is provided to speed up the search for your requests for registration in the electoral roll. If you do not apply this search filter, the service will show all your requests, each with its own processing status.

The status 'Draft' refers to an incomplete request that has NOT yet been sent to the relative municipality: click on the 'Edit' button to finish completing the request or click on the 'Delete' button to delete it permanently.

The status 'Open' refers to a request that has been correctly sent to the competent municipality but has not yet been taken on by the Office. You can view it by clicking on the detail button or you can download it by clicking on the download icon.

For all other processing statuses, you will receive an email notifying you of the change in the 'processing status' of the declaration, and in particular:

- 'Being processed': the municipality has taken on the request;
- 'Definitively accepted': when verifying your request, the competent municipality did not find any issues and therefore your request was accepted;

- 'Rejected': the competent municipality has rejected your request, explaining the reason in the 'Municipality Notes' field.