

ONLINE BIRTH CERTIFICATE

USER GUIDE FOR EU CITIZENS

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1. ONLINE CERTIFICATES

If you are an EU citizen born in Italy, have been registered in the National Register of the Resident Population (ANPR) as resident in Italy for a certain period of time, and subsequently cancelled, you will be able to access the reserved area via **eIDAS** digital identity to request a birth certificate for yourself.

After logging in with eIDAS, the steps required to request a birth certificate are as follows:

1. on the welcome form select '**REQUEST A BIRTH CERTIFICATE**';
2. confirm you have read the terms and conditions;
3. enter your tax code;
4. enter and validate the email you wish to receive the certificate at;
5. confirm the use for the certificate;
6. choose how you wish to receive the certificate.

1.1 REQUEST A BIRTH CERTIFICATE

Select the 'Go to Service' button in the '**Birth Certificate**' section.

The service presentation page is proposed.

By selecting the 'Request Certificate' button, a message indicating the terms and conditions of the service will be displayed. You are asked to confirm the following information for acknowledgement:

- the certificates are valid for **three months** from the date of issue pursuant to Article 33 paragraph 3 of Presidential Decree No 223/1989;
- the certificates are valid and usable in relations **between private individuals**; for information in the National Register of the Resident Population required by public administrations, you can use the self-certifications service.

In order to proceed, you must indicate your tax code.

Select the 'Request certificate' button

Enter the email you wish to receive the birth certificate at and select the 'Validate Email' button.

A message prompts you to check your inbox to validate the email via the link that was sent to you:

Select the link in the e-mail delivered to the e-mail account indicated.

Returning to the page where you entered your email, it is validated.

Select the 'Next' button to continue.

1.1.1 CONFIRM THE USE FOR THE CERTIFICATE

You can request the certificate exempt from stamp duty

specifying the reason for the exemption, choosing it from those in the list.

Otherwise, you can request the stamped certificate by selecting the 'stamped - with payment' button.

Select the 'Next' button to preview the certificate.

1.1.2 SELECT THE LANGUAGE

If you were resident in a bilingual municipality before being cancelled from ANPR, you may ask for the certificate to also be issued in the second language.

This is the only **non-compulsory** section. If you make no choice, the certificate will only be issued in Italian.

1.1.3 PREVIEW

Before downloading the certificate, you must view the 'Preview', which has no legal validity but serves only to verify the data.

1.1.4 GO TO PAYMENT

If you have chosen to use the stamped certificate, you will have to pay for the certificate using the public administration payment Portal.

Select the 'Go to Payment' button

Select the 'Continue on payment portal' button if you want to proceed, otherwise 'Cancel' if you do not

You will find all the information related to the payment you are about to make and its amount in the payment Portal.

At this stage, you must enter the e-mail where you would like to receive the receipt of the payment made;

After selecting the tick to acknowledge the Personal Data Protection Regulation, select the 'complete payment' button to proceed with payment of the certificate, otherwise select 'return to ANPR portal' to suspend payment of the stamp; with the latter selection, you can complete payment at a later date via the resume payment functionality.

If you have made the payment and everything has been successful, you will receive a successful payment diagnostic at the end of the operation and you can return to the ANPR portal to download the certificate.

Once payment has been successfully completed, you can choose to download the certificate and/or receive it by e-mail at the e-mail address you indicated when registering your data in your contact details.

The ANPR system produces the certificate in non-editable pdf format.

The certificate states:

- the logo of the Ministry of the Interior and the wording: National Register of the Resident Population;
- the QRCode guaranteeing certificate authenticity;
- the certified electronic seal of the Ministry of the Interior that guarantees the integrity and non-repudiation of the certificate.

If you have previously discontinued payment of the stamped certificate, you can complete the operation by displaying the requested certificate with 'Payment Pending' via the 'Your Requests' menu item.

Select 'Detail' to display the detailed data of the certificate.

Select the 'Pay' button to return to the payment portal and finish the payment operations.

1.1.5 OBTAIN CERTIFICATE

If you have requested a stamp-free certificate, after viewing the preview you can request the certificate by selecting the 'Obtain Certificate' button

You can choose to download the certificate and/or receive it by e-mail at the e-mail address indicated when registering your data.

The ANPR system produces the certificate in non-editable pdf format.

The certificate states:

- the logo of the Ministry of the Interior and the wording: National Register of the Resident Population;
- the QRCode guaranteeing certificate authenticity;
- the certified electronic seal of the Ministry of the Interior that guarantees the integrity and non-repudiation of the certificate.

1.1.6 VERIFICATION OF PERSONAL DATA CERTIFICATE

To check the validity of the personal data certificate by reading the QR-code affixed to the certificate itself, using a smartphone, you must follow the following procedure:

- aim your device camera at the code to be scanned and within a few moments, you will be redirected to the web page indicated by the QR Code (on some devices, the camera app integrates an ad hoc function for scanning QR codes and to use it, simply

scan the QR Code with your device camera. If your device does not have the function for reading QR codes, you can download one of the many apps available in the Store);

- enter the captcha indicated by the web application;
- click on 'send' to confirm the verification request: the web application returns the result of the QR-code verification and allows the certificate to be displayed.

The verification application reads the QR-code where the certificate information is encrypted:

- ANPR registry protocol;
- hash of the certificate to ensure that the content has not been manipulated.

1.2 YOUR REQUESTS

Please note that registry certificates are valid for three months from the date of issue.

You can view the requested birth certificate that is still valid by selecting 'Your requests' under '**Have you already requested a birth certificate?**'.