ON-LINE DECLARATION OF TRANSFER TO ITALY SERVICE

USER GUIDE FOR EU CITIZENS

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1.   ONLINE DECLARATION OF TRANSFER TO ITALY

If you have to transfer your or your family members' residence to Italy, you can go online and send the relevant registry declaration to the competent municipality by logging in via eIDAS digital identity to the reserved area already available in the National Register of Resident Population (ANPR) portal.

After logging in with eIDAS, the steps required to enter the declaration of transfer to Italy are as follows:

1. On the welcome form, in the section 'Not yet registered in ANPR?' select the service '**I want to transfer my residence to Italy';**

2. Confirm that you have read the notice about the service;

3. Complete your displayed personal data by entering your sex, place of birth and the tax code issued by the Italian Revenue Agency if you already have it;

4. Enter and validate your contact email;

5. Choose the type of declaration from the following two options:
   – **New Residence**, if you are moving to a house with no other residents or if there are other persons in the house you are moving into but you have no family or emotional ties to them (such as a group of students sharing a flat);

   – **Existing family residence** if, conversely, in the new home there are people with whom you have family or emotional ties (this is the case for an engaged couple);

6. Complete the applicant's data, fields marked with * are mandatory;

7. Select the 'Family' section if you are moving with other family members and indicate at least all mandatory fields marked with * for each one;

8. Select the 'Residence' section and enter the address of the new residence. For a **Residence in an existing household**, the details of a member of the target household must also be entered;

9. Select the 'Property' section to declare the title authorising legal occupation of the dwelling (owner, lease holder, etc.);

10. Select the 'Attachments' section to attach the listed documents;

11. Select the 'Additional data' section to indicate a telephone number and the times when you are available;

12. Select the 'Summary' section to check that the data entered is correct and to submit the declaration;

13. In the event that the transfer of residence also involves adult family members, attach the appropriate civil registration declaration form signed by each person to the request.

1.1   REGISTER A DECLARATION

Select the 'Go to service' button in the '**I want to transfer my residence to Italy**' section.

The service presentation page is proposed:

By selecting the 'Request transfer to Italy' button, you can enter the change of residence declaration to be submitted to the municipality.

Please remember not to send a new declaration of residence if you have not completed the process of the one sent previously.

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

Select the 'Continue' button.

Enter your Italian tax code, if you have one, and the personal data required to check that it corresponds to you:

- Tax code if you have it;

- Sex;

- Country of birth (if you were born in Italy, please also indicate the Province and Municipality).

Select the 'Save' button to save the data entered.

Select the 'Next' button to proceed in entering your email.

Indicate the registration email for communication with the municipality and select the 'Validate email' button. You will receive a validation link at the address entered.

Go back to the form where you entered the email and select the 'Next' button to continue.

Select 'New Residence' if you wish to declare a new residence where there is no other family living at the intended address; or if another family with whom you have no family or emotional relationship is present;

Select 'Residence in existing household' if you want to declare a residence where another family with whom you have family or emotional ties is living;

Select the 'Next' button to continue.

At any point in the flow you can go back and change the type of declaration.

A diagnostic warns you that by confirming the change of declaration type you will lose the data entered up to that moment. Therefore, if you confirm, you will have to re-enter all data.

1.1.1 FAMILY SECTION

The '**Applicant'** section is displayed.

Please fill in at least the following mandatory personal data:

- Relationship - using the drop-down list, select the relationship to the registered family member at the new address;

- Marital status - use the drop-down menu to select your marital status;

- Foreign country of origin - use the drop-down list to select the foreign country you come from;

- Citizenship - use the drop-down list to select the country of which you are a citizen.

Please fill in at least the following other mandatory data:

- Reason for transfer - use the drop-down menu to select the reason for the transfer (study, work, etc.);

- driving licence - (YES/NO);

- motor vehicles - (YES/NO);

- answer the question 'Are you moving alone?';

  YES, no other members of the Family need to be added;

  NO, other members of the Family moving with you need to be added;

Select the 'Save' button to save the data entered.

If you answered NO to the question 'Are you moving alone?', select the 'Add member' button.

For each of the members moving with you, please fill in at least the following mandatory personal data:

- Relationship - using the drop-down list, select the relationship to the registered family member at the new address;

- First name;

- Surname;

- Date of birth;

- Sex;

- Country of birth (if you were born in Italy, please also indicate the Province and Municipality).

- Marital status - use the drop-down menu to select your marital status;

- Foreign country of origin - use the drop-down list to select the foreign country you come from;

- Citizenship - use the drop-down list to select the country of which you are a citizen;

Please fill in at least the following other mandatory data:

- 'Are you an EU citizen?' (YES/NO);

- Reason for transfer - use the drop-down menu to select the reason for the transfer (study, work, etc.);

- driving licence - (YES/NO);

- motor vehicles - (YES/NO);

Select the 'Save' button to save the data entered.

Once the data have been saved, you can edit them by selecting the 'Edit' button or delete the family member by selecting the 'Delete' button.

Select the 'Next' button to proceed in entering the other data.

1.1.2   RESIDENCE SECTION

Select the '**Residence'** section and fill in at least the following mandatory data:

- Province - use the drop-down list to select the province of your new residence;

- Municipality - use the drop-down list to select the municipality of your new residence;

- Street/Square - use the drop-down list to select the type in the new residence; if the appropriate type is not in the list, select 'OTHER';

- Description - if you have selected 'OTHER' in the Street/Square list, enter the description of the type not in the list (e.g. DISTRICT).

- Address - enter the toponym (address) of the new residence yourself;

- Street number - enter the street number of the new residence yourself; in addition to numbers, you can use letters, space, / and -;

- Postcode - enter the postcode of your new residence yourself.

The following data are not compulsory, so you can fill in all or part of them at your discretion:

- Location - you may indicate a location in the municipality selected, do not indicate another municipality;

- Hamlet, Stairs, Floor, Apartment number.

Select the 'Save' button to save the data in the Residence section.

If you have selected the declaration type 'Residence in existing household', you must also enter the personal data of one of the members of said household so that the system can check that he or she is present in the National Register of Resident Population;

enter the tax code, surname and first name and at the bottom of the page select the 'Check subject' button.

Or

enter surname, first name, gender, date of birth, province of birth, municipality of birth or foreign state of birth (if you cannot find the foreign state in the drop-down list, enter it yourself in the box on the right) and select the 'Check subject' button.

A diagnostic informs you that control of the target household member was successful and that the correctness of the address will be checked by the registry office.

If there is an error message, please check the data entered carefully;

if you believe that the data are correct, continue filling in the declaration even if there is an error.

Once you have finished verifying the subject, regardless of the outcome, always remember to click on 'Save' to save the information entered.

1.1.3 PROPERTY Section

Select the 'Property' section and tick the title authorising you to legally occupy your new residence:

select **point 1** if you declare that you are the owner of the property subject of the new residence and enter the land registry data of the property; if your municipality does not provide for certain data (e.g. the section) enter 'ABSENT' as the data; if you use the *tavolare* system (old land registry system still in use for some properties located in the provinces of Trieste, Gorizia, Trento and Bolzano or in some municipalities in the province of Udine), use **point 6**.

select **point 2** if you declare that you are the holder of a duly registered lease: enter the municipality of the Revenue Office where the lease is registered, the lease date and the registration number of your lease.

select **point 3** if you declare that you are the holder of a public residence lease: enter the relevant data from the lease or the data from the property handover report in the notes

select **point 4** if you declare that you are the holder of a regularly registered loan for use contract: enter the municipality of the Revenue Office where the loan for use contract is registered, the date of the contract and the registration number of your loan for use contract

select **point 5** if you declare you are a usufructuary: enter the data of the title deed in the notes so that it can be checked by the registry office

select **point 6** if you declare that you are legitimately occupying the dwelling on the basis of the title that you must describe in the Notes; provide any useful information to enable the Civil Registry Office to check it (e.g. land registry details, details of the registered rental contract, owner's details: surname, name, address).

To facilitate personal data controls, please attach any documents using the attachments section (e.g. lease agreement, consent and photocopy of an identity document of the owner).

Once you have ticked the title authorising you to legitimately occupy the dwelling of your new residence and entered the relevant data, select the 'Save' button to save the data in the Property section.

1.1.4 CONTACT DATA section

Select the '**Contact data'** section to indicate at most two telephone numbers where the municipality operator can contact you if necessary. The field will contain the contact details recorded in the user profile if there are any, but you can change or delete them if you wish; also enter a time slot when you can be reached at the new address for control by the municipal messenger:

Select the 'Save' button to save the data in the Contact Data section.

Select the 'Next' button to proceed to the Attachments section.

1.1.5 ATTACHMENTS SECTION

In this section, you are first asked to confirm whether you want to retrieve documents issued by the public administration of an EU country directly online thanks to the new OOTS data retrieval system, preview them and decide whether or not to authorise their use.

By refusing to use the OOTS system for automatic retrieval, you will have to proceed by manual uploading all the documents in your possession that are needed to submit the transfer declaration.

The list of attachments for each family member is displayed according to the selected type.

The list also indicates whether the attachments are mandatory, but if added, their format must be chosen from one of the following: **pdf, jpg, png**; the maximum total size of the attachments must not exceed **1 Mb**.

To facilitate checks, we recommend that you upload all documents, even if they are not mandatory.

If you have approved the use of the data retrieval system (OOTS), select the 'Retrieve' button, where present, to obtain the document to be attached.

For all attachments you can manually upload the file by selecting the arrow icon, follow the path on your PC and select the file to be attached.

A message appears prompting you to confirm the file to be attached.

Select the 'Confirm' button to save the file and start the antivirus check.

While the antivirus check is in progress, your attached document is in 'Pending check' status;

Once the document has passed the check, the status automatically becomes 'Inserted' and the file can be considered officially entered into the system.

When an attachment is in the 'Inserted' status, it can be downloaded by selecting the file name or deleted by selecting the recycle bin.

Remember that you can also add other attachments than those listed by selecting the 'Attach document' button.

Indicate the name of the file in the 'Description' field and select the file from your PC with the 'Select File' button:

Selecting the 'Attach' button will upload the document related to the declaration; but if you made a mistake while performing the procedure, you can repeat the operation with the 'Cancel' button.

The system verifies the file you have attached:

When finished, select the 'Next' button to proceed to the declaration Summary.

1.1.6 SUMMARY SECTION IF THE DECLARANT IS THE ONLY ONE WHO CHANGES RESIDENCE OR IS THE ONLY ADULT

Select the '**Summary'** section and check the correctness of data in the declaration displayed.

Please note that if the registry controls carried out by the municipality reveal that the content of any of the declarations made is not true (Article 75 of Presidential Decree no. 445 of 28 December 2000) or that false documents have been used, the penal sanctions provided for in Article 76 of Presidential Decree no. 445 of 28 December 2000 will be applied. The benefits resulting from any measure issued on the basis of the untruthful declaration will be forfeited.

Select the 'Send Declaration' button.

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

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

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

1.1.7 SUMMARY SECTION IF OTHER ADULT HOUSEHOLD MEMBERS CHANGE RESIDENCE IN ADDITION TO THE DECLARANT

In the event that the transfer of residence also concerns adult family members, you must download the summary (Download Form), have it signed by the other adult family members and upload it in the 'Attachments' section.

Return to the overview and select the 'Send Declaration' button.

1.2   DISPLAYS OR COMPLETES A DECLARATION ALREADY ENTERED

In the welcome form, access the service '**I want to continue a transfer procedure**' by selecting the link 'Continue filling in the request'.

You must provide the declaration identifier assigned by the system when entering the draft and sent to the contact email address.

The system verifies the existence of the declaration ID and the congruence of the surname, first name and date of birth with those associated with the UI. If the declaration ID is not present or the master data are not congruent, a blocking message will be displayed.

If, on the other hand, the UI used is recognised, the declaration ID need not be indicated.

In each case, an OTP is sent to the contact email address for further confirmation.

Enter the OTP received by email;

If you did not receive the email, select the 'Send new OTP' button;

Enter the OTP and select the 'Continue' button;

Select 'Complete' to enter the missing data from the previously entered draft declaration.