



COMUNE DI PORDENONE
Servizi Demografici

GUIDA PRATICA PER I CITTADINI STRANIERI
(residenza, carta d'identità, certificazioni, ecc.)

INGLESE

MUNICIPALITY OF PORDENONE

Demographical Services

A PRACTICAL GUIDE FOR FOREIGN CITIZENS (residence, identity card, certificates, etc.)

APPLICATION FOR RESIDENCE

WHO CAN APPLY FOR RESIDENCE:

All foreign citizens who have the permit of stay (permesso di soggiorno) or a valid permanent permit of stay (carta di soggiorno) and who have established their habitual residence in the Municipality.

WHERE YOU CAN APPLY FOR IT:

You can apply for it personally at the Registry Office (Ufficio Anagrafe) of the Municipality, by filling a special form.

DOCUMENTS YOU NEED TO SHOW:

- permit of stay / valid permanent permit of stay,
- passport or equivalent document,
- fiscal code,
- driving licence (if you have it),
- registration number of cars owned by all family members.

DOCUMENTS YOU NEED TO SHOW AFTER THE APPLICATION FOR RESIDENCE:

- Original documents, translated into Italian language, showing the civil status (married, unmarried, single, etc.), the family composition and birth certificates. Certificates issued abroad must be translated into Italian language and legalized by Italian Embassies and Consulates in the country of origin.

CHANGE OF ADDRESS IN THE MUNICIPALITY

WHO IS OBLIGED TO APPLY FOR THE CHANGE OF ADDRESS:

Each family member is obliged to apply for it for himself and the persons who are under his/her parental authority or guardianship, by going personally to the Registry Office (Ufficio Anagrafe) of the Municipality.

DOCUMENTS YOU NEED TO SHOW:

- identity card;
- Italian driving licence (if you have one);
- registration number of cars owned by all family members.

EXTENSION OF THE DECLARATION OF HABITUAL RESIDENCE FOR RESIDENTS

Within 60 days after the extension of the permit of stay, foreign citizens are obliged to extend the declaration of habitual residence.

WHERE YOU CAN APPLY FOR THE EXTENSION OF THE DECLARATION OF HABITUAL RESIDENCE:

The declaration must be given personally at the Registry Office (Ufficio Anagrafe) of the Municipality.

DOCUMENTS YOU NEED TO SHOW:

Permit of stay / extended permit of stay.

CONSEQUENCES IF YOU DON'T EXTEND THE DECLARATION:

If foreigners are asked to extend the declaration but they don't do that, they will be automatically cancelled from the Registry.

IDENTITY CARD

WHO CAN APPLY FOR THE IDENTITY CARD:

Only the person who is interested in it.

WHERE YOU CAN APPLY FOR IT:

You can personally apply for it at the Registry Office (Ufficio Anagrafe) of the Municipality.

DOCUMENTS YOU NEED TO SHOW:

- Passport or another equivalent valid document;
- 3 recent ID-card-size photos;
- permit of stay / valid permanent permit of stay.

SELF-CERTIFICATION (AUTOCERTIFICAZIONE)

Self-certification is a declaration given and signed by a person which, according to the law, replaces ordinary certification and has the same legal effects.

WHEN YOU CAN USE SELF-CERTIFICATION:

You can use self-certification in all cases you have to show all states, acts and personal qualities that are certified and attested by Italian public or private authorities (certificates of birth, marriage, residence, family status, etc.).

WHERE YOU CAN FIND THE FORMS:

You can find the forms in all public offices that require them and in all offices of the Municipality.

WHOM YOU CAN GIVE SELF-CERTIFICATION:

You can give self-certification to all public offices and all companies that offer public services (Enel / Gas and Water company, etc).