

ID CARD (CIE)

Remember to make your reservation online through the **Portale dei Servizi del Comune di Palermo**.

Necessary papers:

- Passport + 1 copy;
- Residence permit + 1 copy;
- 1 photo (ID card format);
- The cost is 22,20 €.

Please note that you must request your ID Card in the Municipality in which you have the residence.

CERTIFICATES RELEASE

Certificates released AT THE OFFICE

Remember to make your reservation online through the **Portale dei Servizi del Comune di Palermo**.

You can make the request only if you are resident or registered in Palermo.

Necessary papers:

- ID card + 1 copy;
- Valid residence permit or renewal receipt + 1 copy;
- 16,70 €. The cost is 0.30 €, if exempt from stamp duty.

The certificates of civil status are totally FREE (death certificate, birth certificate).

Certificates released ONLINE

You can make the request for the following certificates using your credentials of the website of the Comune di Palermo, only if you are resident or registered in Palermo:

- Citizenship certificate;
- Residence certificate;
- Birth certificate;
- Cohabitation certificate;
- Marriage certificate (it must be registered at the Stato Civile);
- Marital status certificate;
- Civil union certificate.

Buy the stamp duty (of 16.00€) at the Tabacchi, only if it is due.

Self-certification released ONLINE

If you are resident in Italy, you can download the self-certifications of your personal data through the website of Comune di Palermo.

Use your SPID (Sistema Pubblico di Identità Digitale), CIE (carta d'identità Elettronica) o CNS (Carta Nazionale dei Servizi) to login.

CONTACT US



anagrafe@comune.palermo.it
ufficiostranieri@comune.palermo.it
stranieri@cert.comune.palermo.it

Ufficio Stranieri - Phone Numbers:
0917405206

We remind you that the office is closed on Monday

To download the necessary forms, join the website and look for SERVIZIO ANAGRAFE section:

<https://www.comune.palermo.it/modulistica.php?area=84>



Progetto co-finanziato dall'Unione Europea

FONDO ASILO, MIGRAZIONE E INTEGRAZIONE (FAMI) 2014-2020



EXTRA UE CITIZENS HOW TO...



- ID Card (CIE)
- Registration/ Change of residence
- Domicile variation
- Residence permit / usual residence renewal
- Certificates release



DOMICILE VARIATION

MOVING INSIDE PALERMO.

Remember to make your reservation online through the Portale dei Servizi del Comune di Palermo.

Necessary papers:

- Valid residence permit + 1 copy or renewal receipt request + 1 copy + copy of the expired residence permit;
- Passport + 1 copy (if you have it);
- Fiscal code + 1 copy;
- ID card + 1 copy;
- Lease contract or property act or free loan + 1 copy + 1 copy of the owner's ID card (verify the existence of the cadastral data, which must specify the floor, stair's number and square metres. If not, please attach the cadastral documents);
- If you are not the lease holder, you must annex the owner acknowledge statement + 1 copy of his/her ID card + identity document of the lease holder;
- Filled out forms (personal data + TARI).

Vehicles owner:

- Annex the registration plate number.

The Minister sends the coupon for the vehicle registration certificate to the new residence address. To have any information about your vehicle registration certificate practice, please call the Ministero delle Infrastrutture: 800 23 23 23.

RESIDENCE PERMIT /

USUAL RESIDENCE RENEWAL

Remember to make your reservation online through the Portale dei Servizi del Comune di Palermo.

Necessary papers:

- Usual residence certificate;
- Residence permit + 1 copy;
- ID card (if you have it).



You must make a reservation online to carry out your practice.

REGISTRATION/
CHANGE OF DOMICILE



select "*Iscrizione cittadini UE/EXTRA UE*" and make your reservation in order to carry out your practice at *Ufficio Anagrafe* located in Viale Lazio.



DOMICILE
VARIATION

YOU CAN CHOOSE TO:

Make your reservation online by selecting "*Richiesta cambio abitazione*" and present yourself to the office to carry the practice;

OR

Send an email to the decentralised offices or to *Ufficio Anagrafe* of Viale Lazio to carry the practice online;

OR

Use your credenziali to access the *Portale dei Servizi del Comune di Palermo* -> *Servizi Demografici* -> *Dichiarazione di cambio di indirizzo / abitazione*.

REGISTRATION

FIRST REGISTRATION IN ITALY.

CHANGE OF RESIDENCE

TRANSFER FROM ANY ITALIAN CITY TO PALERMO.

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Necessary papers:

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- Passport + 1 copy (if you have it);
- Fiscal code + 1 copy;
- ID card + 1 copy;
- Lease contract or property act or free loan + 1 copy + 1 copy of the owner's ID card (verify the existence of the cadastral data, which must specify the floor, stair's number and square metres. If not, please attach the cadastral documents);
- If you are not the lease holder, you must annex the owner acknowledge statement + 1 copy of his/her ID card + identity document of the lease holder;
- Filled out forms (personal data + TARI);
- If the extra-UE citizen got married/separated outside Palermo, he/she must annex the original marriage/separation certificate, the legal translation + 1 copy;
- If the extra-UE citizen is going to live inside a family resident in Italy, he/she must annex the identity documents of all the members + 1 copy;
- If the foreign citizen lives inside the University, he/she must bring the ERSU statement + 16 € stamp duty + 1 copy, or the original document.

Vehicles owner:

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FONDO ASILO, MIGRAZIONE E INTEGRAZIONE (FAMI) 2014-2020



UE CITIZENS HOW TO...



- ID Card
- Registration/ Change of residence
- Domicile variation
- Hospitality request
- Certificates release



DOMICILE VARIATION

MOVING INSIDE PALERMO.

Remember to make your reservation online through the **Portale dei Servizi del Comune di Palermo**.

Necessary papers:

- Passport + 1 copy (if you have it);
- Fiscal code + 1 copy;
- ID card + 1 copy;
- Lease contract or property act or free loan + 1 copy + 1 copy of the owner's ID card (verify the existence of the cadastral data, which must specify the floor, stair's number and square metres. If not, please attach the cadastral documents);
- If you are not the lease holder, you must annex the owner acknowledge statement + 1 copy of his/her ID card + identity document of the lease holder;
- Filled out forms (personal data + TARI).

Vehicles owner:

- Annex the registration plate number.
- The Minister sends the coupon for the vehicle registration certificate to the new residence address. To have any information about your vehicle registration certificate practice, please call the Ministero delle Infrastrutture: 800 23 23 23.



You must make a reservation online to carry out your practice.

REGISTRATION/
CHANGE OF DOMICILE



Select "*Iscrizione cittadini UE/EXTRA UE*" and make your reservation in order to carry out your practice at *Ufficio Anagrafe* located in *Viale Lazio*.



DOMICILE VARIATION

YOU CAN CHOOSE TO:

Make your reservation online by selecting "Richiesta cambio abitazione" and present yourself to the office in order to carry out the practice

OR

Send an email to the decentralised offices or to Ufficio Anagrafe of Viale Lazio to carry out the practice online

OR

Use your credentials to access the Portale dei Servizi del Comune di Palermo -> Servizi Demografici -> Dichiarazione di cambio di indirizzo / abitazione.

REGISTRATION

FIRST REGISTRATION IN ITALY

CHANGE OF RESIDENCE

TRANSFER FROM ANY ITALIAN CITY TO PALERMO.

Remember to make your reservation online through the **Portale dei Servizi del Comune di Palermo**.

Necessary papers:

- ID card of the native country + 1 copy;
- Passport + 1 copy (if you have it);
- Fiscal code + 1 copy;
- ID card + 1 copy (only for the residence variation);
- Lease contract or property act or free loan + 1 copy + 1 copy of the owner's ID card (verify the existence of the cadastral data, which must specify the floor, stair's number and square metres. If not, please attach the cadastral documents);
- If you are not the lease holder, you must annex the owner acknowledge statement + 1 copy of his/her ID card + identity document of the lease holder;
- Filled out forms (personal data + TARI);
- 16 € stamp duty;
- Working activity papers: subordinate employment contract (the INPS contract must satisfy the poverty rate, according to the L.30 of the 6th February 2007), para-subordinate employment (employment contract), self-employment (VAT code or Chamber of commerce registration), or a minimum bank account of 6.000,000 € and a medical coverage of a year (DL 30 of 6th February 2007);
- If the UE citizen got married/separated outside Palermo, he/she must annex the original marriage/separation certificate, the legal translation + 1 copy;
- If the UE citizen is going to live inside a family resident in Italy, he/she must annex the identity documents of all the members + 1 copy;
- If the foreign citizen lives inside the University, he/she must bring the ERSU statement + 16 € stamp duty + 1 copy, or the original document;
- If the parent want to do the registration his/her child, he/she must annex the employment contract, the medical coverage and the certificate of family allowance.

Vehicles owner:

- Annex the registration plate number.
- The Minister sends the coupon for the vehicle registration certificate to the new residence address. To have information about your vehicle registration certificate practice, please call the Ministero delle Infrastrutture: 800 23 23 23.