

8. RESIDENZA - A.I.R.E. - ANAGRAFE ITALIANI RESIDENTI ALL'ESTERO

RESIDENCE – REGISTRY OF ITALIANS RESIDING ABROAD (A.I.R.E. - ANAGRAFE ITALIANI RESIDENTI ALL'ESTERO)

Where to go

Servizi Demografici - Ufficio Anagrafe – REGISTRY OFFICE

Address: Via Mezzaterra, 45

Telephone: 0437 913477 – Fax: 0437 913479

Email: residenza@comune.belluno.it

Officers and office hours

Claudio Dell'Eva
Francesca Dalla Vestra
Massimo De Francesco

Office hours

Requirements of the applicant

- Italian citizenship
- Habitual residence outside Italy for more than one year

How to apply

The relevant Italian municipality to receive the application for A.I.R.E. registrations is the last municipality of residence before the expatriation of the applicant, or the last municipality of residence of the applicant's ancestors. The declaration of transfer to another country can be made in two ways:

- 1) Within 90 days of the expatriation, directly to the Italian Consulate competent for the area concerned. All forms can be downloaded from the Consulate's website (it is always good to contact the Consulate to know the requirements necessary to be recorded in the consulate registry);
- 2) Before expatriation, at the Registry Office of the Italian municipality of residence, by filling in the ministerial form "mod.4". The applicant will then have to contact the Italian Consulate within 90 days of the arrival abroad and request to be recorded in the consulate registry (see point 1).

If the municipality does not receive any acknowledgement for the A.I.R.E. registration from the Italian Consulate within one year of the declaration, it will begin the procedure of "cancellation by unavailability" for the applicant at the previous address of residence.

All adults (over 18) applying to change residence shall sign the ministerial form and attach a copy

of a valid identity document.

Please note for the declaration of registration to A.I.R.E.

- 1) When the declaration is forwarded to the Italian Consulate, it is advisable to check the Consulate website beforehand or phone the Consulate directly;
- 2) When the declaration is forwarded to the Registry Office of the municipality of residence, it can be made in one of the following ways:
 - in person, at the Registry Office, with confirmed appointment
 - by post, via registered mail
 - electronically, at the following e-mail addresses: residenza@comune.belluno.it or certified e-mail (*pec*) belluno.bl@cert.ip-veneto.net.

If the declaration is sent electronically, it is necessary that:

- a) the declaration is digitally signed;
- b) the applicant is identified by the computer system via an electronic identification card, a national service card or any system or tool that may allow for the identification of the party making the declaration;
- c) the declaration is sent by a certified e-mail (*posta elettronica certificata*) of the applicant;
- d) a copy of the declaration bearing the handwritten signature of the applicant and a copy of the applicant's identification documentation are scanned and sent by e-mail.

To facilitate the compliance with the administrative requirements related to the change of residence, the Registry Office has prepared a memo with all the operations to be carried out with other institutions and other municipal offices.

Documents to be submitted

- declaration of registration in the A.I.R.E., "mod.4";
- a valid identity document.

Process

The registration shall take effect:

- 1) when declared to the Italian Consulate, from the day when the municipality receives the application of registration via certified e-mail (*pec*);
- 2) when declared to the Italian municipality, on the same day of the declaration.


Reporting, complaints, appeals and objections

Sportello dei cittadini – Citizen helpdesk

Officers responsible for the procedure

Claudio Dell'Eva, Francesca Dalla Vestra, Massimo De Francesco

Forms and other attachments

 [Mod. 4 Dichiarazione trasferimento residenza estero](#) - modello4-dichiarazione-trasferimento-residenza-estero [88,06 KB] (Declaration of change of residence abroad – ITA)

Officers responsible for the forms update

Daniela Dal Farra - Francesca Dalla Vestra
- Form n. 115 -

Last update of this form

22/02/2018