

REGISTRATION AND RESIDENCE CHANGES IN REAL TIME

Since May 09, 2012 new rules entered into force in field of residence, introduced by art. 5 of Law Decree February 09, 2012 n° 5, converted in law n. 35 dated April 03, 2012.

Citizens can present (**not only through Registry Office, but also by fax or by e-mail**) declarations relevant to:

- Change of residence from other town or from abroad, that is transfer of residence abroad
- Establishment of new family or new cohabitation, that is changes in the family composition or cohabitation
- Habitation change

Registry office, within 2 working days from the declaration, will record what has been stated and within next 45 days will ensure the subsistence of the requirements.

In case declarations do not correspond to the truth, it will be applied art. 75 and 76 of D.P.R. 445/2000, that respectively state the revocation of benefits earned with the declaration and penal remark of false declaration.

Declaration presentations regarding residence through Registry office can be achieved at the following working hours:

Monday, Tuesday, Wednesday, Thursday, Friday morning from 8.30 a.m. to 12.30 p.m.

Tuesday and Thursday in the afternoon from 2.00 p.m. to 4.00 p.m. only by appointment.

In alternative is also possible to send declarations:

- By registered letter to Common of Asti – Office Registry – Via De Amicis, 8 – 14100 Asti;
- By fax at the following number: 0141-399608
- By e-mail to the following addresses: protocollo@cert.comune.asti.it or servizioanagrafe@comune.asti.it with a copy of declaration with signature and with a copy of Identity document, both scanned.

WHAT THE OFFICE PERFORMS: it receives and records declarations relevant to address variations after change of residence. The procedure includes also formalities, in order to achieve the updating of drive license and car registration document (circulation card).

WHEN AND HOW PRESENT THE REQUEST: the request has to be presented by filling in the attachment 1 in the following ways:

- at Registry office in the open hours to the public (above mentioned)
- by registered letter
- by fax at the following number: 0141-399608
- by e-mail at the addresses above mentioned

WHO CAN PRESENT THE REQUEST: the request has to be presented only by the person concerned

DOCUMENTS TO BE PRESENTED: each person interested in residence changing, has to produce:

1. Identity card
2. Tax code

attached to model 1

For persons that are 18 years old it is also needed:

1. drive license
2. plates of owned means of transportations (cars, motorcycles)

NON Italian citizens, in case of change of residence coming from other town or from abroad, have to present also documents (listed in attachment A), if not UE, or listed in attachment B, if UE.

EXPIRE DATE: declaration of change of residence has to be performed within 20 days after transfer

MODALITIES AND RESPONSE TIMES: within 2 working days from the change of residence presentation, the same will be recorded, subject to legal effects starting from date of presentation or reception.

In the 45 days following the presentation of the declaration, Registry office will provide to ensure the existence of requirements foreseen for the registration.

Passed these terms without communication of missing requirements (registration) it will be considered confirmed.

In these requirements, object of verification, are included also those regarding documents that state regularity of stay for the citizens belonging to U.E. from abroad. (see attachment B).

NORMATIVE REFERENCES: D.P.R. 223/1989 registry regulation of resident population.

Law-Decree February 9 2012, n. 5, art. 5 converted into law April 4, 2012, n. 35

IN EVIDENCE: following the investigations made from Office Registry we inform you that, in case declarations do not correspond to the truth it will be applied art. 75 and art. 76 of D.P.R. n. 445/2000, that respectively state the revocation of benefits earned with the declaration and penal remark of false declaration.

Consequently we will proceed with notification to the Public Security.

Besides, in case of verified absence of requirements, it will be restored the previous position of registration data.

Address updating on drive license, after change of residence or habitation change (from October 1, 1995) and on circulation card (from March 1, 1997) is by Public

Administration, that give the citizen a temporary receipt that will have to be preserved with drive license and with vehicle registration till last updating. Within 180 days from declaration given to Office Registry, citizen will receive at home an adhesive coupon that will replace the temporary one and that will have to be applied on documents to be updated. If within 180 days the citizen does not receive the coupon, he can contact the following toll-free number: 800-23 23 23.