



UNIVERSITÀ DEGLI STUDI DELL' INSUBRIA

ITALIAN TAX CODE – GENERAL INFORMATION

All Italian citizens have a personal Tax Code. When you are in Italy, your tax code is necessary to enter a rent agreement, open a bank account or, if you wish to have a part-time job, to enter a labour contract. In order to obtain your tax code you are required to submit an identity document.

AGENZIA DELLE ENTRATE - VARESE

Address: Via Frattini 1
21100 Varese, Italy

E-mail: ul.varese@agenziaentrate.it

Tel: +39- 0332/298411

Fax: +39- 0332/298454

AGENZIA DELLE ENTRATE - COMO

Address: Viale Cavallotti 6
22100 Como, Italy

E-mail: ul.como@agenziaentrate.it

Tel: +39- 031/33781

Fax: +39- 031/3378200

In conformity with
UE-78-PO-15 (31.03.2005)

GUIDE FOR REQUESTING THE FISCAL CODE

INDIVIDUAL PERSONS

Request:

Fiscal code has to be requested using the AA4/7 form. The request must be undersigned by the applicant or by a delegate, who must present his own identity document together with the proxy and the document of the delegant.

ITALIAN CITIZENS and E. U. CITIZENS

A. FOR NEWBORN BABIES:

- birth certificate or birth document issued by the hospital, or a self-certification given by a parent or by a relative within the 3rd degree.

Copy of applicant's identity document is anyhow requested.

B. FOR PEOPLE YOUNGER THAN 15 YEARS:

- personal certificate issued by the City of residence or a self-certification according to the law in force;

- parent's identity document with data of child on it.

C. FOR ADULTS:

- identity document. The request can be presented by the direct individual concerned or by a delegate. In the first case it is necessary to present his/her own document, while in the second case the delegate must present his own document in addition to those of the individual concerned.

NON E. U. CITIZENS

A. FOR NEWBORN BABIES:

- birth certificate or birth document issued by the hospital plus a valid residence permit of parents (or a passport, or an identity document or an identity certificate with own photo issued by the Consulate).

B. FOR ADULTS (the request can be done, presenting one of the following documents):

- valid residence permit;

- identity document issued by an Italian City of residence;

- valid passport, without visa, for citizens coming from one of the countries in list A;

- valid passport, with visa, for citizens coming from one of the countries in list B;

- identity certificate with a recent photo, issued by the Consulate or by a diplomatic representative of his/her country in Italy.



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TO REQUEST A DUPLICATE:

- same documents required for the first request;
- in case of theft it is also necessary to produce a copy of the police report presented to the Police authority.

IN CASE OF VARIATION OF PERSONAL DATA:

- **up-to-date document;**
- a certificate issued by the Italian communal registry office;
- decision from Court of Law.

IN CASE OF CHANGE OF ADDRESS:

- self-certification;
- identity document;
- up-to-date residence permit.

CONSULAR VISA TO ENTER IN ITALY – FOR NON E.U. CITIZENS (Updating of 03/05/2006)

Countries exempted from visa on passport (Lista A):

Andorra, Argentina, Australia, Bolivia, Brasile, Brunei, Bulgaria, Canada, Cile , Corea del Sud, Costa Rica, Croazia, El Salvador, Giappone, Guatemala, Honduras, Israele, Malesia, Messico, Monaco, Nicaragua, Nuova Zelanda, Panama, Paraguay, Romania, Singapore, Stati Uniti, Uruguay, Venezuela.

Countries for which visa on passport is mandatory (Lista B):

Afghanistan, Albania, Algeria, Angola, Antigua e Barbuda, Arabia Saudita, Armenia, Azerbaijan, Bahamas, Bahrein, Bangladesh, Barbados, Belize, Benin, Bhutan, Bielorussia, Bosnia-Erzegovina, Botswana, Burkina Faso, Burundi, Cambogia, Camerun, Capo Verde, Centrafrica, Ciad, Cina, Colombia, Comore, Congo, Congo (Repubblica Democratica), Corea del Nord, Costa D'Avorio, Cuba, Domenica, Dominicana (Repubblica), Ecuador, Egitto, Emirati Arabi Uniti, Eritrea, Etiopia, ex-Repubblica Iugoslavia di Macedonia, Fiji, Filippine, Gabon, Gambia, Georgia, Ghana, Giamaica, Gibuti, Giordania, Grenada, Guinea, Guinea Bissau, Guinea Equatoriale, Guyana, Haiti, India, Indonesia, Iran, Iraq, Kazakistan, Kenia, Kirghizistan, Kiribati, Kuwait, Laos, Lesotho, Libano, Liberia, Libia, Madagascar, Malati, Maldive, Mali, Marianne del Nord, Marocco, Marshall, Mauritania, Mauritius, Micronesia, Myanmar, Moldova, Mongolia, Mozambico, Namibia, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan, Palau, Papua-Nuova Guinea, Perù, Qatar, Repubblica Federale di Iugoslavia (Serbia e Montenegro), Ruanda, Russia, Saint Kitts e Nevis, Saint Lucia, Saint Vincent e Grenadine, Salomone, Samoa Occidentali, Sao Tomè e Principe, Senegal, Seychelles, Sierra Leone, Siria, Somalia, Sri Lanka, Sud Africa, Sudan, Suriname, Swaziland, Tagikistan, Taiwan (entità territoriale non riconosciuta), Tanzania, Thailandia, Timor Orientale, Togo, Tonga, Trinidad e Tobago, Tunisia, Turchia, Turkmenistan, Tuvalu, Ucraina, Uganda, Uzbekistan, Vanuatu, Vietnam, Yemen, Zambia, Zimbabwe.

NOTES:

- 1. citizens of San Marino, Vatican and Switzerland are exempted from visa in any circumstance;**
- 2. for periods longer than 90 days, stay and for any circumstance: all foreigners must always obtain a visa, even if they are coming from one of the countries included in list "A".**