

10. NUOVA CARTA DI IDENTITÀ ELETTRONICA

NEW ELECTRONIC IDENTITY CARDS (CIE)

By appointment only – Please contact the office responsible for issuing documents in Via Mezzaterra.

The municipality of Belluno issues ONLY the new format of Electronic Identity Cards.

It is NOT possible to ask for the issuance of a paper ID card.

To ask for the issuance of an electronic ID card it is necessary to make an appointment by calling the number 0437 913482, writing an email to demografici@comune.belluno.it or going in person to the office responsible for the issuance of IDs.

The new CIE: the most important features

The ministry of the Interior has selected the municipality of Belluno, along with other municipalities, to start issuing the new Electronic ID card (CIE).

The new Electronic ID card **is issued by the State Printing Works, Stationery Office, and Mint** and is printed on plastic material; it has the size of a credit card and is equipped with sophisticated security features and with a microchip, which stores the details of the card's holder.

The picture is laser-printed in black and white, in order to guarantee a high resistance to counterfeiting.

The holder's **Tax Code/ Social Security Number** is written on the back of the card in a barcode format.

Electronic ID Cards arrive 6 working days after the request.

Citizens residing in Italy can request the issuance of electronic ID cards at the office for the issuance of documents of their municipality. Once the applicants' data acquisition is completed, applicants receive a summary of their data to be verified and undersigned.

The issuance and delivery of the ID card is no longer immediate. The card is sent by the State Printing Works, Stationery Office, and Mint to the address indicated by the applicants within 6 working days from the date of the request.

Citizens can choose whether to receive the new ID card at their address of residence or indicate another address for the delivery.

It is therefore advisable to check the validity of the ID document in time. The issuance of a new ID card can be requested maximum 180 days before the expiry of the previous document.

Old ID cards

People already in possession of a valid document do not need to do anything: both the old version of electronic ID cards and traditional paper ID cards already issued remain valid until their date of expiry.

Cards issuance / renewal: what to bring

Citizens wishing to apply for the issuance or renewal of their ID (both minors and adults) must **appear personally after having made an appointment.**

Minors must be accompanied by at least one parent [see section on validity for expatriation].

Applicants must be residing in the municipality of Belluno; if they have their domicile in the municipality of Belluno, they first need to have the authorisation of their municipality of residence.

Please arrive at the appointment at the office for the issuing of documents with the following:

- **A passport size picture**, either on paper format or digital (the latter shall be in a JPEG format and the size file shall be less than 500 Kbyte).

Pictures must be in the same format as those used for passports and should have a light, uniform background; they should be recent (maximum 6 months old) and should not present any writings or scratches, nor be damaged.

Notes for the ID picture:

The photographed face must show the head and the top of the shoulders; the face must be uncovered, without any headdresses, dark glasses or glasses covering the face;

The view must be frontal, the face must not be reclined, with the eyes looking at the camera;

The applicant must be the only person in the picture;

The eyes must be wide open and visible; the face must not display any facial expression.

- **A valid ID document:** the ID cards to be renewed (unless they have been lost or stolen); plus driving licenses, pension cards or any other ID documents bearing the holder's photo and signature and issued by a Public Administration. In case of lack of a valid document, applicants must be accompanied by two adults, who shall present their valid IDs;
- **Tax Code/ Social Security Number or Health Insurance Card** to speed up the registration procedure;
- **For foreign citizens: residence documents (residence permits, etc.).**

Costs

The fee for the issuance of the ID card is of € 22,21.

According to the Law No.225 of 1st December 2016, applicants can pay in one of the following ways:

1) By card, at the time of issuance (preferable option);

2) By bank or postal transfer (**Account details: UNICREDIT S.P.A. – Address: PIAZZA DEI MARTIRI N. 41 – 32100 BELLUNO – Bank account number: 000003465348 - ABI 02008 - CAB 11910 – CIN. IBAN: IT 81 J 02008 11910 000003465348**).

IT IS NOT POSSIBLE TO PAY IN CASH.

Validity

The validity of the card depends on the age of the citizen:

1. For children below 3 years of age: 3 years
2. For minors between 3 and 18 years of age: 5 years
3. For adults (anyone over 18 years of age): 10 years.

Citizens shall not renew their ID cards when changing their address within the same municipality, or when changing their municipality of residence, but only when the validity of their ID document expires. It is possible to apply for the renewal of ID cards from maximum 180 days before its date of expiry.

Validity for expatriation

If valid for expatriation, electronic ID cards are equivalent to passports for EU countries and for countries of the Schengen area.

Adult applicants shall declare not to find themselves in any of the situations impeding the issuance of the passport.

At least one parent must accompany minor applicants.

If one of the parents cannot be present at the appointment, they must make a statement of consent [see the form available to download].

For further information, please go to www.poliziadistato.it- www.viaggiare Sicuri.mae.aci.it

Declaration of intent for the donation of organs for transplantation

When applying for the renewal of ID cards, citizens can state, if they wish to do so, their consent or refusal to donate organs and tissues in the event of death.

Digital fingerprints

The acquisition of digital fingerprints is mandatory for citizens of 12 or more years of age.

Italian citizens residing abroad

For the issuance of ID cards, Italian citizens who are residing abroad and are registered on AIRE (Registry Office for Italian Citizens Residing Abroad) shall refer to their own Consulates (Paper ID cards will be issued only in particular cases).

Where to go

REGISTRY OFFICE (Demographic Services) – Office for the issuance of documents

Address: Via Mezzaterra n. 45

Telephone: 0437 913482 - Fax 0437 913479

E-mail: demografici@comune.belluno.it

Certified mail (PEC) – belluno.bl@cert.ip-veneto.net

How to make an appointment

To make an appointment, you can call the number 0437 913482, write an e-mail to the address demografici@comune.belluno.it or ask personally at the Office responsible for the issuance of documents (In the future, it will be possible to make an appointment by accessing the online “CIE Agenda”).

Theft or loss

In the event of theft or loss of electronic ID cards, it is necessary to report to the competent Security Authorities (Carabinieri, State Police, and Local Police).

If you report to foreign Security Authorities, you will then have to report to the competent Italian Authorities as well.

Relevant legislation: Decree of the 23/12/2015

Officer responsible for electronic ID cards: Cristina Piol.