

Changing or applying for residence in Bologna if you are a citizen of a non-EU (European Union) country

If you move to the Municipality of Bologna, or change your address of residence, you must declare your new residence within twenty days from your transfer.

- if you are an adult, you can make the declaration for yourself and for all the people over whom you exercise parental responsibility or guardianship;
- if you enter into a registered cohabitation (e.g. college, boarding school, barracks, etc.), the head of the cohabitation must make the declaration for you;
- if you are unable to submit the declaration in person, you can delegate an adult to submit it on your behalf. In this case, the delegated person must also submit the delegation form for the submission of personal data declarations (pdf, 200 kb).

In order to declare your residence, you must have your habitual residence in Bologna and possess a title to reside in the indicated accommodation.

If you are illegally occupying a property without a title, you cannot apply for residence or connection to public services (e.g. electricity, gas), and any documents issued in violation of this prohibition are null and void for all legal purposes.

What you need

If you are already resident in another Italian municipality and are transferring your residence to Bologna: your identity card or other form of identification and that of all adult members of your family, the tax code of all family members, your residence permit or other document certifying the legality of your stay.

If you are coming from abroad: your passport or equivalent document and those of all adult members of your family, your residence permit or other document certifying the legality of your stay. If the transfer concerns the whole family, you can submit authentic documents proving its composition, issued by the consular authorities in accordance with the rules of translation and legalisation;

The list of required documentation can be found in Annex A of the Ministry of the Interior Circular and varies according to your personal circumstances:

- if you have a valid residence permit:
 - valid passport or equivalent document;
 - valid residence permit;
 - original documents, translated and legalised, proving your marital status and family composition, required only if you want your family relationship or marital status, or other personal status, to be certified;
- if you have a residence permit that is being renewed:
 - valid passport or equivalent document;

- expired residence permit;
- receipt of the residence permit renewal application. If you are coming from abroad or have been removed from the registry, the renewal application must be submitted no later than 60 days after the expiry date;
- original documents, translated and legalised, proving your marital status and family composition, only if you want your family relationship or marital status, or other personal status, to be certified;
- if you are awaiting the issue of your first residence permit for employment:
 - valid passport or equivalent document;
 - residence contract signed at the Immigration Helpdesk;
 - receipt issued by the post office certifying that the residence permit application has been submitted;
 - application for a residence permit for subordinate employment submitted to the Immigration Helpdesk (form 209);
 - original documents, translated and legalised, proving marital status and family composition, required only if you want to certify family relationships or marital status, or other personal status;
- if you are awaiting the issue of a residence permit for family reunification
 - valid passport or equivalent document;
 - receipt issued by the post office certifying that the permit application has been submitted;
 - clearance notice for reunification from the Immigration Help Desk;
 - original documents, translated and legalised, proving marital status and family composition, required only if you want your family relationship or marital status, or other personal status, to be certified;
- if you are a family member of a person with Italian or EU citizenship:
 - valid passport or equivalent document;
 - receipt issued by the post office certifying that the permit application has been submitted;
 - notification of authorisation for reunification from the Immigration Help Desk;
 - original documents, translated and legalised, proving family relationships with a citizen already residing in the country.

Timeframes and deadlines

Your new residence begins on the day you submit your declaration.

The Municipality verifies the requirements within 45 days of the person's declaration. If you do not receive any news within this period, the registration is considered confirmed and the procedure completed, as provided for in Article 20 of Law 241/1990. If the requirements are not met, the Municipality deletes the registration, with retroactive effect from the date of commencement of residence, and the person loses any benefits obtained. The Municipality must inform the public security authority of the cancellation of the registration.

Once the Registry Office has processed the application, you will receive notification of the start of the procedure, which you can use for further requirements (e.g. requesting a parking permit from the Bomob [Smart Mobility Office Gobetti](#); [Smart Mobility Office Azzarita](#)).

How to proceed

You must submit the declaration online using the form provided by the Municipality of Bologna, available in both the SPID/CIE/CNS authentication version and the non-authentication version.

All adults who are transferring their residence with you (as the declarant) must sign the declaration. If, on the other hand, you are only the person delegated to submit the declaration but are not moving with the people indicated, you must have the delegation form completed and signed, which you must attach to the declaration.

You can contact the '[Digitale Facile](#)' service for assistance in completing the form.

To receive information about your specific situation or instructions on how to complete the online form, you can make an appointment with one of the local municipal offices.

Further information

- The residence application does not automatically transfer your waste tax (Tari) registration from your old residence to your new one. To regularise your tax position, please consult the section [Submitting your waste tax \(Tari\) declaration](#).
- If you own an animal registered in the Pet Registry, you must report the change of residence of the animal, as registration does not occur automatically when you change your residence. To regularise the registration of your pets, please consult the section [Registering your dog, cat or ferret at the registry office](#).

Links and contacts

- For online applications:
<https://www.comune.bologna.it/servizi/anagrafe-stato-civile/cambiare-chiedere-residenza-extra-ue>
- Info: 051.2193400
- For contact details and opening hours of local offices or to make an appointment:
<https://informazioni.comune.bologna.it/uffici-comunali-prossimita>