

Applying for an identity card

The electronic identity card (CIE) is a document issued by the Ministry of the Interior, which you can apply for at your local council. If you are an Italian citizen, it can be used for travel abroad.

You can apply for an identity card if you live or reside in Bologna.

You must contact one of the local municipal offices by making an appointment online or by calling the information number 051.2193400.

Access is **by appointment only**, except in cases of urgent CIE (due to loss or theft), in which case you can contact the local offices during open hours.

What you need

You must bring the following to your appointment:

- a recent passport photo, no more than 6 months old. You can also use a digital photograph (image definition: at least 400 dpi, file size: maximum 500kb, file format: jpg), which you must email to the local office where you made your appointment. For security reasons, you cannot transfer the photo from a USB digital device;
- your health card or tax code;
- your expiring or damaged identity card;
- the report of loss or theft for a valid identity card and an identification document.

Minors

In order to obtain a CIE valid for travel abroad, the minor must be present along with both parents, each with their own valid identification document, or one parent with the consent and a copy of the identification document of the absent parent. In the absence of the other parent's consent, authorisation from the guardianship judge, to be requested from the court, or other suitable documentation is required.

To obtain a CIE that is not valid for travel abroad, the minor and at least one parent must be present.

The form for the consent of the other parent can be found on the information page:

<https://www.comune.bologna.it/servizi/anagrafe-stato-civile/carta-identita>

The validity of the CIE depends on your age:

- if you are under 3 years of age: it is valid for 3 years from the date of issue
- if you are between 3 and 18 years of age: it is valid for 5 years from the date of issue
- from 18 years of age: it is valid for a maximum of 10 years and expires after 9 years plus the days between the date of application and the date of birth

Timeframes and costs

It takes 6 working days (from the date of application) to obtain the CIE, which is the delivery time of the State Printing Office.

The registered letter is delivered by the Italian Post Office to the address you have indicated. A delegated person can collect the registered letter with the document, as long as you provide their details to the municipal operator at the time of application.

If you are not present at the time of delivery, you will find a notice from Poste Italiane in your letterbox and you can collect your identity card from the post office indicated on the notice.

After a period of 30 days, uncollected cards are forwarded to the local municipal office in Piazza Maggiore.

The identity card costs €22, which you can pay in cash or by debit card.

Further information

- When your identity card is issued, you will receive a PIN (the first part directly at the counter, the second at home in a sealed envelope, together with the card) to access all the online services of the Public Administration.
- With the CIE, you can: access public services (such as INPS, municipalities, tax office), app IO, access private services that participate in the service, electronically sign a document with the CieSign app;
- When your identity card is issued, you can express your wishes regarding organ and tissue donation. The wishes registered with the local council will not be indicated on the identity card, but will be sent directly to the Sit (Transplant Information System) of the Ministry of Health. You will be given a copy of the declaration, which you will not need to keep with your identity card.

Links and contacts

- For information and further reading:
<https://www.comune.bologna.it/servizi/anagrafe-stato-civile/carta-identita>
- Info: 051.2193400
- For contacts and opening hours of local Offices or to make an appointment:
<https://informazioni.comune.bologna.it/uffici-comunali-prossimita>