



## Documents required for A.I.R.E. Registration

Registration is considered complete when you upload the three required documents to the FAST IT platform and you submit the application, when finished your status should read as "Submitted".

### 1. Application form

The registration form is filled in online and is automatically generated by the system in step 6. Once completed, print the application on paper, sign it in pen, and then scan in PDF format.

### 2. Identity document

Photocopy of your Italian passport (only the pages indicating the data and the issuing authority) and/or the Italian identity card (front and back of the document).

In the absence of Italian documents, a foreign identity document will be accepted.

### 3. Proof of residence

One proof of residence in the consular district bearing the same address stated on the application form.

One of the following:

- Utility bill (electricity, gas, telephone, internet or TV; please attach only the page with personal information and address of residence);
- Bank statement (please attach only the page with personal information and address of residence);
- Copy of the rental agreement (only the page with the current address and the name of the applicant);
- Valid State ID Card, bearing the same address indicated in the application form;
- Valid U.S. driver's license, bearing the same address indicated in the application form.

To speed up the process, the applicant can attach an extract of her/his birth certificate issued by the Italian municipality.

The Italian municipality will confirm registration of the applicant to their A.I.R.E. Registry.

This may take a few days or weeks.

If confirmation is not received, the Status of the application submitted through Fast-it will indicate "Transmitted to the Municipality of....").

The applicant can contact the Municipality to obtain information about completion of the registration procedure.

#### PLEASE NOTE:

- CHARACTERS other than those of the international alphabet must not be used, so NO ACCENTS (for example: á, à, ä).
- FAST IT allows DIGITAL ATTACHMENTS with a maximum size of 1 MB (1025 KB) each. Please use a scanner in "black and white" mode, which allows for smaller PDF files.
- Incomplete applications will be REJECTED and you will receive an automatic notice from the platform. The reasons for the rejection will be indicated in the message viewable only in the portal. Always check the "spam" folder so as not to miss any such communication.

*Prepared by With\_Papers, May 2024*