

## APPLICATION FOR A TAX CODE, NOTIFICATION OF CHANGE OF DETAILS AND REQUESTS FOR A TAX CODE CARD/DUPLICATE OF THE NATIONAL HEALTH SYSTEM CARD

(NATURAL PERSONS)

**Information regarding the processing of personal data pursuant to Article 13 of Legislative Decree No 196 of 2003** *Legislative Decree No 196 of 30 June 2003 "The Code for the Protection of Personal Data" provides for a system of protection for the processing carried out on personal data. A summary is outlined below of how the data contained in this form will be used and what rights are granted to citizens.*

<b>Purposes of processing</b>	<p>The Ministry of the Economy and Finance and the Revenue Agency inform you, on their behalf and on behalf of other persons obliged to do so, that in this form there is personal data that will be processed by the Ministry of the Economy and Finance and the Revenue Agency to allocate the tax code, obtain changes to personal and address details, obtain information on deceased persons, and send the tax code card or a duplicate of the national health system card.</p> <p>The data in the possession of the Ministry of the Economy and Finance and the Revenue Agency may be communicated to other public entities (for example, the Municipalities) where legislation provides for this, or when such communication is necessary in order for them to carry out their institutional functions.</p> <p>The same data may also be communicated to private or public economic entities where the legislation provides for this.</p>
<b>Personal data</b>	<p>The data requested in this form must be supplied to prevent the application of administrative and, in some cases, criminal sanctions.</p>
<b>Method of processing</b>	<p>The paper form must be submitted by the person concerned, or through a delegate, to any Revenue Agency office.</p> <p>Any person(s) resident overseas may submit the paper form to the Italian diplomatic or consular representation in their country of residence or to any Revenue Agency office.</p> <p>The data will mainly be processed electronically and with logical systems that are adequate to the achievement of the objectives, which will also be pursued by checking:</p> <ul style="list-style-type: none"> <li>• the other data in the possession of the Ministry of the Economy and Finance and the Revenue Agency, also if provided, as required by law, by other persons</li> <li>• the data in the possession of other bodies</li> </ul>
<b>Data controllers</b>	<p>When this data is made available to them and falls under their direct control, the Ministry of the Economy and Finance and the Revenue Agency become "the data controllers for the processing of the personal data". They keep a list of the controllers, which is available upon request.</p>
<b>Persons responsible for data processing</b>	<p>"Data controllers" may make use of the services of others designated "responsible".</p> <p>In particular, the Revenue Agency makes use of the services of the company So.ge.i. S.p.a. as the external entity responsible for data processing, in its capacity as technological partner to which the management of the information system of the Tax Register is entrusted.</p>
<b>Taxpayer's rights</b>	<p>The person (taxpayer) concerned, in terms of article 7 of Legislative Decree No. 196/2003, may view his personal data at the premises of the data controller or the person responsible for data processing in order to verify the use to which it is being put or if necessary, to correct or update it within the limits provided for by law, or to cancel it or oppose its processing, where it is being processed illegally.</p> <p>These rights may be exercised upon request to:</p> <ul style="list-style-type: none"> <li>• Ministry of the Economy and Finance, Via XX Settembre 97 – 00187 Rome;</li> <li>• Revenue Agency – Via Cristoforo Colombo, 426 c/d – 00145 Rome.</li> </ul>
<b>Consent</b>	<p>The Ministry of the Economy and Finance and the Revenue Agency, in their capacity as public entities, do not need to acquire the consent of the persons concerned in order to process their personal data.</p>

***This information is given generally on behalf of all the data controllers referred to above.***

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**PART A**  
Section I  
Applicant type

**D** DIRECT APPLICATION FOR YOURSELF       **T** APPLICATION FOR A THIRD PARTY      **APPLICANT TYPE CODE**   (only for the allocation of a tax code)

**Section II**  
Application type

**1** ALLOCATION OF A TAX CODE      REQUEST FOR A TAX CODE CARD

**2** CHANGE OF DETAILS      TAX CODE

**3** NOTIFICATION OF DEATH      TAX CODE       DATE OF DEATH

**4** REQUEST FOR TAX CODE CERTIFICATE      TAX CODE

**5** REQUEST FOR DUPLICATE OF TAX CODE CARD/NATIONAL HEALTH SYSTEM CARD      TAX CODE       REASON

**PART B**  
Personal details

SURNAME       NAME       SEX

MUNICIPALITY OF BIRTH (or Foreign State)       PROVINCE       DATE OF BIRTH

**PART C**  
Registered residence/  
Tax domicile

MUNICIPALITY       PROVINCE       POSTCODE

TYPE (street, square, etc.)       ADDRESS

HOUSE NUMBER       AREA/OTHER

**PART D**  
Residence overseas

FOREIGN STATE       FEDERAL STATE, PROVINCE, COUNTY

TOWN OF RESIDENCE       POSTCODE

ADDRESS

**PART E**  
Other possible tax codes allocated

TAX CODE

TAX CODE

**DOCUMENTS ENCLOSED**

**SIGNATURES**

APPLICANT TAX CODE FOR NON-NATURAL PERSONS       TAX CODE OF SIGNEE

**DELEGATE**

DATE       SIGNATURE       YOU NEED TO SIGN HERE IN ORIGINAL.THE SIGNATURE MUST BE AS THE ONE ON YOUR PASSPORT

Signee       delegate

born in  on       TAX CODE

I am submitting the form on this person's behalf and shall collect any possible certification issued by the office

DATE       SIGNATURE       YOU NEED TO SIGN HERE IN ORIGINAL.THE SIGNATURE MUST BE AS THE ONE ON YOUR PASSPORT