

**Q: What is AIRE?**

**A:** The A.I.R.E. is the Registry of Italians Residing Abroad. All Italian citizens who transfer their residence abroad for a period of more than 12 months must make a specific declaration to the competent consular office, requesting registration with the A.I.R.E. (Registry of Italians Residing Abroad) within 90 days from the date of arrival in the country of destination.

**Q: Who can register with AIRE?**

**A:** All Italian citizens whose birth certificate has been registered in the municipality in Italy.

**Q: Should adult children be included in the A.I.R.E. application?**

**A:** Adult children, even if they live with their parents, must submit the application for registration or updating of the address individually.

**Q: Do I need to update the consulate in case of change in marital status, citizenship or address?**

**A:** Yes. The Italian citizen residing abroad has the obligation to communicate to his Municipality, through the Consulate, any change that has occurred regarding the Civil Status (births, marriage, divorces, deaths, and name changes), citizenship and his address abroad. The Italian citizen residing abroad has the obligation to communicate with his municipality exclusively through the Consulate.

**FAST IT - FAQ**

Frequently Asked Questions are organized into categories that can refer to a particular service offered by the Portal or, more generally, to its specific procedure (registration, authentication, navigation).

**NAVIGATION****Q: What does it mean when a service button is gray and not orange?**

**A:** Normally it means that the service is active only for registered or validated users; or it may not be available.

**Q: If Fast it does not allow me to enter some personal data, what should I do?**

**A:** Before signing up make sure, you use Google Chrome as your browser. The Fast It Portal does not interact properly with other browsers.

**Q: I inserted two pdf with all the required documents but the system does not let me proceed. What am I to do?**

**A:** Fast It allows you to proceed only if you insert at least 3 pdfs. The portal allows you to insert up to 9 documents in low resolution. Make sure they are readable.

**Q: I am browsing with my Smart phone but Fast It does not let me proceed. What am I to do?**

**A:** You can proceed with the registration on Fast It using only your PC or laptop.

## **AUTHENTICATION**

**Q: I forgot my password, what can I do?**

**A:** From the homepage of the Portal, simply access "Recover password" and enter the email address used during registration. You will receive an email with instructions for access.

## **REGISTRATION**

**Q: What does a Competent Consulate mean?**

**A:** It is the competent Consulate for the place of residence. To use consular services it is necessary to be registered in the consular register of the reference office.

**Q: I registered, but I did not receive the email at the address indicated to activate. What should I do?**

**A:** You need to check your email for your 'junk' or spam folder. If it is not present, it is possible to access the Portal with the chosen credentials and, send the activation email again, by clicking on the "send the code again" link that appears after logging in.

## **SERVICE – AIRE registration**

**Q How can I apply for AIRE registration?**

**A:** You can consult the following video: [https://www.youtube.com/watch?v=Ao0zys2b\\_dM](https://www.youtube.com/watch?v=Ao0zys2b_dM) or follow these directions:

### **ATTENTION:**

**Adult children, residing in our district, whose birth certificate has been registered to the Municipality in Italy or in possession of an Italian Passport, must submit an application for individual registration.**

- Create a username and password and enter the required information, exactly as it appears on the Italian passport. Fast It will send a confirmation email with the login link.
- Click on **Consular Registry and AIRE**
- Click **View your registry personal file**. The Consular officer will grant access.

- If Fast It sends an error message requesting to be in possession of Italian citizenship to proceed with the request, click on **Request registration of Italians abroad (AIRE)**.

**Attach at least 3 pdf:**

1 pdf- copy of the Italian passport (even if expired) or extract of the birth certificate registered in Italy.

2 pdf- copy of a utility bill or copy of the U.S. driver's license with your name and current address

3 pdf- hand-signed AIRE application form that is generated by Fast It.

**NB.** The AIRE registration request is not accepted automatically: you will be updated in real time on the status of the file and the completion will be reported. For a description of the status of the practice, please refer to the appropriate section on this page.

**Q: I moved from another foreign country, how could I report it?**

**A:** Create an account on Fast It by stating that the Consular district is still that of the previous Italian Consulate and entering your personal data exactly as they appear on your Italian passport. Click on **Consular Registry and A.I.R.E. View your registry personal file** (second box). Once you have accessed from the Consular operator, proceed with the **Change of address** (third box) always with the Fast It portal by entering the data of the new address. The Portal will send the communication to the Competent Consulate.

**Q: How do I change my address via FAST IT?**

- Create a username and password by entering the required personal information exactly as it appears on the Italian passport. Fast It will send a confirmation email with the login link.

- Click on Consular Registry and AIRE;

- Click **View your registry personal file**.

- Click on Change of address, once you have obtained access from the Consulate, entering the new address in the same Consular District.

**APPLICATION**

**Q: How can I know the processing status of my application?**

**A:** The Consular Services portal allows you to view in real time on the status of the application presented. For this purpose, we have provided the following states:

• **Submitted:** the procedure on the portal is completed and the data has sent to the Consulate. At this stage, operators can view the practice.

• **In processing:** the operator has taken charge of the file and he is working at the application

- **Deleted by user:** you have the possibility to cancel the request until the file is "in progress"
- **Sent to the Municipality:** the Consulate during the processing of the file will send appropriate communication to the Municipality of registration Aire, which will have to register it.
- **Refused by operator:** the Consulate during the processing of the file will send appropriate communication to the operator with the reasons for the refusal.
- **Defined:** the practice is successfully completed. The Consulate has sent appropriate communication to the competent municipality and to the operator for information.
- **Pending AIRE registration:** The competent municipality has yet to confirm the A.I.R.E. registration but you can proceed with the request for all consular services.

**Q: What is the minimum standard for documents to be scanned?**

**A:** For sending documents through the portal, it is advisable to consult the guidelines on this page: <https://serviziconsolari.esteri.it/ScoFE/static/uso-scanner.sco?cid=1158742>