



POLITECNICO DI MILANO
GRADUATE SCHOOL OF BUSINESS

HOW TO OBTAIN THE FISCAL CODE (CODICE FISCALE)

Last Updated September 2021



OBTAINING YOUR *CODICE FISCALE* IN MILAN (Italian Tax Code)

Your *Codice Fiscale* is issued, free of charge, by the taxation office (*Agenzia delle Entrate*). There are several offices in Milan, the main one located at Via della Moscova, 2.

Due to the Covid-19 pandemic, and in the effort to minimize people interaction, the fiscal code can now be requested via e-mail and issued as digital copy.

Required documents

- [Filled out form](#)
- Passport or European i.d. – for EU students
- Passport – for Non-EU students
- Italian visa – for Non-EU students

As you fill out the form, **write your personal data as they are in your passport. Your surname and name should be complete as written in your passport.** In case you **do not** have a surname in your passport, you can fill the field with XXX.

How to request it

Fill out the application form as per the template below, and sign it. Sometimes due to a technical issue, the editable form cannot be fully read by the taxation office operator, therefore we suggest you scan it or save it as an uneditable pdf/image.

Scan all the required documents and send copy of them via e-mail to the taxation [office](#) competent for your area of domicile.

There are nine “zone” (areas of domicile) within the municipality of Milan. To find out which one you are domiciled in, please visit the Comune di Milano’s [Geoportale](#). You will see a map of the city divided in the nine areas. Click on the small button on the left (called “TrovaIndirizzo” if you hover over it) and type in your address. Once you know your area, consult the list below to find out which office you need to write to.

- **Ufficio territoriale di Milano 1** - Via della Moscova, 2 – For **Zona 1**
mail: dp.lmilano.utmilano1@agenziaentrate.it
- **Ufficio territoriale di Milano 2** - Via Ugo Bassi, 4 – For **Zona 9**
mail: dp.lmilano.utmilano2@agenziaentrate.it
- **Ufficio territoriale di Milano 3** - Via Leonardo Bistolfi, 5 – For **Zona 2 and Zona 3**
mail: dp.lmilano.utmilano3@agenziaentrate.it
- **Ufficio territoriale di Milano 4** - Via Abetone, 10 – For **Zona 4**
mail: dp.lmilano.utmilano4@agenziaentrate.it
- **Ufficio territoriale di Milano 5** - Via dei Missaglia, 97 – For **Zona 5 and Zona 6**
mail: dp.lmilano.utmilano5@agenziaentrate.it
- **Ufficio territoriale di Milano 6** - Piazzale Carlo Stuparich, 2 – For **Zona 7 and Zona 8**
mail: dp.lmilano.utmilano6@agenziaentrate.it

In your e-mail to the taxation office, **do not put the ISO in copy**. Please **copy-paste this text**:

SUBJECT: *Richiesta di attribuzione del Codice Fiscale*

Buongiorno,

sono (full name and surname) e vi scrivo per richiedervi gentilmente l'attribuzione del codice fiscale. In allegato, il mio documento d'identità e il modulo per la richiesta firmato.

Vi ringrazio,

(name and surname)

Once you have obtained your Codice Fiscale digital certificate, send a copy of it to iso@mip.polimi.it.

IMPORTANT NOTE – If you obtained your Fiscal Code from the Italian Consulate or if you change your Italian domicile after receiving your Fiscal Code

If you received your Fiscal from the Consulate, it means you did not give the Taxation Office an Italian domicile. Once you settle in Italy, we suggest you communicate your new long-term domicile to the Taxation Office via e-mail. To do this, the procedure is the same as above. Write an e-mail and attach copy of your passport (and visa or permit, if Non-EU) and the filled-out application form with your new Italian address. In the form, **select “2. Change of details” in Section II, and write your fiscal code beside it.**

Likewise, when you move to a new, longer-term domicile within Italy, it is advisable to update the Taxation Office on the same. Write to the office competent for the area of your new domicile.

SUBJECT: *Richiesta di aggiornamento dati Codice Fiscale (cambio di domicilio)*

Buongiorno,

sono (full name and surname) e vi scrivo per richiedervi gentilmente l'aggiornamento dei dati associati al mio codice fiscale (insert your CF). Vi comunico infatti che il mio nuovo indirizzo di domicilio è il seguente: (insert your full domicile address in Milan).

In allegato, il mio documento d'identità e il modulo per la richiesta di aggiornamnto firmato.

Vi ringrazio,

(name and surname)

For this as well, you **do not** have to put us in copy.

For any assistance, you can write to the ISO.

APPLICATION FOR A TAX CODE, NOTIFICATION OF CHANGE OF DETAILS AND REQUESTS FOR A TAX CODE CARD/DUPPLICATE 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	<i>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.</i>
Purposes of processing	<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>
Personal data	The data requested in this form must be supplied to prevent the application of administrative and, in some cases, criminal sanctions.
Method of processing	<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"> • 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 • the data in the possession of other bodies
Data controllers	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.
Persons responsible for data processing	<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>
Taxpayer's rights	<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"> • Ministry of the Economy and Finance, Via XX Settembre 97 – 00187 Rome; • Revenue Agency – Via Cristoforo Colombo, 426 c/d – 00145 Rome.
Consent	<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> <p><i>This information is given generally on behalf of all the data controllers referred to above.</i></p>

APPLICATION FOR A TAX CODE, NOTIFICATION OF CHANGE OF DETAILS AND REQUEST FOR TAX CODE CARD/DUPLICATE OF NATIONAL HEALTH SYSTEM CARD (NATURAL PERSONS)

PART A	Section I Applicant type		
	<input checked="" type="checkbox"/> DIRECT APPLICATION FOR YOURSELF <input type="checkbox"/> APPLICATION FOR A THIRD PARTY <div style="float: right;"> APPLICANT TYPE CODE <small>(only for the allocation of a tax code)</small> <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;"> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> </div> </div>		
Section II	Application type		
	<input checked="" type="checkbox"/> ALLOCATION OF A TAX CODE <div style="float: right;"> REQUEST FOR A TAX CODE CARD <input checked="" type="checkbox"/> </div>		
	<div style="display: flex;"> <div style="width: 15%;"> 2 CHANGE OF DETAILS </div> <div style="width: 85%;"> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> </div>		
	<div style="display: flex;"> <div style="width: 15%;"> 3 NOTIFICATION OF DEATH </div> <div style="width: 85%;"> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> </div>		
	<div style="display: flex;"> <div style="width: 15%;"> 4 REQUEST FOR TAX CODE CERTIFICATE </div> <div style="width: 85%;"> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> </div>		
	<div style="display: flex;"> <div style="width: 15%;"> 5 REQUEST FOR DUPLICATE OF TAX CODE CARD/NATIONAL HEALTH SYSTEM CARD </div> <div style="width: 85%;"> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> </div>		
PART B	Personal details		
	<div style="display: flex;"> <div style="width: 60%;"> SURNAME FAMILY NAME (COMPLETE AS ON PASSPORT) </div> <div style="width: 35%;"> NAME NAME (AS ON PASSPORT) </div> <div style="width: 5%;"> SEX <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">M</div> </div> </div>		
	<div style="display: flex;"> <div style="width: 70%;"> MUNICIPALITY OF BIRTH (or Foreign State) COUNTRY OF BIRTH </div> <div style="width: 10%;"> PROVINCE <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">D</div> </div> <div style="width: 20%;"> DATE OF BIRTH <div style="display: flex;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">D</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">D</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">M</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">M</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Y</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Y</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Y</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Y</div> </div> </div> </div>		
PART C	Registered residence/ Tax domicile		
	<div style="display: flex;"> <div style="width: 80%;"> MUNICIPALITY MILANO (OR OTHER TOWN WHERE YOU LIVE IN ITALY) </div> <div style="width: 10%;"> PROVINCE <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">M</div> </div> <div style="width: 10%;"> POSTCODE <div style="display: flex;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">I</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">X</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">X</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">X</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">X</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">X</div> </div> </div> </div>		
	<div style="display: flex;"> <div style="width: 30%;"> TYPE (street, square, etc.) VIA </div> <div style="width: 70%;"> ADDRESS BUILDING STREET NUMBER </div> </div>		
	<div style="display: flex;"> <div style="width: 40%;"> HOUSE NUMBER BUILDING STREET NUMBER </div> <div style="width: 60%;"> AREA/OTHER </div> </div>		
PART D	Residence overseas		
	<div style="display: flex;"> <div style="width: 60%;"> FOREIGN STATE COUNTRY OF RESIDENCE </div> <div style="width: 40%;"> FEDERAL STATE, PROVINCE, COUNTY PROVINCE OR FEDERAL STATE (IF ANY) </div> </div>		
	<div style="display: flex;"> <div style="width: 70%;"> TOWN OF RESIDENCE CITY OF RESIDENCE </div> <div style="width: 30%;"> POSTCODE POST CODE </div> </div>		
	ADDRESS HOME ADDRESS (IN THE COUNTRY WHERE YOU RESIDE HABITUALLY)		
PART E	Other possible tax codes allocated		
	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>		
DOCUMENTS ENCLOSED	PASSPORT, VISA (IF ENTERED WITH ITALIAN VISA) PASSPORT, VISA, PERMIT APPLICATION DOCUMENTS (IF ENTERED WITH OTHER DOCS)		
SIGNATURES	<div style="display: flex;"> <div style="width: 50%;"> APPLICANT TAX CODE FOR NON-NATURAL PERSONS <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> <div style="width: 50%;"> TAX CODE OF SIGNED <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> </div>		
	<div style="display: flex;"> <div style="width: 40%;"> DATE <div style="display: flex;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">D</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">D</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">M</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">M</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Y</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Y</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Y</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">Y</div> </div> </div> <div style="width: 60%;"> SIGNATURE YOUR SIGNATURE </div> </div>		
DELEGATE	<div style="display: flex;"> <div style="width: 50%;"> Signee <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> <div style="width: 50%;"> delegate <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> </div>		
	<div style="display: flex;"> <div style="width: 50%;"> born in <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> <div style="width: 50%;"> on <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> </div>		
	<div style="display: flex;"> <div style="width: 50%;"> TAX CODE <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> <div style="width: 50%;"> </div> </div>		
	I am submitting the form on this person's behalf and shall collect any possible certification issued by the office		
	<div style="display: flex;"> <div style="width: 40%;"> DATE <div style="display: flex;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">D</div> </div></div></div>		