

TAX IDENTIFICATION NUMBER FOR FOREIGN NATIONALS

Foreign students and faculty staff who are required to have a tax identification number (*codice fiscale*) are kindly requested to complete Form AA4/8.

They may download the form, alongside instructions on how to fill in the required documents, from the dedicated webpage of the Agenzia delle Entrate (Italian Revenue Agency), English version: [Individuals - Tax identification number for foreign citizens - Agenzia delle Entrate](#)

APPLICATION PROCEDURE

To request the tax identification number, you must complete and sign the form, which can be downloaded from the following link where the related instructions are also available:

[Schede - Forms \(versione in inglese\) - Agenzia delle Entrate](#)

The completed form can be sent to the Agenzia delle Entrate (Italian Revenue Agency) either via the **Sportello Digitale** (Digital Desk) or by **PEC** (certified email).

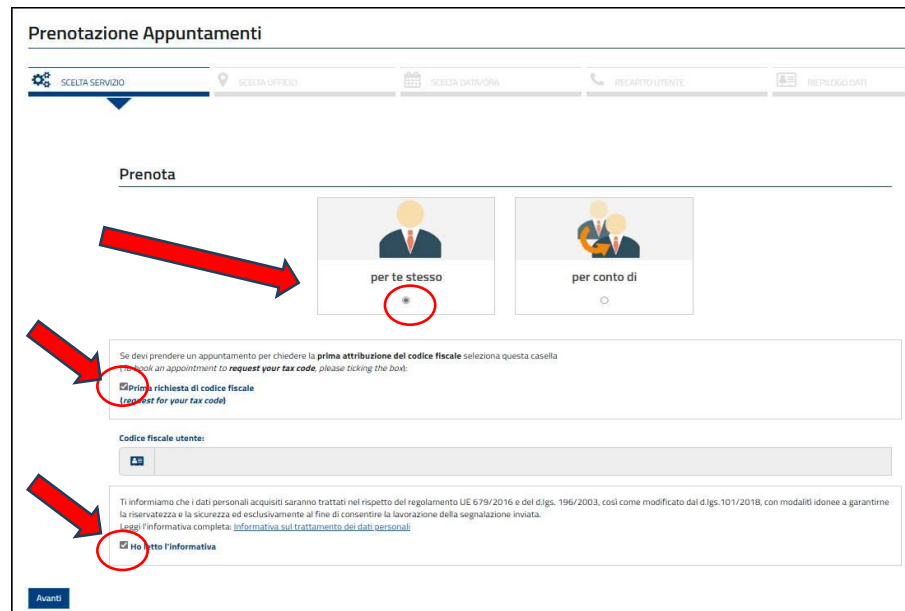
Submission of the form via the Sportello Digitale (Digital Desk) (video call appointment)

To proceed by submitting the request form via the Sportello Digitale (Digital Desk) you must book a video call appointment by clicking on the following link:

[Agenzia delle Entrate - Prenotazione appuntamenti](#)

Instructions to book an appointment through the link provided above are given below:

- Select **“Per te stesso”** (For yourself)
- Tick **“Prima richiesta di codice fiscale”** (First request for a tax code)
- Tick **“Ho letto l’informativa”** (I have read the privacy notice)
- Click **“Avanti”** (Next)



Prenotazione Appuntamenti

SCELTA SERVIZIO | SCELTA UFFICIO | SCELTA DATA/ORA | RICERCA UTENTE | REINSEGGIO DATI

Prenota

per te stesso | per conto di

Se devi prendere un appuntamento per chiedere la **prima attribuzione del codice fiscale** seleziona questa casella:
☒ **Prima richiesta di codice fiscale**
 (request for your tax code)

Codice fiscale utente:

Ti informiamo che i dati personali acquisiti saranno trattati nel rispetto del regolamento UE 679/2016 e del d.lgs. 196/2003, così come modificato dal d.lgs. 101/2018, con modalità idonee a garantire la riservatezza e la sicurezza ed esclusivamente al fine di consentire la lavorazione della segnalazione inviata.
 Leggi l'informativa completa: [Informativa sul trattamento dei dati personali](#)

☒ **Ho letto l'informativa**

Avanti

Enter your personal and contact data and then click **“Avanti”** (Next). In the section **“Indirizzo di partenza, città”** (Address, city) enter **Trieste**.

In the section **“Visualizza calendario completo”** (View full calendar), select **“In videochiamata”** (Via video call).



Inserisci l'indirizzo di partenza (Via xxxx, città) o nei casi in cui devi rivolgerti ad uno specifico ufficio (ad esempio perché indicato nella comunicazione che hai ricevuto) l'indirizzo di quell'ufficio

Indirizzo di partenza, città:
 Trieste (TS) [Cancella]

Elenco uffici limitrofi in ordine di distanza dal luogo inserito, in un raggio di 50 Km

TIP - TRIESTE - UFFICIO TERRITORIALE

Ufficio	Prenota prima data disponibile	Visualizza calendario completo
TIP - TRIESTE - UFFICIO TERRITORIALE VIA LSTOCK 2/3 Localizza sulla mappa	In presenza: 22/07/2025 In assistenza telefonica: 22/07/2025 In videochiamata: 22/07/2025	In presenza In assistenza telefonica In videochiamata

Then, choose the preferred date and time slot.

In the section “**Motivo di richiesta appuntamento**” (Reason for appointment), write in Italian “**Protocollo d’intesa CF**” (Protocol on Tax Code).

Then, tick the box “**ho letto l’informativa e accetto le condizioni di servizio**” (I have read the information notice and accept the terms and conditions) and click “**Avanti**” (Next) to complete the booking.

Shortly before the time set for the appointment you will receive an email from noreply.crm@agenziaentrate.it to the email address you provided in the booking form, with a link to Microsoft TEAMS.

After opening the link, to access the video session it is necessary to accept terms and conditions of the service by clicking on “**Consenti**” (Allow).



Submission of the form via PEC (certified email)

To send the request form for the tax identification number along with the required documents you can use the PEC (certified email), by writing an email to the following address: dp.trieste@pce.agenziaentrate.it

In the email subject write “**Richiesta di codice fiscale**” (Tax identification number request), followed by the complete name of the applicant (student or faculty staff).

You must also attach copies of the following documents to the email:

NON – EU CITIZENS: are required to submit at least one of the following documents:

- a valid passport, with visa (if applicable), or any other document accepted by the Italian Authorities;
- an identity certificate issued by the Italian diplomatic and consular Authorities of the Country of nationality (with a photo);
- a valid Permesso di soggiorno (Residence permit);

- an ID card issued by the municipality of residence in Italy.

Non-EU citizens must also prove that they have the right to stay, even temporarily, in Italy.

EU CITIZENS may apply for the tax identification number at any office of the Agenzia delle Entrate (Italian Revenue Agency) by showing a valid identity document (identity card or passport) alongside the request for the issuing of the tax identification number.

WHAT TO DO IN CASE OF INCORRECT DATA ON THE TAX IDENTIFICATION NUMBER CARD

In the event of incorrect data on the tax code card, a replacement may be requested at any office of the Agenzia delle Entrate (Italian Revenue Agency), showing a valid identity document.

WHAT TO DO IN CASE OF LOSS / THEFT

You can request a duplication of the tax identification number following instructions at this link:

[Schede - Richiesta di riemissione del Tesserino del Codice Fiscale - Agenzia delle Entrate](#)

If you are unable to use the online service, you may request a duplication by sending the completed request form (Form AA4/8 – PDF), along with a copy of your valid identity document, via PEC (certified email) to one of the Agenzia delle Entrate (Italian Revenue Agency)’s PEC addresses.

The form may also be signed by a digital signature; in this case, it is not necessary to attach a copy of the identity document.

Alternatively, the required documents may be submitted in person at any local office, by booking an appointment in advance at the following link: [Prenota un appuntamento - Agenzia delle Entrate](#)