ACI FOR FOREIGNERS

INFORMATION FOR VISITING MOTORISTS

DOCUMENTS REQUIRED FOR DRIVING BY CAR OR MOTORCYCLE
INDEX

- DRIVING IN ITALY
- ROAD SAFETY
- BUYING A VEHICLE IN ITALY

ACI Area metropolitana di Milano - scheda aggiornata al
DRIVING IN ITALY

This is a useful handbook for foreigners driving in Italy, to help them comply with document requirements.

**DOCUMENTS REQUIRED**

- **Registration certificate** (carta di circolazione or libretto di circolazione): you must always keep this document in your car when driving. It is issued by the *Dipartimento Trasporti Terrestri* (Driver and Vehicle Licensing Department) and includes technical details of the vehicle. You are allowed to drive in Italy on a registration certificate from your country of origin for maximum one year.

- **Insurance policy/Third party liability insurance**: you must hold a valid third party liability insurance policy covering your liability for damages and injury caused to third party while using your motor vehicle (Highway Code, art. 193). Uninsured drivers are subject to heavy fines and seizure of their vehicle besides being liable for compensation of damages in case of a road accident. Residents of non-EU countries should contact their insurance company prior to departure and check whether they need a green card or a short term insurance.

- **Number plates**: you can drive in Italy on foreign number plates for maximum one year, provided you have complied with Customs formalities - if required - and the distinguishing sign of the country of origin is displayed with the rear number plate (*Highway Code, articles 132 and 133*). After a year, you can apply for EE plates (applicable for vehicles destined for ultimate exportation) that are valid for maximum one year (renewable if necessary).

  **For further information**: Local Office of *Dipartimento Trasporti Terrestri* (Driver and Vehicle Licensing Department), via Cilea 119, Milan.
• **Car tax (bollo):** this is a property tax, to be paid to the authority of the region where the owner lives. It is calculated on the basis of the vehicle engine power (kilowatt) and **emission standard** as reported in the registration certificate (“Euro” code).

• **Please note:** you must pay the bollo even if your car has EE plates. Vehicles with EE plates belonging to **non-EU citizens** and subject to temporary import regime may be exempted from paying the bollo for three months, on a reciprocity basis. After this time and for another nine months, the owner must pay – for each further month/part of month – a tax equal to one-twelfth of the annual fee due by Italian registered vehicles. The same amount is due in case an extension of the above regime is obtained from the *Dipartimento Trasporti Terrestri* (Driver and Vehicle Licensing Department). After one year or in case of no further extensions, if the vehicle is not exported, it is considered as an Italian-registered one. This means the same tax is due as by Italian vehicle owners.

For further assistance: Lombardy Region, phone 199 727676

• **Driving licence.** If you hold a non-EU-issued driving licence, you can drive in Italy up to a maximum of one year from the date you get the Italian residency. Your licence must be accompanied by its **certified translation**. If you know Italian, you can translate your driving licence on your own and then go to the *Tribunale di Milano* (Court of Milan) to have the translation certified. The *Court’s Public Relations Office (URP)* is open Monday-Friday from 8.45 to 13.00. The address is: via Freguglia 1, 1st floor, entrance Porta Vittoria.

If you have been an Italian resident for more than a year, you can **exchange** your driving license for an Italian one only if there is an agreement between your country and Italy. Otherwise you have to take the Italian driving licence tests.

If you hold an EU-issued driving licence, it is considered equivalent to the Italian document. You can keep it, have it **registered with the Italian authority (riconoscimento)** or exchange it for an Italian one.

For further assistance: Local Office of *Dipartimento Trasporti Terrestri* (Driver and Vehicle Licensing Department), via Cilea 119, Milan.

*ACI Area metropolitana di Milano - scheda aggiornata al*
COMPULSORY EQUIPMENT

- You must use the **warning triangle** to signal an emergency stop. Place it at a distance of 50 meters behind your vehicle or - if the road does not allow such distance - in the best position to be seen,

- Outside built-up areas, you must wear a **reflective jacket or high visibility braces** when stepping out of the vehicle, both at night and in the daytime in case of poor visibility. This applies also in rest areas and on emergency lanes.

- **Seat belts** are compulsory for both the driver and passengers. Wear your seat belt and make sure all passengers do likewise.

*If you drive without the listed equipment, you will be fined by Italian authorities, such as Police or Carabinieri.*

MAIN DRIVING RULES

In Italy you must **drive on the right**, while left lanes are used for overtaking. Driving on the emergency lane is forbidden, as this is reserved for rescue vehicles.

The maximum speed limits are:

- 130 km/h (80 mph) on motorways;
- 110 km/h (68 mph) on main roads outside built-up areas;
- 90 km/h (55 mph) on secondary roads and local roads outside built-up areas;
- 50 km/h (31 mph) in built-up areas; a speed limit of 70 km/h (43 mph) can be indicated on some main urban roads.

FOR YOUR SAFETY AND FOR THE SAFETY OF OTHERS

10 LIFE-SAVING RULES

Children up to 1.5 meters in height must be placed in an **approved restraint system** or seated in a child adapted to their size. When buying the restraint system, please check if it bears the orange ECE approval label (see picture below).

ACI Area metropolitana di Milano - scheda aggiornata al
Beware! It is forbidden to fit the child restraint rearward facing on the front seat, unless the airbag is turned off.

1. Wear your **seat belt** and ensure all passengers do likewise.

2. When loading your luggage make sure you keep a clear view. If you place items on the roof-racks, secure them well.

3. When riding a motorcycle, wear a **helmet**. Make sure it bears the “E” label certifying compliance with European standards.

4. Obey **road signs** and do not exceed the **speed limits**.

5. Maintain **safety distance**. For instance, driving at 50 km/h (31 mph) means you must keep a distance of 25 meters.

6. In case of **fog** or **rain** reduce your speed and avoid overtaking. Carry snow chains or use winter tyres in case of snow or ice.

7. In case of an **emergency stop**, make your vehicle visible by placing the warning triangle and wear your high visibility jacket.

8. Check **tyres, shock absorbers, steering, brakes, lights and wipers**, and replace them when worn.

ACI Area metropolitana di Milano - scheda aggiornata al
9. If you feel sleepy or if you've been drinking alcohol or taking drugs, do not drive!

Remember that if you do not comply with the rules, you will be fined and your driving licence will be suspended.

In this case, you can appeal to:

- **Ufficio del Giudice di Pace** - via Francesco Sforza 23 - 20122 Milan - tel. 02 773901

- **Prefettura** in Milan: appeals against infringements of Italian Highway Code - corso Monforte 27 - 4th floor
THE MAIN MOTOR VEHICLE-RELATED TRANSACTIONS

- Registering a motor vehicle in your name
- Buying a new motor vehicle
- Buying a used motor vehicle
- Selling a used motor vehicle by *ad hoc* proxy
- Inheriting a motor vehicle
- Buying a used motor vehicle for permanent export
- Scrapping a motor vehicle
REGISTERING A MOTOR VEHICLE IN YOUR NAME

- **EU CITIZENS**

EU citizens wishing to register a vehicle in their name in Italy must have established their residence in an Italian Municipality. EU citizens wishing to stay in Italy for a period exceeding three months must register in the registry office of the Municipality where they live. To this end, in addition to the requirements set for Italian citizens, the following documents must be provided:

a) in case of residence for work-related purposes: statement by your employer
b) in case of residence for study/training-related purposes or other: proof of having **sufficient means of subsistence** calculated according to the annual amount of the social allowance in relation to the number of dependants, also by self-certification;
proof of health insurance cover; in case of residence for study-related purposes only: certificate of enrolment in a State or acknowledged independent school
c) in case of family members - with no autonomous right of residence - of an EU citizen: a document certifying his/her being a family member or dependant (this can also be self-certified).

The Municipality will issue a document certifying that applications for registration in the registry office have been lodged.

**Please get in touch** with the registry office of the Municipality of your residence.

- **NON-EU CITIZENS**

Non-EU citizens wishing to register a motor vehicle in their name must:

1 – be registered in the registry office of an Italian Municipality
2 – hold a valid **permit of residence**. All non-EU citizens can enter Italy by producing their passports and - if applicable - the visa issued in their country of origin. When in Italy they can apply for a **permit of residence**, which has to mention the same purpose described in the visa. The permit of residence is issued by the central police station (**Questura**) of the city where you live, after ascertainment of your personal identity; your personal details, photograph and fingerprints are also included in the permit.

To obtain a permit of residence you need:

- the application form;
- your valid passport or any other **equivalent travel document** bearing an entry visa, if required;
- a photocopy of your passport or any other equivalent travel document bearing an entry visa, if required;
- 4 recent and identical passport-size photographs;
- a € 16 electronic revenue stamp;

ACI Area metropolitana di Milano - scheda aggiornata al
documents supporting your request for the type of residence permit you are applying for;

- payment of a fee from € 80 to € 200.

**Please get in touch** with the Central Police Station, via Fatebenefratelli 11, Milan

Non-EU citizens without a valid permit of residence can alternatively:

- give **evidence of first application** for a permit of residence by producing copy of the postal receipt or copy of the receipt issued by the police authorities. Proof of pre-booking of the application for the permit of residence is not accepted.

- or give evidence of application for renewal of the expired permit of residence by producing either postal receipt or receipt issued by the police authorities, in addition to the copy of the expired permit. Proof of pre-booking of the application for renewal of the permit of residence is not accepted.

**EU-member countries:**

Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary.

**Citizens from Norway, Island, Liechtenstein, Switzerland and Republic of San Marino are now EU-equated citizens** and no permit of residence is required from them.
BUYING A NEW MOTOR VEHICLE

Car dealers take care of registering brand new vehicles at the local office of the Dipartimento Trasporti Terrestri (Driver and Vehicle Licensing Department) and at the ACI local office of the Public Register of Motor Vehicles (PRA). You will be asked to sign the buyer application form and will receive the following items:

- **Number plates**
- **Registration certificate**
- **Ownership certificate**: the document stating your car’s current ownership status. It is issued by the ACI local offices of the Public Register of Motor Vehicles (PRA). The owner must carefully keep this document, preferably not in the vehicle as it is not required for driving, and produce it to a PRA office in case of further applications.

BUYING A USED MOTOR VEHICLE

If you are buying a used vehicle you can come to our office in Via Durando 38, along with the vendor. The following documents are required: a €16 revenue stamp, the original papers of the vehicle (registration certificate and ownership certificate), your tax code and valid identity papers of both you and the vendor. **EU nationals** who can declare they are registered in one of the Italian municipalities can produce their passport or foreign identity card. No evidence of residence is necessary if an Italian identity card is produced.

**Non-EU nationals** can produce their passport with a valid residence permit or alternatively long-term residence permit if five years have not elapsed from its date of issue. No evidence of residence is necessary if you hold an Italian identity card must also be produced.

The ACI-PRA office will authenticate the vendor’s signature and the vehicle’s documents will be updated in your name at the same time.

SELLING A USED MOTOR VEHICLE BY AD HOC PROXY

If you have a proxy authenticated by a foreign Notary Public, the proxy must be validated and translated by the Italian Consulate of the country where it was issued. In countries where official translators are recognized, they can certify the conformity of their own translation to the original text but their signature shall be validated by the Italian Consulate. In countries where official translators are not recognized, the conformity of translation to the original text shall be certified by the Italian Consulate.

**Certification** of the original proxy can be obtained by appointment with the Consulate office. No certification is required in case your country has signed the

ACI Area metropolitana di Milano - scheda aggiornata al
“The Hague Convention”; in this case, however, you must apply for the **apostilles** to the competent authority designated by the State. To find the competent authority in your country, please visit [http://www.hcch.net/](http://www.hcch.net/) or ask your Consulate.

### INHERITING AN ITALIAN-REGISTERED MOTOR VEHICLE

**If you inherit a vehicle registered in Italy** in the name of a relative of yours, the applicable law (according to international private law) is that of the country of death. The heirs must come into inheritance by signing a deed in front of a Notary Public of the deceased's country. This deed must then be translated and certified by the Italian Consulate and eventually lodged with an **Italian Notary Public**, who will provide a certified copy on stamped paper for you to register the vehicle in your name at the Italian Public Register of Motor Vehicles (P.R.A.).

If the registered holder died in Italy, the heirs can sign the deed in our office. To this end, all the heirs must appear before our staff at via Durando 38 with their valid identification documents, the original vehicle documents and a €16.00 revenue stamp.

If you are a non-EU citizen and your family has not been registered at the registry office of an Italian municipality, you will need a consular statement, certified by the Italian “**Prefetto**”, concerning the composition of your family. Otherwise – but this option is more expensive – you can apply to an Italian Notary Public or to a court clerk and execute the **Affidavit** to certify the heirs’ degree of relationship to the deceased.

To **certify a foreign consular statement**, apply to:  
*Prefettura di Milano*, via Servio Tullio 4 (by appointment only)  
e-mail: [legalizzazione.pref_milano@interno.it](mailto:legalizzazione.pref_milano@interno.it)

To **lodge a foreign deed**, apply to:  
[www.consiglionotarilemilano.it/cittadini/cerca-un-notaio.aspx](http://www.consiglionotarilemilano.it/cittadini/cerca-un-notaio.aspx)  
*Consiglio Notarile di Milano*, via Locatelli 5 - 20124 Milano, tel. (+39) 02 6692965

To **obtain an Affidavit**, apply to:  
- *Tribunale di Milano*, via Freguglia 1 - 20 122 Milano, *Ufficio URP*, 1st floor, entrance *Porta Vittoria* (by appointment only: tel. 02 5433.3175/3606)
- or to a Notary Public of your choice

### BUYING A USED MOTOR VEHICLE FOR PERMANENT EXPORT

If you purchase a vehicle in Italy for **permanent export**, you must send the vendor a copy of the foreign registration certificate or proof of registration abroad issued by

ACI Area metropolitana di Milano - scheda aggiornata al
the competent foreign authority. Registration certificates and proofs of registration issued by the authorities of non-EU countries must be accompanied by a sworn translation (Tribunale di Milano – Ufficio URP, 1st floor, entrance Porta Vittoria – opening hours: 8.45-13.00 from Monday to Friday).

It is recommended to check that the vehicle is free from liens and encumbrances (visit www.aci.it “servizi on line – visure” or call our office – via Durando 38).

**SCRAPPI NG A M OTO R VEHICLE**

If you decide to scrap your vehicle, you cannot just leave it on the road as you must hand it over to an authorized treatment facility. Call our phone number 02 376771 or visit our office to get the list of authorized facilities of the Milan province.

Please note that if you abandon your vehicle, it will be removed by the public authority but you will be fined.

ASSOCIAZIONE ANESSIC

www.culturaromena.it

info@studio3r.net