



Ambasciata d'Italia
Islamabad

LEGALIZATION REQUEST FORM

I, the undersigned, being fully aware of the penalties in case of false declarations, as per art. 76 of Presidential Decree no. 445 of 28/12/2000

1. APPLICANT (detail of the person mentioned on the documents / please specify if Italian citizen)

SURNAME:NAME:

PLACE OF BIRTH:DATE OF BIRTH:

Valid passport Nr.....Issued by.....Citizenship:
(SPECIFY CLEARLY IF ITALIAN/PAKISTAN/BOTH /OTHER)

DECLARES to be resident at the following address:

(Street name)..... (Nr.) (Postal Code)City – Province –Country).....

Telephone: **00**.....**email:**..... (indicate clearly to be contacted)

2. PERSON FORMALLY AUTHORIZED BY THE APPLICANT (FORMAL “DELEGA”/ “AFFIDAVIT”)

SURNAME:NAME:

PLACE OF BIRTH:DATE OF BIRTH:

Valid passport Nr.....Issued by.....Citizenship:
(SPECIFY CLEARLY IF ITALIAN/PAKISTAN/BOTH /OTHER)

DECLARES to be resident at the following address:

(Street name)..... (Nr.) (Postal Code)City – Province –Country).....

Telephone: **0092**.....**email:**..... (indicate clearly to be contacted)

IT IS MANDATORY TO INDICATE THE REASON OF THE REQUEST AND THE ITALIAN AUTHORITY THAT SHALL RECEIVE THESE DOCUMENTS

ACTS OF CIVIL STATUS – TO BE DELIEVERED TO (Comune o Prefettura).....

FOR (examples: visa applications, citizenship, or registrations)

- APPLICATION FOR THE CITIZENSHIP.....
- BIRTH (NAME AND SURNAME) N. 2 DOC.
- MARRIAGE (NAME AND SURNAME) N. 3 DOC.....
- DEATH (NAME AND SURNAME)
- ACT OF DIVORCE (NAME AND SURNAME) N. 3 DOC.....
- OTHER

By signing this form I authorize that my personal details can be treated as per General Data Regulation (EU) 2016/679.

Place and date _____

Signature of the declarant _____

NOTE CAREFULLY: Please pay attention to the information on the back side of this FORM. The present form must be filled in all fields and signed by the 1. APPLICANT and must clearly specify if he/she is in possession of Italian citizenship. It is kindly requested to attach the ORIGINAL documents to be legalized, valid passport copy of the applicant and ORIGINAL authority letter with all details duly signed by the applicant (in that case attach the passport copy of applicant and that of authorized person)

INFORMATION FOR LEGALIZATION OF DOCUMENTS

MARRIAGE REGISTRATION: (3 DOCUMENTS MANDATORY)

1- Nikkah Nama / Act of Marriage

- All columns should be filled in properly.
- In Column no. 3 and 6, age of the spouse should be written in format – day/month/year.
- Column no.21 MUST be filled in with correct answer.
- If any correction is needed, it should be done solely by Nikkah Registrar or Union Council Official with his stamp, signatures, date of correction, telephone number and CNIC number.

2- Marriage Registration Certificate (MRC) : Issued by NADRA.

3- Family Registration Certificate (FRC) : Issued by Nadra

ATTENTION

DIVORCE – If the status of the spouse / spouses is divorced, the applicant must provide **Divorce Registration Certificate (NADRA)** along with Proceedings (3 Notices of divorce in original and proceedings from Arbitration Council/ Court and Decree) and Divorce effective certificate duly signed by the Issuing authority (Union Council or Court), or sentence must be presented by law in its complete form and not by summary.

WIDOW / WIDOWER – If the status of the groom or the bride is WIDOW / WIDOWER, the applicant must provide **Original Death Certificate** .

BIRTH REGISTRATION (2 DOCUMENTS MANDATORY)

Act of Birth/ True copy from the Official Birth Register

Issued by the Office of the concerned Union Council or other competent office. All details must be clear and readable.

1- Birth Registration Certificate (BC NADRA)

Parents ID card numbers must be mentioned in the Birth Certificate. In case of married females, Birth Certificate should always be issued with father's name (never with husband's name). in case of a parent who passed away (deceased), applicant should provide a copy of death certificate issued by NADRA.

DEATH CERTIFICATE (NADRA)

ID Card number of the deceased person and his/her parents should be mentioned in the death certificate.

POLICE CHARACTER

Police character should be valid at least for 4 months at the time of submission of the document.

NOTE: FOR CITIZENSHIP, Act of birth should be provided together with the Police Character certificate and Birth Certificate.

IMPORTANT NOTES

- Affidavit/ Power of Attorney must be attested by the Notary Public or “Delega” signed in Italy from the applicant (Next of kin only can present the documents and for Pakistani Citizen the signature on “Delega” must be recognized by the “Comune” – Italian Authorities.)
- **Union Council Letter** In case of manually issued certificates/acts of civil status, it is mandatory/compulsory to attach a declaration from the Secretary of Union Council duly attested with the stamp, signature and date.
- All documents must be original and recently attested by the Ministry of Foreign Affairs.
- All documents should be translated into Italian language by one of the translators known by the Embassy of Italy in Pakistan.
- Applicant should provide copy of supporting documents: i.e. copy of valid passport in possession, copy of identity card (Pakistani and Italian), copy of residence permit (permesso di soggiorno) etc. etc.
- An authorized person should present Affidavit or “Delega” in original, along with the copy of the passport/identity card of the authorizing person and the authorized person.
- Documents with incorrect or incomplete information will not be acceptable: i.e. Name, Place of Birth, Date of Birth, ID Card Number should match in all documents and with the valid passport in possession. Marriage Registration dates should match in Nikkah Nama, MRC etc.

ATTENTION PLEASE

THE COSULAR OFFICE AND VFS - GERRY'S INTERNATIONAL- DO NOT ACCEPT INCOMPLETE OR WRONG DOCUMENTS. IF YOU HAVE ANY COMPLAINT PLEASE SEND AN E-MAIL TO:

consolare.islamabad@esteri.it