



Ambasciata d'Italia  
Colombo

# ITALIAN TRANSLATION & LEGALIZATION Service Request Form

FORM LEG.01 – 04/2020  
[FILL IN BLOCK LETTERS]

**APPLICANT DETAILS** (All fields are MANDATORY and must be duly filled as per the passport. Applications where the below requested information does not match the passport will be rejected.)

I, the undersigned:

Name \_\_\_\_\_ (name in full as written in the passport)

Address \_\_\_\_\_

Date of Birth  /  /  Place of Birth \_\_\_\_\_

Passport Number  Issued on  /  /  Passport Issued by \_\_\_\_\_

Email (mandatory to receive application status updates) \_\_\_\_\_

Mobile Number (only Sri Lankan contact numbers) \_\_\_\_\_ Contact Number 2 (only Sri Lankan contact numbers) \_\_\_\_\_

I kindly request the Embassy of Italy to provide the ITALIAN TRANSLATION and LEGALIZATION of the following certificates / documents:

Certificate / Document	Documents Required	Italian Translation & Legalization Fees per document in LKR	Quantity of Certificates	Total Fees
<b>Birth Certificate</b>	<input type="checkbox"/> Original copy obtained by the Divisional Secretariat; <input type="checkbox"/> English translation by the Registrar General; * (see note below) <input type="checkbox"/> Copy of valid passport of the applicant (pages 1 -5); <input type="checkbox"/> Copies of valid passports of both parents (pages 1 – 5) or NIC copy with English translation by a sworn translator;	8,000	x _____ =	
<b>Marriage Certificate</b>	<input type="checkbox"/> Original copy obtained by the Divisional Secretariat; <input type="checkbox"/> English translation by the Registrar General; * (see note below) <input type="checkbox"/> Copies of valid passports of both spouses (pages 1 -5);	8,000	x _____ =	
<b>Death Certificate</b>	<input type="checkbox"/> Original copy obtained by the Divisional Secretariat; <input type="checkbox"/> English translation by the Registrar General; * (see note below) <input type="checkbox"/> Copies of valid passport of the deceased (pages 1 -5) or NIC copy with English translation by a sworn translator;	8,000	x _____ =	
<b>Police Certificate</b>	<input type="checkbox"/> Original copy obtained by the police; <input type="checkbox"/> Copy of valid passport of the applicant (pages 1 -5);	12,000	x _____ =	
<b>Divorce (Nisi Decree)</b>	<input type="checkbox"/> Original copy obtained by the competent Court; <input type="checkbox"/> English translation by a sworn translator; <input type="checkbox"/> Copies of valid passports of all interested parties (husband/wife/ex husband/ex wife) (pages 1 -5);	20,000	x _____ =	
<b>Divorce (Absolute Decree)</b>	<input type="checkbox"/> Letter to competent Questura requested by the Embassy;			
<b>Education Certificate (O/L)</b>	<input type="checkbox"/> Original English copy obtained by the Department of Examinations; <input type="checkbox"/> Copy of valid passport of the applicant (pages 1 -5);	12,000	x _____ =	
<b>Education Certificate (A/L)</b>	<input type="checkbox"/> Original English copy obtained by the Department of Examinations; <input type="checkbox"/> Copy of valid passport of the applicant (pages 1 -5);	12,000	x _____ =	
<b>University Degree Certificate</b>	<input type="checkbox"/> Certified true copy of Degree Certificate (in English) issued by the university; <input type="checkbox"/> Copy of valid passport of the applicant (pages 1 -5);	12,000	x _____ =	
<b>University Degree Transcript</b>	<input type="checkbox"/> Certified true copy of Degree Transcript (in English) issued by the university; <input type="checkbox"/> Copy of valid passport of the applicant (pages 1 -5);	16,000	x _____ =	
<b>Power of Attorney</b>	<input type="checkbox"/> Original Copy in English; <input type="checkbox"/> Copy of valid passport of the applicant (pages 1 -5);	16,000	x _____ =	
<b>Grama Niladhari Certificate</b>	<input type="checkbox"/> Original DS 4 form countersigned by the Divisional Secretariat; <input type="checkbox"/> English translation by a sworn translator; <input type="checkbox"/> Copy of valid passport of the applicant (pages 1 -5);	12,000	x _____ =	
<b>IOM VERIFICATION FEES **</b>				<b>4,000</b>
<b>HANDLING FEES</b>				<b>2,000</b>
<b>TOTAL</b>				

\* **English Translation by the Registrar General** - ONLY computer or typewriter drafted English Translation certificates will be accepted. Handwritten English Translation certificates will be refused. Amendments on the English Translation should be clear and not cover any other wordings in the document.

\*\* **IOM Verification Fees** - If an application has only Police Clearance, Power of Attorney or Grama Niladhari Certificate (no other certificates / documents in the same application), IOM Verification Fees are not required.



# ITALIAN TRANSLATION & LEGALIZATION

FEE CREDITING

## FEE CREDITING INSTRUCTIONS

The above Fees must be credited to the below account and the original bank deposit slip must be attached to the application and sent. Applications without the original bank deposit slip will be rejected.

**IMPORTANT** – Insert the Passport Number of the applicant as the narration.

**Account No. 1000319611 - FORSITER GLOBAL SERVICES PVT LTD - Commercial Bank Reid Avenue Branch**

REFUND OPTION

## REFUND DETAILS (Please choose ONE of the below methods of refund. This section is mandatory and must be duly filled)

In case of application refusal, please be kind enough to credit fees for unutilized services in:

**CASH:** Full Name \_\_\_\_\_ | NIC \_\_\_\_\_

**BANK TRANSFER :** Account Holder \_\_\_\_\_

Account Number \_\_\_\_\_ | Bank \_\_\_\_\_ | Bank Code \_\_\_\_\_

Branch \_\_\_\_\_ | Branch Code \_\_\_\_\_

Please note that the refund will be issued within **14 working days** of the return of the application. The handling fees will be deducted before refunding. If your application is rejected and you wish to resubmit, you **MUST** make a new payment and attach the bank slip to your application. You cannot use the previous payment bank slip as that money will be refunded to you. If you choose to get your refund in CASH, please note that cash will **NOT** be sent to you. You must visit your nearest Commercial Bank with your NIC and request the refunded fees from the branch.

RETURN COURIER

## APPLICATION RETURN COURIER DETAILS (All fields are mandatory and must be duly filled)

Please specify the address in **Sri Lanka** where the application should be returned via courier:

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Mobile Number** \_\_\_\_\_

REQUIRED ATTACHMENTS

Herewith I request the Embassy of Italy for the above marked Translations and Legalizations. I hereby accept that in case of discrepancy of any documents required to be produced along with the present form and / or discrepancies of the total amount to be sent along with the documentation, the present application will be rejected and returned.

I hereby declare that I have read, understood, and completed all the sections of this verification form and that all information provided herein and all supporting documents attached herewith are correct, accurate, and true. I understand that any false declaration/statement will jeopardize my chances of entering Italy. Further, I authorize the IOM to make any enquiries and contact any person or organizations to verify all information provided herewith. I understand that I may be penalized in accordance with national and international laws if fraudulent documents are submitted, for which IOM bear no responsibility. In this regard, I understand that during investigations in the fraudulent documents IOM may be requested to share my personal information, including the application form or documents submitted by me in connection with the application, with law enforcement or any related authority, and I agree for IOM to do so for this purpose. I understand that documents submitted to IOM will be retained for period of two calendar years only, after which they will be destroyed. I also understand that I cannot contact IOM for updates upon submission of the document and that I will be contacted once the process is completed.

I accept that as per the Italian legislation, the legalization process is to be considered commenced from the day verification procedures by International Organization for Migration are terminated.

I accept that the Embassy of Italy declines any responsibility and liability for loss or damage of documentation within the legalization process.

I herewith attach the following documentation together with the application:

- ✓ **Valid Passport copy of the applicant (pages 1 -5) (mandatory)**
- ✓ **Original consent letter by the applicant delegating a third party to present the application (if applicable)**
- ✓ **Valid Passport Copy of the delegated person handing over the application (if applicable)**
- ✓ **Original Bank Slip for crediting the relevant amount to Account Number (mandatory)**

1000319611 - FORSITER GLOBAL SERVICES PVT LTD – Commercial Bank Reid Avenue Branch. **IMPORTANT** – Insert the Passport Number of the applicant as the narration.

**NOTE** – Only original Applications will be accepted. Scans or photocopies of applications will be rejected.

SIGNATURE & DATE

**Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date and signature are mandatory. The signature must correspond to the signature on the passport of either the applicant or the delegated third party.**

**Note:** To request the Declaration of Value or "Dichiarazione di Valore" of educational certificates, please contact the Embassy of Italy after legalizing the Educational Certificates following the above procedure.

**IMPORTANT:** Details given to Pronto Lanka Courier Service (**Name of the Applicant / Passport Number**) have to be the same as filled in the Application. If the application is handed over by a third party, a copy of the consent letter by the applicant and passport copy of the third party must be presented.

For Legalization of any other documents not included in the above list, please contact the Embassy of Italy (0112 588 388).