

Instructions for Completion and Submission of the Service Request Form

PERSONAL DETAILS SECTION

- Fill with personal details of the applicant in clear block letters.
- The applicant must be the person handing over the documents for legalization. If the applicant is not named in the document and / or is not a close relative (parent, spouse or child) of the owner of the document, a letter of delegation must be given by the owner of the document (please see MANDATORY DOCUMENTS section below).
- If the owner of the document is a minor, a parent or guardian must apply on their behalf. If the minor does not have a passport, this should be stated in writing by the applicant.
 1. **Name:** name in full as it appears on the passport
 2. **Address:** the address must be in Sri Lanka
 3. **Date of Birth:** to be filled in the date / month / year format
 4. **Place of Birth:** city of birth and country of birth as per the passport
 5. **Passport Number:** number of the passport - the passport must be valid (not expired)
 6. **Issued on:** date the passport was issued
 7. **Issued by:** passport issuing authority
 8. **Email:** valid email address (mandatory to receive status application updates)
 9. **Mobile Number:** only Sri Lankan mobile numbers are valid
 10. **Contact Number:** a landline number is preferable - only Sri Lankan numbers are valid

SERVICE REQUEST SECTION

- Column "**Documents Required**": For each Certificate or Document to be translated and Legalized, the Embassy of Italy requires specific documents which should be send together with the present form.

Example 1: *In order to obtain the Italian translation and legalization of a birth certificate, the Embassy requires:*

- 1) *Original copy obtained by the Divisional Secretariat (in Sinhala or Tamil);*
- 2) *English translation by the Registrar General;*
- 3) *Copy of valid passport of the applicant (pages 1 -5);*
- 4) *Copies of valid passports of both parents (pages 1 - 5) or NIC copy with English translation by a sworn translator.*

Example 2: *In order to obtain the Italian translation and legalization of a Divorce Decree, the Embassy requires:*

- 1) *Original copy of both Decree Nisi and Decree Absolute obtained by the competent Court (in Sinhala or Tamil);*
- 2) *English translation by a sworn translator;*
- 3) *Copies of valid passports of all parties named in the divorce proceedings (pages 1 -5);*
- 4) *Letter to competent Questura requested by the Embassy.*

- If the document is issued in English by a Sri Lankan embassy or consular office abroad, the document does not need the 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.
- Attestation by the Sri Lankan Foreign Ministry is not required.
- Failure to provide any of the Documents Required will result in the application being rejected.
- 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.
- For legalization of any other documents not included in the above list, please contact the Embassy of Italy (0112 588 388).
- Column "**Italian Translation & Legalization Fees per document in LKR**" - *The specific amount charged for the Legalization and Italian translation of each certificate or document.*
- Column "**Quantity of Certificates**": mark the quantity of certificates submitted to obtain the Italian Translation and Legalization. - *This is not the quantity of copies requested. For each original copy submitted only one (01) legalized translation will be returned.*
- IOM Verification Fees - If an application has only Police Certificate, Power of Attorney or Grama Niladhari Certificate (no other certificates / documents in the same application), IOM Verification Fees are not required and should not be added to the total.

FEE CREDITING

- The total fees must be credited to the account mentioned in the Service Request Form and the original bank deposit slip must be attached to the application and sent. Applications without the original bank deposit slip will be rejected.
- The passport number of the applicant must be indicated as the narration of the bank deposit slip.

REFUND DETAILS

- Fill in the "REFUND DETAILS" area with the account details for the reimbursement of Fees in case of incomplete or incorrect application.
- Failure to fill any parts of this section will result in the refund processing being delayed.
- Filling the account details may incorrectly may result in the refund being crediting to an incorrect account, for which the Embassy of Italy bears no responsibility.
- 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.

RETURN COURIER

- Fill in the "APPLICATION RETURN COURIER DETAILS" area with the details of the return address where you want to receive the legalized application.
- Only addresses in Sri Lanka will be accepted.

MANDATORY DOCUMENTS

Further to the documents requested in the "Documents Required" section of the Service Request Form, the following documents are mandatory:

1. Valid passport copy of the applicant (pages 1 -5)
2. Original Bank Slip for crediting the relevant amount to Account Number

If the applicant is not named in the document and / or is not a close relative (parent, spouse or child) of the owner of the document:

3. Original consent letter (**letter of delegation**) by the owner of the document, delegating a third party to fill and present the Service Request Form
4. Valid passport copy (pages 1 - 5) of the owner of the document who is delegating (only applicable if the applicant is not named in the document or is not a close relative (parent, spouse or child) of the owner of the document)

INSTRUCTIONS ON SENDING

1. Fill ITALIAN TRANSLATION & LEGALIZATION Service Request Form (FORM LEG.01) following instructions given above.
2. Attach the "Documents Required" as per the instructions given in the Service Request Form.
3. Attach the MANDATORY DOCUMENTS as stated above.
4. Pay the relevant fees to the given account number at any Commercial Bank branch including the passport number as the narration (mandatory).
5. Hand over the application to any Pronto Lanka Courier Service branch (list attached below).
6. Pay Rupees 1,000 for the return courier service at Pronto Lanka Courier Service counter - *Details given to Pronto Lanka Courier Service (Name of the Applicant / Passport Number) have to be the same as filled in the Application Details. If the application is handed over by a third party, a copy of the delegation letter by the applicant and passport copy of the third party must be presented.*

FURTHER INSTRUCTIONS

- Only original Applications will be accepted. Scans or photocopies of applications will be rejected.
- The legalization process is to be considered commenced from the day verification procedures by International Organization for Migration are terminated.
- The Applicant Signature must correspond to the signature on the passport of the applicant.



Branch Network of Pronto Lanka Courier Service

| Branch Name | Contact No. | Branch Name | Contact No. |
|---------------------|----------------|----------------|-------------|
| Colombo Head Office | 0112369001 - 4 | Kegalle | 0352231327 |
| Akuressa | 0415200300 | Kilinochchi | 0215200301 |
| Ambalangoda | 0912253736 | Kiribathgoda | 0115367367 |
| Ambalantota | 0475677748 | Kuliyapitiya | 0375643770 |
| Ampara | 0635675555 | Kurunegala | 0374690802 |
| Anuradhapura | 0252224919 | Mahiyanganaya | 0555630640 |
| Awissawella | 0365771066 | Mannar | 0235674900 |
| Badulla | 0555678844 | Matale | 0665677630 |
| Bandarawela | 0575677766 | Matara | 0412231315 |
| Batticaloa | 0652226327 | Monaragala | 0555636111 |
| Chilaw | 0325673210 | Negombo | 0312121006 |
| Dambulla | 0665677701 | Nuwara Eliya | 0522222529 |
| Embilipitiya | 0475677769 | Panadura | 0384281617 |
| Galle | 0912225750 | Piliyandala | 0115117117 |
| Gampaha | 0335200300 | Polonnaruwa | 0272225900 |
| Gampola | 0815200300 | Puttalam | 0325675858 |
| Hatton | 0515701770 | Rathnapura | 0452225436 |
| Hingurakgoda | 0275777200 | Thissamaharama | 0475200300 |
| Jaffna | 0212224030 | Trincomalee | 0262225991 |
| Kaduwela | 0115261261 | Vauniya | 0245675552 |
| Kalmunai | 0675677701 | Welimada | 0575200200 |
| Kalutara | 0344280466 | Wennappuwa | 0315200300 |
| Kandy | 0812200871 | Yakkala | 0332232640 |