



TRANSLATION & LEGALIZATION

Service Request Form

FORM LEG.01 – 03/2021 – valid from 14/06/2021

PLEASE READ THE ATTACHED INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE SERVICE REQUEST FORM.

[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 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
Birth Certificate	<input type="checkbox"/> Original copy obtained by the Divisional Secretariat; <input type="checkbox"/> Copy of valid passport of the owner of the certificate (pages 1 -5); <input type="checkbox"/> Copies of valid passports (pages 1 – 5) of both parents (or Identification Confirmation document issued by the Department for Registrations of Persons is accepted);	10,500	x _____ =	
Marriage Certificate	<input type="checkbox"/> Original copy obtained by the Divisional Secretariat; <input type="checkbox"/> Copies of valid passports of both spouses (pages 1 -5);	10,500	x _____ =	
Death Certificate	<input type="checkbox"/> Original copy obtained by the Divisional Secretariat; <input type="checkbox"/> Copies of valid passport of the deceased person (pages 1 -5), or Identification Confirmation document issued by the Department for Registrations of Persons;	10,500	x _____ =	
Police Certificate	<input type="checkbox"/> Original copy obtained by the police; <input type="checkbox"/> Copy of valid passport of the person named in the document (pages 1 -5); <input type="checkbox"/> Copy of valid National Identity Card;	13,500	x _____ =	
Divorce (Nisi + Absolute Decrees)	<input type="checkbox"/> Original copy obtained by the competent Court; <input type="checkbox"/> Copies of valid passports of all parties named in the divorce documents (pages 1 -5); <input type="checkbox"/> Letter to competent Questura requested by the Embassy;	25,500	x _____ =	
Education Certificate (O/L)	<input type="checkbox"/> Original English copy obtained by the Department of Examinations; <input type="checkbox"/> Copy of valid passport of the owner of the document (pages 1 -5);	13,500	x _____ =	
Education Certificate (A/L)	<input type="checkbox"/> Original English copy obtained by the Department of Examinations; <input type="checkbox"/> Copy of valid passport of the owner of the document (pages 1 -5);	13,500	x _____ =	
University Degree Certificate	<input type="checkbox"/> Certified true copy of Degree Certificate (in English) issued by the university; <input type="checkbox"/> Copy of valid passport of the owner of the document (pages 1 -5);	13,500	x _____ =	
University Degree Transcript	<input type="checkbox"/> Certified true copy of Degree Transcript (in English) issued by the university; <input type="checkbox"/> Copy of valid passport of the owner of the document (pages 1 -5);	17,500	x _____ =	
Power of Attorney	<input type="checkbox"/> Original Copy in English; <input type="checkbox"/> Copy of valid passport of the donor (person making the power of attorney (pages 1 -5); <input type="checkbox"/> Copy of valid passport of the attorney (person appointed to act on behalf of the donor) (pages 1 -5);	17,500	x _____ =	
Grama Niladhari Certificate	<input type="checkbox"/> Original DS 4 form; <input type="checkbox"/> Copy of valid passport of the person named in the DS 4 form (pages 1 -5);	15,500	x _____ =	
IOM VERIFICATION FEES * (see note below)				4,000
HANDLING FEES				2,000
RETURN COURIER FEES				550
TOTAL				

* IOM Verification Fees - If an application has only the Grama Niladhari Certificate (no other certificates in the same application), IOM Verification Fees are not required.

PERSONAL DETAILS SECTION

SERVICE REQUEST SECTION



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 DETAILS

REFUND DETAILS (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:

BANK TRANSFER: Name of 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.

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 bears 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 owner of the document(s) delegating a third party to present the application (letter of delegation) and valid passport copy (pages 1 – 5) of the owner of the document(s) who is delegating (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 the applicant.

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: The person submitting the document(s) to the VFS office for legalization is the applicant. If the applicant is not the owner of the document or a close relative (in the first degree) of the owner of the document(s), a letter of delegation must be given by the owner of the document(s) together with a passport copy of the third party.

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).