

Italy Visa and Legalization Application Center

Checklist for Legalization

Sr. No	Purpose	Documents (Attested from concerned authority and translated in Italian from authorized translation center)	Supporting Documents	Y	N
1	Citizenship / Italian Passport	Police clearance, Birth certificate	Clearly mentioned purpose letter. Bangladeshi passport's copy attested from MOFA, BD, Soggiorno, Carta D Identia copies, attested from Italy/ Italian authority. (Online birth registration confirmation document also has to submit)		
2	Tax / Family Allowance	Family certificate	Clearly mentioned purpose letter. In case of Bangladeshi passport, a copy attested from MOFA or Bangladesh high commission, Soggiorno, Carta D Identia copies, attested from Italian authority. For Italian passport, copy of passport and Carta D Identita attested by Italian authority. <ul style="list-style-type: none"> - Above mentioned documents is applicable for all members of the family. - If family members stays in Bangladesh, passport copy or NI or Identification certificate from local chairmen, should be notarized and attested by MOFA BD. - Former/dead family members will not be included in the F/C. **If all members of family stay in Italy, family certificate will not attested in Bangladesh.		
3	Soggiorno / Permission of Stay	Marriage certificate, Nikahnama English and Bengali and for other religion marriage, Marriage certificate and marriage registration. Birth certificate	Clearly mentioned purpose letter. Bangladeshi passport's copy along with Italian visa page attested from MOFA, BD, Soggiorno, Carta D Identia copies, attested from Italy. Family certificate from Italy attested by concerned authority in Italy. (Online birth registration confirmation document also has to submit) Copy of NID and certificate as register of Kazi/Priest.		
4	Proof of Relationship	Marriage certificate, Nikahnama English and Bengali and for other religion marriage, Marriage certificate and marriage registration. Birth certificate	Bangladeshi passport's copy along with Italian visa page attested from MOFA, BD, Soggiorno, Carta D Identia copies, attested from Italy. (husband/wife both when applicable) Family certificate from Italy attested by concerned authority in Italy. (Online birth registration confirmation document also has to submit) Copy of NID and certificate as register of Kazi/Priest.		
		Family Certificate	Follow documents as mentioned in sr. no.2		
5	Medical	Doctor's certificate/ Medical certificate has to be verified by authorized doctor. (only medical certificate, no prescription or discharge certificate will be legalized by embassy)	Clearly mentioned purpose letter. Bangladeshi passport's copy attested from MOFA, BD, Soggiorno, Carta D Identia copies, attested from Italy/Italian authority.		
6	Study/ Admission to School	Latest study certificate***(IOM verified and translated from authorized translation center)	Clearly mentioned purpose letter. -Bangladeshi passport's copy attested from MOFA, BD.(in case applicant stays in BD) -Italian passport copy, soggiorno and Carta D Identia attested from Italy. - A letter from applicant mentioning the purpose of legalization. - A mail communication copy from authority concerned if study certificates are required to legalize for any other purposes that study.		
7	Finger Print	Marriage certificate*, Birth certificate and for other religion marriage, Marriage certificate and marriage registration.	Follow the sr. no 1 and 3		
8	Procura (Power of attorney)	Procura,	Clearly mentioned purpose letter. In case of Bangladeshi passport, a copy attested from MOFA or Bangladesh high commission, Soggiorno, Carta D Identia copies, attested from Italian authority. For Italian passport, copy of passport and Carta D Identita attested by Italian authority.		
9	DOV	Educational Certificates & Marks sheet with IOM verification seal and translated in Italian	Clearly mentioned purpose letter. -Valid passport, Carta D Identia, Soggiorno copies has to be attested from concerned authority in Italy. For Bangladeshi passport, copy has to be attested from MOFA Bangladesh. IELTS certificate with minimum score 6. A letter from applicant mentioning the purpose of DOV. Mail communication copy from authority concerned if DOV is required for any other purpose than study.		
10	Scholarship	Family Affidavit	Follow the sr. no. 2 Identity card and offer letter from educational institute.		
11	Legal stay permit for family	Procura, Police Clearance, Birth Certificate, Family Certificate	Clearly mentioned purpose letter. Applicant (legal member in Italy) passport copy, Carta D Identita, soggiorno (when applicable) has to be attested from Italy and Bangladesh as described above. -Bangladeshi passport copy for the counterpart applicant has to be notarized and MOFA attested.		

Guideline for Certificate: See the opposite site.

- ❖ **Birth Certificate:**
 - Birth Certificate need to be same as Soggiorno's name ,date of birth & place of birth
 - Birth Certificate need to be attested from first by notary then foreign ministry, or both attestation can be on the same date
 - Gender has to be mentioned
 - Birth certificate has to be registered online at Bangladesh govt. site and all information of birth certificate should be exactly same both in hard copy and online record. Registration confirmation document has to provide.
 - **Validity: not specified (open).**

- ❖ **Police clearance:**
 - Police Clearance has to be from the present or permanent address according to the valid passport's information and updated online and document has to attach to prove it.
 - Police Clearance should have attestation from Ministry of Foreign Affairs.
 - **Validity: 6 months**

- ❖ **Marriage certificate & Nikahnama:**
 - Marriage Certificate & Nikahnama should be done within the format that embassy want (Hard colour paper, the original one)
 - In Marriage Certificate & Nikahnama husband & wife's name, date of birth, place of birth should be same as Soggiorno or passport(Italian/Bangladeshi which one is valid)
 - Marriage Certificate & Nikahnama need to be attested first from notary then from MOFA, or it can be attested on the same date
 - Date of issue need to be recent & same date of kazi's signature
 - ID card's copy of Kazi and on the stamp of Kazi:
 - I. Kazi's full name should be written
 - II. On the designation Kazi must have to be written
 - Hindu and Buddhist Marriage Certificate should be on the temple letterhead pad with logo of temple (notary & foreign ministry attested).
 - Christian Marriage Certificate will be on the Church pad.
 - Groom and bride's date & place of birth, date and place of wedding ceremony has to be stated. Place of birth should be match with Birth certificate passport and other documents.
 - Marriage registration is a must for all religious marriage.
 - Certificate/license copy of Kazi/Priest/Father.
 - **Validity: 6 months**

- ❖ **Family certificate/affidavit:**
 - Have to follow the embassy format for the Family Certificate
 - Family Certificate need to be attested first from notary then from MOFA, or it can be attested on the same date
 - Family Certificate need to be same as Soggiorno's name ,date of birth & place of birth
 - Other family members on the family certificate also need valid identification like passport, national id card or identity certificate from chairman
 - **Validity: 6 months**

- ❖ **Special note:**
 - A letter from applicant mentioning the purpose of legalization to Consular is a must.
 - For minors need parents Soggiorno, Carta D'Identita, passport
 - All additional documents issued from Italy need to be attested from Italian concerned authority.
 - All additional documents issued from Bangladesh need to be attested from Bangladesh MOFA on notarized documents.
 - Soggiorno, Carta d'Identita & Italian passport attested from Italy
 - Bangladeshi passport attested from Foreign ministry
 - All certificates should be as per prescribed format.
 - Recivuta (receipt copy) of Soggiorno renewal application in case soggiorno is expired (with attestation from concerned authority in Italy) along with expired soggiorno copy and valid passport copy.
 - All translation has to be from authorized translation center.
 - All photocopies have to clear and passport copy has to be colored.
 - All documents should be attested by MOFA.
 - In case of educational certificate, should be attested from MOFA and ministry of Education. After attestation, certificate should be translated from authorized translation center (names available at website) and IOM verified original copies should be submitted as educational documents.
 - Any photocopy/ scanned copy certificate should be attested by the embassy except educational certificates.
 - **If most of the family members stay in Italy, a family certificate from Italy to be submitted along with other necessary documents.**
 - **Italian family certificate and spouse's Carta D'Identita/ Soggiorno copy attested from concerned authority if applicant got married after issuance of Carta D'Identita and that was not updated with marital status after issuance.**
 - **Residence document/IRA issued from the embassy of Italy of current residence country if applicant stays in another country for long time.**
 - **Italian citizen married to Bangladeshi Citizen must register their marriage at Consular Section, Embassy of Italy, and Bangladesh. Application will be lodged at Italy Visa and Legalization Application Center.**
 - **Embassy reserves the right to ask for additional documents and format of certificates to be changed.**

For any other query feel free to take our help
(+88) 09606 777666 (+88) 09666 911384 (for mobile users)
E-mail: info.itbd@vfshelpline.com