



Consulate General of Italy
Bengaluru

REQUISITE DOCUMENTS FOR DOV (WORK) (Declaration of Value - Dichiarazione di Valore)

Declaration of Value (DOV) for work purposes is an informative document requested by an Italian Company for the objective of hiring an employee, by the “Sportello Unico Immigrazione” for the issue of “Nulla Osta” for Carta Blue/ Employment or by the Italian Ministry of Health for a work position etc. It is issued by the territorial competent Italian Diplomatic Missions abroad, according to the State where the degree/school certificate has been issued and it outlines the details of the educational qualifications attained, as well as the duration of studies completed by the foreign person in his/her Country of origin.

Applicants are required to submit their DOV application through VFS.

CHECKLIST			✓
1.	Application Form duly completed	- Duly filled and signed DOV application form - Data Privacy Form, signed (Both forms are available below)	
2.	Passport copy	Clear copy of the first and last page of the passport	
3.	Educational Documents	- Original Final Degree/Final School Certificate duly attested by the competent State HED (Higher Education Department) and apostilled by Ministry of External Affairs, Govt. of India, +1 photocopy + Italian translation; - Grading System of the University/Board if not included in the final Degree/School Certificate OR - Original colour copy of Final Degree/Final School Certificate apostilled online through E-Sanad (original Certificate to be submitted along colour copy) + 1 photocopy + Italian translation <i>Please note that attestations by SDM on study documents will not be accepted. HED attestation is mandatory.</i>	
4.	Transcript / Marksheet(s)	- Original Transcript/Marksheet(s) duly attested by by the competent State HED (Higher Education Department) and apostilled by Ministry of External Affairs, Govt. of India (OR colour copy apostilled through E-Sanad, along with originals) + 1 photocopy + Italian translation - Information on prevailing grading/credit system/divisions criteria adopted by the Indian University/Institute (IN CASE not clearly mentioned or readable on the retro of the degree/transcript).	
5.	Registration Certificate	For professions governed by enrolment in State/National registers, a valid registration Certificate duly attested by the Competent Authority and apostilled by the Ministry of External Affairs, Govt. of India + Italian	

		translation.	
6.	Additional Documents	• Letter of Appointment /Work Contract from the Italian Institution / Company • For higher degrees: ○ In case of Bachelor: a copy of class 12 certificate ○ In case of Master: a copy of class 12 certificate and Bachelor degree ○ In case of PhD: a copy of class 12 certificate, Bachelor and Master degree. (copies of earlier certificates and degrees do not need to be apostilled)	
7.	“One and the Same” Certificate	In case of a discrepancy in the applicant’s full name across the certificates provided, or between the passport and the certificates, a “One and the Same” certificate, duly attested (SDM is accepted) and apostilled by the Ministry of External Affairs, Government of India, is mandatory. The certificate must be on the letterhead of the issuing authority and must bear said authority stamp and seal, and must mention full name and designation of the signatory. Alternatively, letter issued by the Indian University/Institute duly attested and apostilled, stating the matching (only if the discrepancy concerns educational documents) or Gazette Notification, duly attested and apostilled, stating the matching, will be accepted. + 1 photocopy + Italian translation <i>Affidavits will not be accepted.</i>	

NOTE:

- For further information pertaining to the Apostille please refer to: <http://mea.gov.in/apostille.htm>
- The application can be submitted in person or through a delegate person. The application may be submitted in person or through an authorized representative. In the latter case, the representative must submit a letter of authorization signed by the applicant, indicating the representative’s personal details and identification document, together with copies of the identification documents of both the applicant and the authorized representative.
- The Consulate General of Italy in Bengaluru reserves the right to reject the application in case of incomplete, fraudulent, or counterfeit documentation, incorrect translation, or if the stamp from HRD/Apostille is not affixed on the back of all study documents.
- PhD candidates are required to apply for DOV for work purpose
- Furthermore, the Consulate General of Italy in Bengaluru also reserves the right to request a personal interview or additional documentation at its discretion.

For queries, complaints, or further information, applicants are kindly requested to write ONLY to: bangalore.consolare@esteri.it

By signing here below, the applicant formally confirms:

- to have submitted the tick-marked documents;
- to be aware that the Consulate General of Italy in Bengaluru can extend the application’s processing time in order to request the applicant for a personal interview and/or additional documentation.

Space reserved for VFS Global

Acknowledgement by Applicant

Date :

Sign :



Consulate General of Italy
Bengaluru

MANDATORY APPLICATION FORM FOR DOV (WORK)

ALL details must be filled in CAPITAL LETTERS as per passport

1. Name & Surname: _____

2. Nationality: _____

3. Date & Place of Birth: _____

4. Passport No: _____

5. Certificate Title: _____

6. Date of Issue of certificate: _____

7. Personal e-mail address: _____

Personal mobile number: _____

8. (Tick the right option)

a) The institution that has issued the certificate is:

- ☐ Govt. Recognized o Private but legally recognized
- ☐ Recognized by an official organization
- ☐ Autonomous

b) The level of the institution that has issued the certificate is:

- ☐ School level (X/XII)
- ☐ University level (Bachelor/Master)
- ☐ Pre-degree /Diploma
- ☐ Professional formation/ Post Graduate

9. Legal duration of the course: _____years

Years of study from 1st Standard / Class (Primary School) till date: _____years

10. Marks obtained in numbers and percentage and collocation in grading scale: _____

11. The certificate gives access to:

- ☐ Bachelor (3-4 years duration)
- ☐ Master (2 years master)
- ☐ Specializing Master of 1 year
- ☐ PhD
- ☐ Post Graduate course
- ☐ Work

Date:

Signature of the applicant:



Consulate General of Italy
Bengaluru

**Information on the protection of individuals with reference to processing personal data
provided in order to obtain consular services
(translation and legalization, and educational procedures)
(General Regulation for Protection of Personal Data (EU) 2016/679, section 13)**

Processing personal data, provided in order to obtain consular services, will be based on lawfulness, correctness and transparency for the protection of the rights and fundamental freedom of individuals. As specified below, the above-mentioned services are aimed to Italian citizens and, eventually, foreigners, resident within the consular jurisdiction of the Consulate General of Italy in Bengaluru and/or temporarily present within the said jurisdiction. Such services are referred to the following sectors: certifications and legalizations and, eventually, functions related to the educational sector.

To this aim, the following information is provided:

1. The controller is the Ministry of Foreign Affairs and International Cooperation of the Italian Republic (MAECI) who acts, specifically, through the Consulate General of Italy in Bengaluru – Consular office, whose address is: Vaishnavi Icon, 2nd Floor, 56 Richmond Rd, Bengaluru 560025 - Tel. 009180 69767000 - E-mail bangalore.consolare@esteri.it
2. In regard to the mentioned service, the Ministry of Foreign Affairs and International Cooperation (MAECI) can operate along with other public subjects, co-owner of data processing, who are here below specified;
3. For information or complaint, please, contact Supervisor for the Protection of Personal Data (RPD) of MAECI (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROMA, tel: 0039 06 36911 (operator), mail: rpd@esteri.it, pec: rpd@cert.esteri.it);
4. Personal data will be used only in order to exercising consular functions, pursuant the Legislative Decree 3 February 2011, n. 71 – Regulations and Functions of the Consular Offices. Here below are given details of the regulations regarding the services to be provided for by the Consular Offices, differentiated according to the nature of the beneficiaries (Italian citizens or, eventually, foreigners), their residence and their temporary presence outside Italy.

a. Beneficiaries residing outside Italy (only Italian citizens)

b. Beneficiaries residing or temporarily residing outside Italy (Italian citizens and, in certain cases, foreigners)

- Functions related to administrative documentation: art. 52-54 and 76-77 of the Leg. Decree n.71/2011 (also for foreigners);
- Functions related to maritime matters, such as vigilance on navigation and national maritime traffic outside Italy, boarding and disembarking of maritime personnel on national ships, procedures regarding ship administration, issuance and renewal of board books, issuance, renewal and extension of ship safety certificates for Italian ships outside Italy, investigative powers in case of enquiries in regard to maritime claims and accidents of sailors: art. 48-51 of the Leg. Decree n.71/2011 (also for foreigners);
- Functions in regard to school education, as the issuance of Declaration of Value, communication of results of State exams, procedures for recognition of school parity, payment of emoluments to the school personnel and financial contribution to schools and managing bodies: art. 56 of the Leg. Decree n.71/2011 (also for foreigners).

1. Providing personal data, that will be registered in the Consular Office in a paper and IT register, is mandatory by law. In case of refusal, the consular services will not be provided.
2. Personal data will be processed by the staff in charge in a mixed modality, manually and as computerized data. Therefore, the applicant will not be provided services on the basis of only computerized data.
3. The data will be communicated to other subjects according to the relevant Italian regulations, as specified in the following list:
 - Certifications and legalizations: the documents in question are issued to the applicant in person or to a person authorized by the applicant;
 - Functions related to navigation: according to the specific administrative procedure the Ministry of Infrastructure and Transports, General Headquarter of the Port Authorities, Ministry of the Economic Development, Ministry of the Agricultural and Forest Policies, Judicial Authorities, Maritime Authorities, National Institute for Assistance to Workers involved in Industrial Accidents, Municipalities of residence and fiduciary doctors (RD 30/03/1942, n. 327 – Navigation Law, Leg. Decree 15th Feb. 1952, n. 328 – Implementing Regulation of the Navigation Law, apart from the special regulations in force applicable in specific matters);
 - Functions in educational matters: Ministry of Education, of the University and Research/ MIUR, Educational Regional Offices / USR, Schools and Universities, MEF and State Regional Accountancy Offices / RTS (Leg. Decree 13th April 2017, n.64).
4. Data will be preserved for an indefinite period, because of juridical safety and for the issuance of certificates, exception is made for finger prints for issuance of passports that will be preserved only for the period strictly required for the issuance of the passport and, in any case, for a period not exceeding thirty days.
5. The applicant may ask to access his personal data and, according to the regulations in force, their rectification. Pursuant the applicable law and with the consequent limitations on the services that may be provided, the applicant may request for a limitation on the processing of personal data or may deny his consent to personal data processing. In such cases, the applicant will need to contact the Consulate General of Italy in Bengaluru – Consular Section, informing the RPD of the MAECI, as well.
6. If you feel that your rights have been violated, you may submit a complaint to the Supervisor for the Protection of Personal Data (RPD) of MAECI (Ministry of Foreign Affairs and International Cooperation). In alternative, you may submit your complaint to the Data Protection Supervisor (Garante per la Protezione dei Dati personali, Piazza di Monte Citorio 121, 00186 ROMA, tel. 0039 06 696771, mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it).

I, the undersigned, hereby declare that I read and understood the information on personal data protection pertaining to the application procedures for consular services (including translation, legalization, and educational procedures), pursuant to the General Data Protection Regulation (EU) 2016/679.

Bengaluru,

(signature)