

REQUISITE DOCUMENTS FOR ATTESTATION OF TRANSLATION OF DOCUMENTS ISSUED BY INDIAN AUTHORITIES (LEGALIZATION)

The Legalization of documents is the official procedure which ensure foreign documents are valid and can be legally recognized by Italian authorities.

Please note that in order to be valid in Italy, documents issued by Indian authorities shall be duly attested, apostilled and translated into Italian. Translations must be attested by the Consular office.

By applying for “legalization” you are requesting the Consular office to attest the translation of an Indian document and therefore complete its legalization.

The Consulate General of Italy in Bengaluru only attests translations of duly attested and apostilled documents issued within its jurisdiction, which includes the states of Karnataka, Tamil Nadu, Telangana, Andhra Pradesh, and the Union Territory of Puducherry.

In case your document has been issued elsewhere, please contact the competent Consular office based on jurisdiction.

CHECKLIST



1.	Application Form duly completed	- Duly filled and signed Legalisation 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.	Cover Letter	A self-attested cover letter from the applicant (in original) stating the applicant's name, address, contact number, email, and the purpose for requesting the legalization of the required documents.	
4.	Documents requiring Legalization	<u>Civil Status Certificates:</u> Original birth certificate, marriage certificate, death certificate, and/or divorce decree, duly attested by the Home Department and apostilled by Ministry of External Affairs, Govt. of India, +1 photocopy + Italian translation + 1 copy of the translation. <i>Please note that attestations by SDM attestation will not be accepted</i>	
		<u>Educational Documents:</u> Original degree certificates, diplomas, high school certificates, and/or other academic records, duly attested by the competent State HED (Higher Education Department) and apostilled by Ministry of External Affairs, +1 photocopy + Italian translation + 1 copy of the translation. <i>Please note that attestations by SDM attestation will not be accepted. HED attestation is mandatory</i>	
		<u>Miscellaneous Documents:</u> Original police clearance certificate, medical certificates, bank account opening forms, “one & the same” certificate, medical practitioner registration certificates, and other personal documents, duly attested and apostilled by Ministry of External Affairs, Govt. of India, +1 photocopy + Italian translation + 1 copy of the translation.	
5.	Additional Documents	For the legalization of a minor applicant's birth certificate, a copy of the passport of both parents or the guardians (and of their Order of custody) must be submitted.	

		For the legalization of a marriage certificate, a copy of the spouse's passport must be submitted.	
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NOTE:

- For further information pertaining to the Apostille please refer to: <http://mea.gov.in/apostille.htm>
- 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 of the attestation and/or apostille is not affixed on the back of all study documents.
- The certificates/documents should have been issued directly in English or in the bilingual version (Indian language and English). Translations in English attested by a notary will NOT be accepted.
- Italian translations should preferably be done by the following recognized translators: <https://consbangalore.esteri.it/wp-content/uploads/2024/03/List-of-Translators.docx>
- 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

APPLICATION FORM FOR THE LEGALIZATION OF DOCUMENTS

ALL details must be filled in CAPITAL LETTERS as per passport

Applicant's full name: _____

Date of Birth: _____ **Contact number:** _____

E-mail address: _____

Courier: YES ☐ NO ☐

	Yes	No
1. Documents have been translated to Italian.		
2. Documents have been attested and apostilled by the competent authorities.		
3. Legible photocopy of the data pages of the valid passport.		
4. Covering letter from the applicant with name, address & telephone no.		

Document Type	Translation	Legalization	No. of Pages	Conformity	No. of Sheets
Birth Certificate					
Marriage Certificate					
Educational Certificates					
Police Clearance Certificate					
Nursing Registration Certificate					
"One and the Same" Certificate					
Other Documents					

Specify the 'Other Documents' if applicable: _____

Total No. of Documents: _____ Total Fee: _____

Comments: _____

Barcode No. _____

Date of Submission

Signature of applicant / authorized representative

Submission Officer: _____

Signature: _____



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)