

FAQ VITAL STATISTICS:

ABOUT DOCUMENTS:

WHAT IS A LONG FORM?

Long form or extended form refers to a certificate that has all personal data, like:

- City or town of birth and date of children and parents
- City or town where the event took place
- Number of previous marriages (if it is the first or there are others)

WHERE DO I GET AN APOSTILLE?

Follow [link](#)

EVENT HAPPENED OUTSIDE OUR JURISDICTION

If you are resident here, and AIRE registered and you ask us to send to your Comune a certificate originated in another jurisdiction, you need to follow instruction given by the consulate judicially competent for the territory where the event occurred.

You also need to get a “certification of translation” by that consulate, for English or any other language.

CHILD BORN OUT OF WEDLOCK

If your child has paternal last name, please provide a birth certificate complete with paternity acknowledgment, or any other documents declaring that the father has recognized the child as his own, and that info is part of the whole birth certificate.

CAN I BRING THE CERTIFICATE DIRECTLY TO MY COMUNE IN ITALY OR TO MY CONSULATE?

Yes, in this case the document, aside to be prepared as explain in detail in each section, has to present our stamp of certificate of translation, with a payment of fee. ([LINK check table](#)). In this case send the document complete, the money order, the translation, the request, a prepaid and preaddressed envelope for the devolution.

In this case you don't need an appointment, but an email allowing you to come in the office, to show to the security in the lobby. Or you can mail all. **DO NOT MAKE APPOINTMENT WITH NOTARY OFFICE FOR THIS PURPOSE.**

DO I HAVE TO NOTARIZE DOCUMENTS?

No, the document must be original or an original copy, meaning a copy issued by the institution which has the original. The signature of the officer who makes the original copy will be apostilled. No notary service is needed in any case, unless we ask for it.

I HAVE MORE THAN A MARRIAGE. DO I NEED TO REGISTER ALL OF THEM?

Yes, all events must be recorded by the Italian Comune. You can send them all at once.

MARRIAGE CELEBRATE IN GEORGIA

As the marriage certificates in Georgia are not complete, you need to present the license as well, where all your information appears, included previous marriages. With translation and apostille.

ABOUT TRANSLATIONS:

DO I NEED TO TRANSLATE THE APOSTILLE?

No, as it is an international format

CAN I DO THE TRANSLATION?

Yes if you are able to do a complete translation, without using an online tool.

ATTENTION, many translators add a notary service: it is not needed, as we check all translations and certify them. This can generate confusion as you can apostille the notary signature and not the clerk one (the one who signs the original or the original copy).

ABOUT DELIVERY METHOD

DO I NEED AN APPOINTMENT TO BRING MY DOCUMENTS?

No, all documents must be mailed. If you want to track you envelop feel free to use a proper service, as we don't give information about arrival.

BE AWARE that appointment made with the wrong office in order to see this office will not be satisfied.

TO WHOM DO I ADDRESS THE DOCUMENTS?

Simply use our address, the person in charge knows how to handle the documents.

PROCESSING THE REGISTRATIONS

HOW LONG WILL THE REGISTRATION TAKE?

We cannot estimate the time. Requests are processed in arrival order.

No exceptions, unless an emergency is proved.

HOW DO I KNOW THAT MY CERTIFICATE HAS BEEN REGISTERED?

We transmit it to your Comune and are neither responsible nor aware of their processing time.

You can check with them after few months since the delivery to us

DO I GET BACK MY ORIGINALS?

No, we keep them.

MISCELLANEOUS

CITIZENSHIP FOR MINOR CHILDREN

The minor children of an Italian are automatically Italian if their act of birth has been sent to Italy.

CITIZENSHIP FOR OVER 18 Y.O. CHILDREN

They need to undergo under a citizenship process. Check citizenship page.

CAN I HAVE A BIRTH /MARRIAGE CERTIFICATE?

No, it has to be requested in your birth city.

I WILL GET MARRIED IN FLORIDA. WHAT DO I DO?

Please get information by your Comune. We send your certificate only after it has been celebrated.