

**Step 1:** Translation and Verification by International Organization for Migration and Forsiter Global Services

**Step 2:** Legalization Request

**Step 3:** Legalization by Embassy of Italy

# TRANSLATION & VERIFICATION

## Service Request Form

FORM LEG.01 of 02 – V11 – valid from 02/05/2022

PLEASE READ THE ATTACHED INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE TRANSLATION & VERIFICATION SERVICE REQUEST FORM.  
[FILL IN BLOCK LETTERS]

**APPLICANT DETAILS** (All fields are MANDATORY and must be duly filled as per the passport of the person physically presenting the application. Applications where the below requested information does not match with the passport are subject to rejection).

I, the undersigned:

Name \_\_\_\_\_ (name in full as written in the passport)

Address \_\_\_\_\_

Date of Birth   /   /

Mobile Number \_\_\_\_\_ (Sri Lankan contact number)

Place of Birth \_\_\_\_\_

Alternative Contact \_\_\_\_\_

Passport Number

Email (mandatory) \_\_\_\_\_

Issued on   /   /

I kindly request International Organization for Migration and Forsiter Global Services to perform TRANSLATION and AUTHENTICITY VERIFICATIONS of the following certificates / documents:

Passport Issued by \_\_\_\_\_

### TRANSLATION / VERIFICATION SERVICE REQUEST

Certificate / Document	Documents Required	Translation & Verification Fees in LKR X Quantity of Certificates = Total Fees
<b>Birth Certificate</b>	<input type="checkbox"/> Original extract copy of Birth Certificate issued 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 Confirmation of National Identity Card Details issued by the Department for Registrations of Persons);	9,500 x _____ =
<b>Marriage Certificate</b>	<input type="checkbox"/> Original extract copy of Marriage Certificate obtained by the Divisional Secretariat; <input type="checkbox"/> Copies of valid passports of both spouses (pages 1 -5); <b>In addition - If one or both spouses are Italian citizens:</b> <input type="checkbox"/> Certificato di Stato Libero issued by the Comune for the Italian Spouse/s; <input type="checkbox"/> Affidavit stating the marital status before the marriage of the Sri Lankan Spouse (if applicable);	9,500 x _____ =
<b>Death Certificate</b>	<input type="checkbox"/> Original extract copy of Death Certificate issued by the Divisional Secretariat; <input type="checkbox"/> Copies of valid passport of the deceased person - pages 1 -5 (or Confirmation of National Identity Card Details issued by the Department for Registrations of Persons);	9,500 x _____ =
<b>Police Certificate</b>	<input type="checkbox"/> Original Police Certificate obtained by Sri Lanka 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;	5,400 x _____ =
<b>Divorce (Nisi + Absolute Decrees)</b>	<input type="checkbox"/> Original Nisi and Absolute Decree issued 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 and proof of sending the said letter via Raccomandata A/R or PEC;	26,400 x _____ =
<b>Education Certificate (O/L)</b>	<input type="checkbox"/> Original English copy of O/L Certificate obtained by the Department of Examinations; <input type="checkbox"/> Copy of valid passport of the owner of the document (pages 1 -5);	5,400 x _____ =
<b>Education Certificate (A/L)</b>	<input type="checkbox"/> Original English copy of A/L Certificate obtained by the Department of Examinations; <input type="checkbox"/> Copy of valid passport of the owner of the document (pages 1 -5);	5,400 x _____ =
<b>University Degree (Certificate + Transcript)</b>	<input type="checkbox"/> Certified true copy of Degree Certificate (in English) issued by the university; <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); Both Certificate and Transcript <u>must</u> be presented for Legalization.	32,400 x _____ =
<b>Power of Attorney</b>	<input type="checkbox"/> Original Power of Attorney to be Legalized (drafted 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);	20,300 x _____ =
<b>Grama Niladhari Certificate</b>	<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);	9,500 x _____ =
<b>IOM VERIFICATION FEES</b> * (see note below)		<b>6,800</b>
<b>HANDLING FEES</b>		<b>5,400</b>
<b>RETURN COURIER FEES</b>		<b>600</b>
<b>TOTAL</b>		

\* 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.



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### 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:

Name of Account Holder \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Branch Name \_\_\_\_\_

Bank Code \_\_\_\_\_

Branch Code \_\_\_\_\_

### 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 \_\_\_\_\_

Contact \_\_\_\_\_

*In case of application rejection, 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 appointment to submit your application.*

I hereby request the International Organization for Migration and Forsiter Global Services to Translate and perform Authenticity Verification for the above marked documents. I hereby accept that in case of discrepancy of any documents required to be produced along with the present form, the present application will be rejected and returned.

I hereby declare that I have read, understood and completed all the sections of this Translation and Verification Service Request 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 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 into the fraudulent documents, IOM may be requested to share my personal information, including the application

**NOTE** – Only original Applications will be accepted. Scans or photocopies of applications will be rejected.

**Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

*Date and signature are mandatory. The signature must correspond to the signature on the passport of the applicant.*

- 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.
- 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.

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 once the present Translation and Verification process is completed, I am requested to present a formal Legalization Request Form duly filled and signed at the appointed outsourcing company. **The formal Legalization process is to be considered commenced only once the said Legalization Request Form presenting is completed.**

I accept that Forsiter Global Services 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)

For Legalization of any other documents not included in the above list, please contact the Embassy of Italy (0112 588 388).