

Instructions for Completion and Submission of the Translation / Verification Service Request Form

APPLICANT DETAILS SECTION

- Fill with personal details of the applicant in clear block letters.
- The applicant must be the person handing over the documents for the Translation and Verification Service. If the applicant is not named in the document and / or is not a close relative (parent, spouse or child) of the owner of the document, a letter of delegation must be given by the owner of the document (please see MANDATORY DOCUMENTS section below).
- If the owner of the document is a minor, a parent or guardian must apply on their behalf. If the minor does not have a passport, this should be stated in writing by the applicant.
 1. **Name:** surname first, followed by other names they appear on the passport
 2. **Address:** the address must be in Sri Lanka
 3. **Date of Birth:** to be filled in the date / month / year format
 4. **Place of Birth:** city of birth and country of birth as per the passport
 5. **Passport Number:** number of the passport – the passport must be valid (not expired)
 6. **Issued on:** date the passport was issued
 7. **Passport Issued by:** passport issuing authority
 8. **Mobile Number:** only Sri Lankan mobile numbers are valid
 9. **Alternative Contact:** a landline number is preferable – only Sri Lankan numbers are valid
 10. **Email:** valid email address (mandatory to receive status application updates)

TRANSLATION / VERIFICATION SERVICE REQUEST SECTION

- Column "**Documents Required**": For each Certificate or Document to be translated and verified, the Embassy of Italy requires specific documents which should be sent together with the present form.

Example 1: *In order to obtain the translation and verification of a birth certificate, the following are required:*

- 1) *Original copy obtained by the Divisional Secretariat (in Sinhala or Tamil);*
- 2) *Copy of valid passport of the applicant (pages 1 -5);*
- 3) *Copies of valid passports of both parents (pages 1 – 5), or Confirmation of National Identity Card Details issued by the Department for Registrations of Persons.*

Example 2: *In order to obtain the translation and legalization of a Divorce Decree, the following are required:*

- 1) *Original copy of both Decree Nisi and Decree Absolute obtained by the competent Court (in Sinhala or Tamil);*
- 2) *Copies of valid passports of all parties named in the divorce proceedings (pages 1 -5);*
- 3) *Letter to competent Questura requested by the Embassy and proof of sending the said letter via Raccomandata A/R or PEC.*

- Please note that the English translation of Birth, Marriage, Death and Grama Niladhari Certificates and Divorce Decrees by the Registrar General is NO LONGER required.
- Attestation by the Sri Lankan Foreign Ministry is not required.
- Failure to provide any of the Documents Required will result in the application being rejected.
- To request the Declaration of Value or "Dichiarazione di Valore" of educational certificates, please contact the Embassy of Italy.
- For translation and verification of any other documents not included in the list, please contact the Embassy of Italy (0112 588 388).
- "**Translation & Verification Fees per document in LKR**" - *The specific amount charged for the translation and verification of each certificate or document.*
- "**Quantity of Certificates**": mark the quantity of certificates submitted to obtain the translation and Verification. *This is not the quantity of copies requested. For each original copy submitted only one (01) translation and verification will be returned.*
- IOM Verification Fees - If an application has only the Grama Niladhari Certificate (no other certificates / documents in the same application), IOM Verification Fees are not required and should not be added to the total.

TRANSLATION & VERIFICATION SERVICE

REFUND DETAILS

- Fill in the "REFUND DETAILS" area with the account details for the reimbursement of Fees in case of incomplete or incorrect application.
- Failure to fill any parts of this section will result in the refund processing being delayed.
- Filling the account details incorrectly may result in the refund being credited to an incorrect account, for which the Forsiter Global Services bears no responsibility.
- 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.

RETURN COURIER

- Fill in the "APPLICATION RETURN COURIER DETAILS" area with the details of the return address where you want to receive the returned application.
- Only addresses in Sri Lanka will be accepted.

MANDATORY DOCUMENTS

Further to the documents requested in the "Documents Required" section of the Service Request Form, the following documents are mandatory:

1. Valid passport copy of the applicant (pages 1 -5)

If the applicant is not named in the document and / or is not a close relative (parent, spouse or child) of the owner of the document:

2. Original consent letter (**letter of delegation**) by the owner of the document, delegating a third party to fill and present the Translation and Verification Service Request Form
3. Valid passport copy (pages 1 – 5) of the owner of the document who is delegating (only applicable if the applicant is not named in the document or is not a close relative (parent, spouse or child) of the owner of the document)

INSTRUCTIONS ON SUBMITTING APPLICATION

1. Visit the offices of Forsiter Global Services at N. 98, Jawatte Road, Colombo 05 to obtain an appointment by paying the application submission fee. Please note that the applicant must present themselves personally with their valid passport in order to obtain an appointment
2. Fill the TRANSLATION & VERIFICATION SERVICE REQUEST FORM following the instructions given above.
3. Attach the "DOCUMENTS REQUIRED" as per the instructions given in the TRANSLATION & VERIFICATION SERVICE REQUEST FORM.
4. Attach the MANDATORY DOCUMENTS as requested above.
5. Visit the offices of Forsiter Global Services 15 minutes before the date and time of the appointment with the appointment receipt and valid passport, in order to check-in at the Forsiter Global Services Reception counter.
6. Hand over the TRANSLATION & VERIFICATION SERVICE REQUEST FORM and the documents to Forsiter Global Services at N. 98, Jawatte Road, Colombo 05. Failure to present the mandatory documents, required documents or any discrepancy in the documents submitted will result in the application being rejected at the Forsiter Global Services Customer Service counter.

FURTHER INSTRUCTIONS

- Only original Applications will be accepted. Scans or photocopies of applications will be rejected.
- The Applicant Signature must correspond to the signature on the passport of the applicant.
- The Applicant is required to check-in at the Forsiter Global Services Reception counter 15 minutes prior to the appointment time.
- Failure to present themselves at the Forsiter Global Services Reception counter by the given time will result in the Applicant's appointment being cancelled.
- In case of appointment cancellation due to no-show, the Applicant is requested to obtain a new appointment. No-show appointment fees will not be refunded.
- Appointments cannot be transferred to other parties, changed or refunded under any circumstance.