

**INSTRUCTIONS ON THE PROCEDURE FOR REQUESTING TRANSLATION AND VERIFICATION OF AUTHENTICITY
IN ORDER TO SUBMIT THE REQUEST FOR LEGALIZATION****DETAILED 5-POINT PROCEDURE****1. Identifying the Applicant.**

The applicant is the person, holder of a valid passport, who will have to follow the entire process of Legalization. He/she will have to visit the office of Forsiter Global Services for completion of certain formalities, as well as assume civil and criminal liability for the authenticity of the documents submitted for Legalization.

- a. **Own documents** – if a person is named in one of the documents to be Legalized, he may present himself as the applicant without any additional documentation.
- b. **Documents of minors** – if the holder of the document is a minor, a parent or legal guardian must apply on his/her behalf. If the minor does not have a passport, this must be declared in writing by the applicant.
- c. **Submission on behalf of third parties** – to meet the needs of people living abroad in particular, it is possible to appoint a delegate to follow the process of Legalization. The delegate must be in possession of a valid passport and all forms must be filled out under the delegate's name.

Important: The delegate must be in possession of a letter of delegation and a copy of the delegate's passport at the time of requesting an appointment to present the documents.

2. Appointment for Translation and Verification Service.

Each document submitted for Legalization is subject to a Translation procedure (conducted by Forsiter Global Services) and Authenticity Verification (conducted by the International Organisation for Migration). To submit documents for Legalization, you must obtain an appointment.

- a. **Obtaining the appointment** – To obtain the appointment, the applicant must physically go to the Forsiter Global Services offices with a valid passport.
- b. **Appointment issuing procedure** - The appointment is issued in the name of the applicant and is only granted if the applicant is physically present. The passport and a photograph of the applicant will be recorded in the system for subsequent identification purposes. The charge for the service of receiving the documentation at the counter will be collected when the appointment is issued.
- c. **Appointments on behalf of delegates** – When booking the appointment, you will be asked whether the documentation to be Legalized belongs to yourself or to a third party. If you book an appointment to legalize documents on behalf of a third party, when booking the appointment, you will be asked for the letter of delegation and a copy of the identification document of the delegating party (who is also the owner of the document).
- d. **Disclaimer** – To avoid misuse of the facility, a limit of 1 (one) appointment request per passport within a week has been imposed.

3. Submission of documentation

On the day of the appointment, the applicant must follow the following instructions.

- a. **Time** – Applicants are kindly requested to arrive at the offices of Forsiter Global Services 15 minutes before the scheduled time, as they must check-in formally. Due to the busy schedule of appointments, it will not be possible to accept applications from applicants arriving late.
- b. **Check-in** – The user will be identified through passport scanning and photo-recognition.
- c. **Submission of the application** – The applicant must present himself/herself with the duly completed form and the accompanying documentation required according to the application form.
- d. **Payment** – At this stage, the payment of fees for translation, verification and processing services is required. Consular fees of the Embassy for the Legalization of documents are not included in this payment.

- e. **Presentation receipt** – At the end of the submission of the documentation, a receipt will be handed over with details of the documentation submitted for translation and verification, containing the link and the QR code for tracking the application. Only after the authenticity verifications have been completed will it be possible to submit the Legalization application to the embassy.
- f. **Disclaimer** – Submission of the Translation and Verification application does not constitute or replace the Legalization application.

4. **Translation and Verification** process

Once the documents have been submitted for the Translation and Verification procedure, all the documents will be digitised and sent to the parties concerned for the necessary translations and the International Organization for Migration to proceed with the authenticity verification procedures directly with the local authorities that issued the documents to be Legalized.

- a. **Duration** – The timing of authenticity verifications are entirely dependent on the local authorities that have issued the document to be verified.
- b. **At the end of this procedure** – The applicant is requested to check the link or QR code indicated on the receipt obtained when submitting the documentation. At the end of the procedure the applicant will notice the change in status and will be invited to formalize the submission of the application for Legalization of Documentation.

5. **Application for Legalization**

Each file submitted for Translation and Verification must, upon its completion, be formally Legalized by the Embassy.

- a. **How to Apply for Legalization** – The applicant must come to the offices of Forsiter Global Services once the online tracking status has changed to 'Ready for Legalization'. In light of the high demand for Legalization Applications, and given the maximum amount of files that can be processed at the Embassy of Italy, please be advised that the Legalization application may be accepted at a later date.
- b. **Embassy Consular Fees** – The application for Legalization is subject to the collection of consular fees payable to the Italian Embassy, which will be collected upon formalisation of the Legalization Application at the offices of Forsiter Global Services.
- c. **Return of Legalized documentation** – The Legalized documents will be delivered to the address indicated by the applicant once the Legalization procedures have been completed by the embassy.

INSTRUCTIONS ON FILLING IN THE APPLICATION FORM

APPLICANT'S DETAILS SECTION

- Fill in the applicant's name in block letters.
- The applicant must be the person submitting the documents for translation and verification. If the applicant is not named in the document and/or is not a direct relative (parent, spouse or child) of the document owner, a letter of delegation must be given by the document owner (please see MANDATORY DOCUMENTS).
- If the holder of the document is a minor, a parent or legal guardian must apply on his/her behalf. If the minor does not have a passport, this must be declared in writing by the applicant.
 1. **First name:** surname first, followed by the other names appearing on the passport
 2. **Address:** address must be in Sri Lanka
 3. **Date of birth:** to be completed in date / month / year format
 4. **Place of birth:** city of birth and country of birth as per passport
 5. **Passport number:** passport number - passport must be valid (not expired)
 6. **Issued on:** date of issue of the passport
 7. **Passport issued by:** authority which issued the passport
 8. **Mobile phone number:** only Sri Lankan mobile phone numbers are valid
 9. **Alternative contact:** landline phone number is preferred - only Sri Lankan numbers are valid
 10. **Email:** valid email address (required to receive application status updates)

TRANSLATION AND VERIFICATION SERVICE REQUEST SECTION

- **"Required Documents"** column: For each Certificate or Document to be translated and verified, the Italian Embassy requires certain documents that must be sent together with this form. In the absence of these additional documents, the application will still be accepted.

Example 1: *To obtain a translation and verification of a birth certificate, the following is required:*

- 1) *Original copy obtained from the Divisional Secretariat (in Sinhala or Tamil);*
- 2) *Copy of the document holder's valid passport (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: *To obtain a translation and verification of a Divorce Decree, the following is required:*

- 1) *Original copy of the NISI Decree and Absolute Decree obtained from the competent Court (in Sinhala or Tamil);*
- 2) *Copies of the valid passports of all parties named in the divorce proceedings (pages 1 -5);*
- 3) *Letter to the competent Italian Questura, as requested by the Embassy and proof of the sending of the said letter by registered letter with return receipt or PEC.*

- Please note that English translation of birth, marriage, death and Grama Niladhari certificates and divorce decrees by the Registrar General is not required.
- Attestation or Legalization by the Ministry of Foreign Affairs of Sri Lanka is not required.
- For translation and verification of any other document not included in the list, please contact the Embassy of Italy (0112 588 388).
- "Translation and verification fees per document in LKR": the specific amount required for translation and verification of each certificate or document.
- "Quantity of certificates": mark the quantity of certificates submitted for translation and verification. This is not the quantity of copies required. Only one (01) translation and verification will be returned for each original copy submitted.

REFUND DETAILS

- Fill in the "REFUND DETAILS" area with the account details for the refund of fees in the event of an incomplete or incorrect application.
- Failure to complete any part of this section will result in a delay in processing your refund.
- By completing the account details incorrectly, the refund may be credited to an incorrect account, for which Forsiter Global Services accepts no responsibility.
- Please note that the refund will be issued within 14 working days of the return of the application.
- Processing fees will be deducted before the refund is issued.
- If the application is rejected and you wish to resubmit it, a new appointment must be made to submit the new application.

RETURN DELIVERY COURIER

- Please fill in the "RETURN COURIER DETAILS" area with details of the return address where you would like to receive your returned application.
- Only addresses in Sri Lanka will be accepted.

MANDATORY DOCUMENTS

In addition to the documents requested in the 'Documents Required' section of the service request form, the following documents are mandatory:

1. Copy of applicant's valid passport (pages 1 -5)

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

2. Letter of Delegation from the owner of the document, delegating a third person to complete and submit the Translation and Verification Service Request Form
Copy of the valid passport (pages 1 - 5) of the document owner who is delegating (only if the applicant is not the document owner or is not a close relative - parent, spouse or child - of the document owner)

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

1. Go to the offices of Forsiter Global Services at 71A, Castle Street, Colombo 08 and obtain an appointment by paying the application fee. Please note that the applicant must appear in person with their valid passport to obtain an appointment.
2. Complete the TRANSLATION AND VERIFICATION SERVICE REQUEST FORM following the instructions above.
3. Attach the "DOCUMENTS REQUIRED" according to the instructions given in the TRANSLATION AND VERIFICATION SERVICE REQUEST FORM.
4. Attach the MANDATORY DOCUMENTS as requested above.
5. Go to the Forsiter Global Services offices on the date of your appointment 15 minutes before the time indicated in your appointment receipt and valid passport in order to check in at the Forsiter Global Services reception desk.
6. Submit the TRANSLATION AND VERIFICATION SERVICE REQUEST FORM and documents to Forsiter Global Services at 71A Castle Street, Colombo 08.
7. Follow the subsequent instructions provided through the link or QR code on the receipt obtained from Forsiter Global Services upon submission of the documents.

FURTHER INSTRUCTIONS

- Only applications in original will be accepted. Scans or photocopies of applications will be rejected.
- The applicant's signature must match the signature in the applicant's passport.
- The applicant is required to be at the reception desk of Forsiter Global Services 15 minutes before the appointment time.
- In the event of cancellation of the appointment due to no-show, the applicant is requested to obtain a new appointment. Charges for no-show appointments will not be refunded.
- Appointments cannot be transferred to others, changed or refunded under any circumstances.