

Checklist for Legalization and DOV

Sr. No.	Purpose	Documents (Attested from concerned authority and translated in Italian from authorized translation center)	Supporting Documents	Yes	No
1	Citizenship / Italian Passport	Police clearance, Birth certificate	Clearly mentioned purpose letter. Bangladeshi passport's copy attested from MOFA, BD, Soggiorno, Carta D Identita copies, attested from Italy/ Italian authority. (Online birth registration confirmation document also has to submit)		
2	Tax / Family Allowance	Family Certificate	<p>Clearly mentioned purpose letter</p> <p>In case of Bangladeshi passport, a copy attested from MOFA or Bangladesh high commission, Soggiorno, Carta D Identita copies, attested from Italian authority.</p> <p>For Italian passport, copy of passport and Carta D Identita attested by Italian authority.</p> <ul style="list-style-type: none"> Above-mentioned documents are applicable for all members of the family. If family members stay in Bangladesh, passport copy, NID, or Identification certificate from local Chairman (notarized and attested by MOFA, Bangladesh). Former/dead family members will not be included in the family certificate. If all members stay in Italy, family certificate will not attested in Bangladesh. 		
3	Soggiorno/Permission of stay	Marriage certificate, Nikahnama English and Bengali and for other religion marriage, marriage certificate and marriage registration, birth certificate	<p>Clearly mentioned purpose letter.</p> <p>Bangladeshi passport's copy along with Italian visa page attested from MOFA, Bangladesh, soggiorno, Carta D Identita copies attested from Italian authority.</p> <p>Family certificate from Italy attested by concerned Italian authority.</p> <p>Online birth registration confirmation.</p> <p>Copy on NID and certificate as register of Kazi/Priest.</p>		
4	Proof of relationship	Marriage certificate, Nikahnama English and Bengali and for other religion marriage; Marriage certificate and marriage registration. Birth certificate	<p>Bangladeshi passport's copy along with Italian visa page attested from MOFA, Bangladesh.</p> <p>Soggiorno, Carta D Identita copies attested from Italy (from both spouses when applicable).</p> <p>Family certificate from Italy attested by concerned Italian authority.</p> <p>Online birth registration confirmation document.</p> <p>Copy of NID and certificate as register of Kazi</p>		
5	Medical	Doctor's certificate/medical certificate verified by authorized doctor. (only medical certificate, NO prescription or discharge certificate	<p>Clearly mentioned purpose letter.</p> <p>Bangladeshi passport's copy attested from MOFA, Bangladesh (in case applicant stays in Bangladesh).</p>		

		will be legalized)			
6	Study/Admission to school	Latest study certificate*** (IOM verified and translated from authorized translation center)	Clearly mentioned purpose letter. Bangladeshi passport's copy attested from MOFA, BD (in case applicant stays in Bangladesh). Italian passport copy, soggiorno and Carta D Identita attested from Italy. A mail communication copy from authority concerned if study certificates are required to legalize for any other purposes of study.		
7	Finger Print	Marriage certificate, Birth certificate and for other religion marriage, marriage certificate and marriage registration	Follow the serial no. 1 and 3		
8	Power of attorney (Procura)	Power of attorney (Procura)	Clearly mentioned purpose letter. In case of Bangladeshi passport, a copy attested from MOFA or Bangladesh High Commission, Soggiorno, Carta D Identita copies attested from Italian authority. For Italian passport, copy of passport and Carta D Identita attested by Italian authority.		
9	DOV for Italian resident	Educational Certificates & marks sheet with IOM verification seal and translated in Italian	Clearly mentioned purpose letter. Valid passport, Carta D Identita, Soggiorno copies, attested from MOFA, Bangladesh. IELTS certificate with minimum score 6. Mail communication copy from authority concerned if DOV is required for any other purpose than study.		
10	Scholarship	Family Affidavit	Follow the sr. no. 2 Identity card and offer letter from educational institute.		
11	Legal stay permit for family	Procura, Police Clearance, Birth Certificate, Family Certificate	Clearly mentioned purpose letter. Applicant (legal member in Italy) passport copy, Carta D Identita, soggiorno (when applicable) attested from Italy and Bangladesh as described above. Bangladeshi passport copy for the counterpart applicant notarized and attested from MOFA, Bangladesh.		
12	Scholarship and others benefits in Italy	Property valuation certificate/Bank solvency certificate	Clearly mentioned purpose letter. Property valuation certificate issued by local land office and NRB, notarized and attested by MOFA and law ministry, Bangladesh. Passport's copy of family members along with applicant. Bangladeshi passport copy attested from MOFA, Bangladesh or Bangladesh High Commission. In case family members stay in Italy, soggiorno, Carta D Identita copies attested from Italian authority. Other related documents as applicable.		

Guideline for Certificate: See the opposite site.

- ❖ Birth Certificate:
 - Name, DOB, place of birth of Birth Certificate and Soggiorno's should be same.
 - Birth Certificate to be attested from first by notary then foreign ministry, or both attestation can be on the same date.
 - Gender has to be mentioned.
 - Birth certificate has to be registered online at Bangladesh govt. site and all information of birth certificate should be exactly same in hard copy and online record. Registration confirmation document has to provide.
 - Validity: not specified (open).
- ❖ Police Clearance:
 - Police Clearance has to be from the present or permanent address according to the valid passport's information and updated online and document has to attach to prove it.
 - Police Clearance should have attestation from Ministry of Foreign Affairs.
 - Validity: 6 months
- ❖ Marriage certificate & Nikahnama:
 - Marriage Certificate & Nikahnama should be done in Embassy prescribed format, (Hard colour paper, the original one)
 - In Marriage Certificate & Nikahnama husband & wife's name, date of birth, place of birth should be same as Soggiorno or passport (Italian/Bangladeshi which one is valid)
 - Marriage Certificate & Nikahnama need to be attested first from notary then from MOFA, or it can be attested on the same date
 - Date of issue need to be recent & same date of kazi's signature
 - ID card's copy of Kazi and on the stamp of Kazi:
 - I. Kazi's full name should be written
 - II. On the designation Kazi must have to be written
 - Hindu and Buddhist Marriage Certificate should be on the temple letterhead pad with logo of temple (notary & foreign ministry attested).
 - Christian Marriage Certificate will be on the Church pad.
 - Groom and bride's date & place of birth, date and place of wedding ceremony has to be stated. Place of birth should be match with Birth certificate passport and other documents.
 - Marriage registration is a must for all religious marriage.
 - Certificate/license copy of Kazi/Priest/Father.
 - Validity: 6 months
- ❖ Family certificate/affidavit:
 - Certificate should be in Embassy prescribed format.
 - Family Certificate need to be attested first from notary then from MOFA, or it can be attested on the same date
 - Family Certificate need to be same as Soggiorno's name, date of birth & place of birth
 - Other family members on the family certificate also need valid identification like passport, national ID card or identity certificate from chairman
 - Validity: 6 months
- ❖ Special note:
 - A letter from applicant mentioning the purpose of legalization to Consular is a must.
 - For minors need parents Soggiorno, Carta D'Identita, passport
 - All additional documents issued from Italy need to be attested from Italian authority concerned.
 - All additional documents issued from Bangladesh need to be attested from Bangladesh MOFA on notarized documents.
 - Soggiorno, Carta D'Identita & Italian passport attested from Italy
 - Bangladeshi passport attested from Foreign ministry

- All certificates should be as per prescribed format.
- Recivuta (receipt copy) of Soggiorno renewal application in case soggiorno is expired (with attestation from concerned authority in Italy) along with expired soggiorno copy and valid passport copy.
- All translation has to be from authorized translation center.
- All photocopies have to be clear and passport copy has to be colored.
- All documents should be attested by MOFA.
- In case of educational certificate, to be attested from MOFA and ministry of Education. After attestation, certificate to translate from authorized translation center (names available at website) and IOM verified original copies to submit as educational documents.
- Any photocopy/ scanned copy certificate to be attested by the Embassy except educational certificates.
- If most of the family members stay in Italy, a family certificate from Italy to submit along with other necessary documents.
- Italian family certificate and spouse's Carta D Identita/ Soggiorno copy attested from concerned authority if applicant got married after issuance of Carta D Identita and not updated with marital status after issuance.
- Residence document/IRA issued from the Embassy of Italy of current residence country if applicant stays in another country from long time.
- Italian citizen married to Bangladeshi Citizen must register their marriage at Consular Section, Embassy of Italy, Bangladesh. Application will lodge at Italy Visa and Legalization Application Center.
- Embassy reserves the right to ask for additional documents and format of certificates to be changed.
- For any other query feel free to take our help through +88 09606777666, +88 09666 911384 and info.itbd@vfshelpline.com.