

## Required Documents for Birth Registration

An Italian citizen who needs to register his/her child's/s' birth record in Italian commune.	Family certificate and residence certificate issued from Italy
	In case of minor applicant, parents' passport or soggiorno, identity card's copy attested from issuing authority along with residence certificate of Italy.  For adult, residence certificate of Italy, passport and ID card's copy attested by issuing authority.
	Original Birth Certificate duly attested and translated in Italian from authorized translation center.
	The compulsory request of registration transmission (Registration Form) must be addressed using the form available at website <a href="http://www.vfsglobal-it-bd.com">http://www.vfsglobal-it-bd.com</a> to Consular Office of the Embassy of Italy in Dhaka , signed in original and filled in by the Italian Citizen and applicant with copy of Italian passports enclosed ( including page with picture and signature)

### **NOTE:**

- Registration form for birth must be signed in original by the Italian citizen and applicant can submit in person or through an authorized agent) to the VFS, who will forward them to the Italian Embassy in Dhaka for the final verification and legalization.
- Legalization of translation for registration purpose is free of charge.
- Applicants are kindly requested to refrain from showing up directly at Embassy for legalization and registration purposes.
- Incomplete application will be sent back and those who presented fraudulent documents will be reported to competent Italian and Bangladesh police and judiciary authorities.
- In case of the application is to submit by other than the applicant/Italian citizen (parent), a proper authorization letter for representative is a must.

### **FOLLOWING STEPS:**

- As mandated by the law, the Embassy will keep the original birth certificate in their archives and a certified truly copy of the birth will be sent by the Embassy to the competent Italian Municipality for the necessary registration and updating of the records concerning Italian nationals.
- A copy of the legalized birth certificate and of the Protocolled Transmission Registration Note will be handed over to the applicants trough VFS.