Consulate General of Italy
Calcutta - Kolkata

PROCEDURE FOR OBTAINING LEGALISATION OF DOCUMENTS

To obtain a legalised translation of your document/certificate, you should contact either the Embassy of Italy at New Delhi or the respective Consulate Generals of Italy in Kolkata, Mumbai or Bangalore, according to the state **where your certificate was issued.**

Embassy/Consulate jurisdiction:

Embassy of Italy in **New Delhi**: Union Territories of Delhi and Chandigarh; the States of Haryana, Punjab, Rajasthan, Jammu-Kashmir, Himachal Pradesh, Uttar Pradesh

Consulate General of Italy in **Kolkata**: Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura, West Bengal, Andaman and Nicobar Islands & Nepal.

Consulate General of Italy in **Mumbai**: Chhattisgarh, Goa, Gujarat, Kerala, Madhya Pradesh and Maharashtra, as well as the territories of the Union of Dadra and Nagar Haveli, Daman and Diu.

Consulate General of Italy in **Bangalore**: Karnataka, Tamil Nadu, Telangana, Andhra Pradesh and the Union Territory of Puducherry.

Attestation, Apostille & translation:

- The original document/certificate should first be attested by the competent department of the State Government from where the document/certificate was issued (refer to the website of MEA: **https://mea.gov.in/apostille-menu.htm** for the list of Regional Authentication Centres) and then authenticated with an Apostille issued by the Ministry of External Affairs, Government of India (any branch). Sub-Divisional Magistrate (SDM) attestation shall NOT be acceptable.

- The duly-attested and Apostilled document/certificate shall then be translated into Italian. In this connection, you may contact any of the translators known to this Consulate General (please refer to list attached).

Legalisation Application:

Once the above-mentioned procedures are completed, the following documents have to be submitted at this Consulate General:

- Duly-attested and Apostilled document/certificate in original;
- Document/certificate translation;
- Cover letter (duly-signed) stating purpose of requesting legalisation of said document/certificate and your contact details (email id and phone number);
- Passport copy (first and last page) of holder(s) of said document/certificate;

- Signed copy of Data Protection Form.
- Consular tariff which shall be specified along with appointment details (mode of payment - bank draft in favour of 'Consulate General of Italy'/UPI - QR code payment).

Mode of submission/collection:

- Submission of documents **personally** at the Consulate General by taking prior appointment via email (kolkata.segreteria@esteri.it);
- Submission of documents **by a representative**;
  Additional documents in case application is submitted by a representative:
  - Authorisation letter;
  - Photo id proof of representative.
- Submission of documents **via courier** (notifying regarding the same via email to kolkata.segreteria@esteri.it) addressed to:
  Consulate General of Italy in Kolkata
  5G, New Road, Alipore
  Kolkata – 700027
  +91 33 4000 7816
  and arranging a return pick-up for the same (booking to be done by the applicant & charges to be borne by him/her) after application is processed.
  This Consulate General shall not be responsible for any damage/loss of documents caused by the courier service provider.