



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**.

For documents issued in Nepal, competent office for application submission – Honorary Consulate General of Italy in Kathmandu

Attestation & translation:

- All original documents/certificates should be attested by the Ministry of Foreign Affairs (MOFA), Nepal.
- 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 the Honorary Consulate General of Italy in Kathmandu, which shall then be forwarded to this Consulate General:

- Duly-attested 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').

Mode of submission/collection:

- Submission of documents **personally** at the Honorary Consulate General by taking prior appointment via telephone (+977-1-4538388, 4529089);
- Submission of documents **by a representative**;

Additional documents in case application is submitted by a representative:

- Authorisation letter;
- Photo id proof of representative.

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.