

## **DOCUMENT CHECKLIST & INSTRUCTIONS**

### **PLEASE NOTE**

- Documents must be sent via certified mail with tracking and without return receipt.
- The citizenship office will send payment receipt to your email address within 4/5 weeks upon arrival to our office. Requests for confirmation that the application was received will only be responded to if 4 weeks have passed from shipment date - please attach a screenshot of the tracking information for your package or we will be unable to respond.
- **PLEASE USE FULL (MAIDEN) NAME (INCLUDING MIDDLE NAME) ON ALL FORMS**

The Citizenship office may request additional documentation in order to determine your eligibility. Applications must include full documentation as listed below; starting with the most recent ancestor born in Italy and ending with the applicant and any underage children. You must include all Vital Records and Proof of Naturalization/No Naturalization. Please see our website for further information on eligibility.

### **Vital Records**

Documents must be submitted starting from the most recent ancestor and ending with the Applicant.

- Applicants may cite relatives' documents (ancestor and ascendants) **only** if that application was submitted to Consulate General of Italy in Los Angeles
- Births outside of a marriage must be presented with the long form certificate along with an Acknowledgement of Paternity, legalized by the Apostille and accompanied by an Italian translation on plain paper
- In-line relatives' vital records must be **certified originals, long form, legalized by the Apostille & accompanied by an Italian translation on plain paper. Long form certificates must be requested & are not the standard issued certificate.**
- Long Form Birth Certificates contain parent's full name, date and place of birth
- Long Form Marriage Certificates contain parent's full name, date and place of birth and number of previous marriage (or legal status before marriage)
- Applicants must submit all decrees issued by a Court (such as Decree of Change of Name, Decree of Change of Gender, Decree of Adoption, Decree of Divorce, etc.) which must be legalized by the Apostille and accompanied by a translation into Italian.

### **Naturalization / Non-Naturalization Documents**

**For the list of documents regarding natueralization or non-naturalization: [click here: TABLE 1](#)**

If the relative resided outside the United States, you must provide proof of naturalization/non-naturalization as instructed by the Italian Embassy's website in that country/jurisdiction.

### **Name Discrepancies**

Applicants' names and parents' names must appear on all documents as they appear on their respective birth certificates. Any discrepancies on these documents must be amended. The citizenship office will determine if anglicized name changes or simple variations on other relatives' documents will be accepted. A few discrepancies may be accepted. If needed, we reserve the right to ask for additional documentation and request the appropriate amendments.

### **Documents Issued Outside the United States**

Please note that prior to your appointment, any document issued in a country different from Italy or the United States which is part of your application must be authenticated, translated, and legalized in the country of origin. Our recommendation is to get in touch with the Italian Consulate or Embassy in the country where the certificate was issued to learn about their specific authentication process.

### **Court Documents (including divorces)**

All Documents issued by a court must be legalized by the Apostille and accompanied by an Italian translation.

### **FAST FACTS**

- An Italian citizen who acquired a foreign citizenship **before August 16, 1992** automatically lost his/her citizenship according to art. 8 of the law 555/1912.
- The acquisition of a foreign citizenship by an Italian citizen on or **after August 16, 1992** does not cause the loss of his/her Italian citizenship.
- If there is a woman in the line of descent, Italian citizenship can be transmitted only if the son/daughter was born **after January 1, 1948**. For individuals born **before January 1, 1948**, the transmission of citizenship occurs only through the male line.
- From an Italian citizen mother to a child born before **January 1st, 1948**: applicants who fall into this category will have to appeal directly in Italy to an Italian civil court to obtain recognition of citizenship.

**PLEASE CHECK THE BOXES OF THE DOCUMENTS WHICH YOU WILL BE PROVIDING**

**CATEGORY 2**

**A FATHER or MOTHER who holds - or held at the time of death - only Italian citizenship (Art. 3-bis, para. 1, subpar. c of Law 91/1992).**

**APPLICANT'S FORMS AND DOCUMENTS**

- 1)  [ITALIAN CITIZENSHIP REQUEST FORM](#) (Your signature must be notarized);  
 [FORM 2](#) (Your signature must be notarized);
- 2) If you were born an **AMERICAN CITIZEN**:  
 **VALID AMERICAN PASSPORT** (**color** photocopy);  
If you became a **U.S. CITIZEN BY NATURALIZATION**:  
 **VALID AMERICAN PASSPORT** (**color** photocopy);  
 **CERTIFICATE OF NATURALIZATION** (photocopy);  
If you are **not a U.S. CITIZEN**:  
 **VALID PASSPORT** (**color** photocopy);  
 **ALIEN REGISTRATION CARD** (green card, US VISA, USCIS form I-551) (photocopy);
- 3)  **VALID DRIVER'S LICENSE** or **STATE ID** issued by California, Arizona, Nevada or New Mexico (photocopy);
- 4)  **PROOF OF RESIDENCY** (utility bill: electricity, water, gas, landline bill, voting ballot, or tax statement);
- 5)  **CERTIFIED COPY OF YOUR BIRTH CERTIFICATE** – (in "full form" or "long form") **it must be issued within 24 months of the date of submission of your documents to our office**;  
 [TRANSLATION](#) of the certificate into Italian;  
 ["APOSTILLE"](#) (from the Secretary of State of the state in which the certificate was issued);
- 6)  **PAYMENT: money order or cashier's check** (no personal checks) payable to "Italian Consulate of Los Angeles". This fee must be paid in USD. [See this link for the updated amount: DOMANDA DI RICONOSCIMENTO CITTADINANZA \(Art. 07b\)](#) (fee is subject to change every 3 months)
- 7)  [Family Tree \(Italian parents\)](#)  
 Printout of the appointment confirmation received from the Prenot@mi system;  
 A copy of the email received from our office containing instructions on how to submit the application;

### ITALIAN PARENT' DOCUMENTATION

The applicant must provide the following vital records IN CHRONOLOGICAL ORDER (beginning from the most recent ancestor born in Italy)

- 8)  [FORM 3](#) if your parent is alive, along with a photocopy of his I.D. (His signature must be notarized);
- [FORM 4](#) if your parent is deceased (Your signature must be notarized);
- 9)  YOUR PARENT'S **ORIGINAL BIRTH CERTIFICATE** in **"FORMATO INTERNAZIONALE"** or in **"ESTRATTO PER RIASSUNTO"**- **with annotations**- of the ancestor born in Italy - issued by the Municipality in Italy within the 6 months before your appointment date (NO Apostille needed). The Italian certificates must be requested by applicant from the Comune in Italy. Find the request form [here](#).
- 10)  Photocopy of SPOUSE'S **BIRTH CERTIFICATE** (simple copy – No Apostille or translation needed);
- 11) **YOUR PARENT'S MARRIAGE CERTIFICATE:**
- If the **marriage took place in Italy** you have to request:
    - ORIGINAL MARRIAGE CERTIFICATE "ESTRATTO DELL' ATTO DI MATRIMONIO" - issued by the Italian Comune where the marriage took place (NO Apostille needed).
  - If the marriage **took place within our jurisdiction** you must obtain:
    - please check the list of required documents for marriages performed in [California](#), [Nevada](#), [Arizona](#), and [New Mexico](#) on our website at the following page: [Marriages or Civil Unions](#)
    - CERTIFIED COPY OF THEIR MARRIAGE CERTIFICATE (in "full form" or "long form");
    - TRANSLATION of the certificate into Italian;
    - "APOSTILLE" (from the Secretary of State of the state in which the certificate was issued);
  - If the **marriage was celebrated abroad but outside our jurisdiction** you must obtain:
    - we recommend always verifying the accuracy of the documentation with the Italian Consulate with territorial jurisdiction over the issuance of the certificate by consulting its website. The procedure to follow may vary depending on the country where the certificate was issued, in accordance with the agreements in force with that country. [Find your competent consulate here](#).
- Example:** For a marriage certificate issued in **Buenos Aires (Argentina)**, check the website of the Italian Consulate General in Buenos Aires. For a marriage certificate issued in the **State of New York**, check the website of the Italian Consulate General in New York.

12)  **YOUR PARENT'S NON-NATURALIZATION DOCUMENTS** ([click here: TABLE 1](#))

CERTIFICATE OF NON-NATURALIZATION issued by the competent authorities of the foreign country or countries of emigration, certifying that the Italian ancestor who emigrated abroad has not acquired the citizenship of that foreign country. In the case of countries that do not issue certificates of non-naturalization, this fact may be proven by other documentation (e.g., a certificate of non-registration on the electoral roll).

In the case of emigration to the United States [click here: TABLE 1](#);

13)  **YOUR PARENT'S NATURALIZATION DOCUMENTS** ([click here: TABLE 1](#))

If the ancestor was naturalized, you must submit the NATURALIZATION DOCUMENT to verify the exact date of acquisition of foreign citizenship; the naturalization of the Italian ancestor could result in the loss of the right to recognition of Italian citizenship by their descendants. For information on naturalization documentation, [click here: TABLE 1](#);

14) **YOUR PARENT'S DEATH CERTIFICATE (if applicable):**

- CERTIFIED COPY OF HIS/HER DEATH CERTIFICATE (in "full form" or "long form");
- TRANSLATION of the certificate into Italian;
- "APOSTILLE" (from the Secretary of State of the state in which the certificate was issued);

## Required Documents – Vital Records & Divorces

### Applicants must register all Vital Records Documents

#### Vital Records Issued by Italian Authorities (for events which took place in Italy)

##### *In-Line Relatives*

- Birth Certificate: Original Extended Certified Copy issued by the Comune with names of parents
- Marriage Certificate: Original Extended Certified Copy issued by the Comune with names of parents and any annotations of divorces
- Death Certificate: Original Extended Certified Copy issued by the Comune with names of parents

##### *Out-of-Line Relatives if born in Italy*

- Spouse's Birth Certificate: Photocopy of Certificate issued by Comune in Italy
- Spouse's Death Certificate: Photocopy of Certificate issued by Comune in Italy

#### Vital Records Issued by Non-Italian Authorities

##### *In-Line Relatives*

- Birth Certificate: Long-Form Original legalized by the Apostille; Translation of **Document Only**
- Marriage Certificate: Long-Form Original legalized by the Apostille; Translation of **Document Only**
- Death Certificate: Long-Form Original legalized by the Apostille; Translation of **Document Only**

##### *Out-of-Line Relatives*

- Spouse's Birth Certificate: **Photocopy** of Certificate

### Divorces

#### *For Applicants' Parents- if child is of a 2<sup>nd</sup> or subsequent marriage*

- Divorce Sentence (not dissolution of marriage): Certified Original legalized by the Apostille & Translation of the entire Sentence
- Certificate of No-Appeal: Certified Original legalized by the Apostille & Translation of the Certificate

#### *For ancestors preceding the Applicant's Parents (i.e. Grandparents or older)- if child is of a 2<sup>nd</sup> or subsequent marriage*

- Divorce Decree/Certificate of Dissolution: Certified Original legalized by the Apostille; Translation of Document only

#### *Applicant's Vital Record Documentation:*

MINOR CHILDREN'S BIRTH:

- [Request Form](#) to register applicant's minor child in Italy
- Birth Certificate: Long-Form Original legalized by the Apostille; Translation of **Document Only**

MARRIAGE:

- [Request Form](#) to register applicant's marriage in Italy
- Marriage Certificate: Long-Form Original legalized by the Apostille; Translation of **Document Only**

DIVORCE

- [Request Form](#) to register applicant's divorce in Italy
- Entire certified copy of Final Judgment of Dissolution of Marriage: Certified Original legalized by the Apostille & Translation of **the entire Sentence Only**
- **"Certificate of fact"** also called **"Certificate of the Clerk"** or **"Certificate of Non-Appeal"** from the Superior Court that issued the Final Divorce Sentence in order to establish that no appeal or reopening of the case has been filed during the six months after the final divorce: Certified Original legalized by the Apostille & Translation of the **Certificate only**

**Please title and organize each packet in the manner and order seen below:**

**Packet 1 – Forms, Identification, and Money Order**

- Money Order/Cashier's Check
- "Request for Italian Citizenship" Form
- Form 2
- Family Tree
- Vital Records Docs Issued by local authorities (Birth, Marriage(s), Divorce(s), etc.)
- Copy of Passport and Copy of Government-Issued ID
- Copy of Green Card / Visa in Non-U.S. Passport (if applicable)
- Copy of Utility Bill/Bank Statement/Tax Statement (Page with Name and Address)
- Vital Records of any underage children
- Copy of Passport of any underage children (if applicable)

**Packet 2 – Documents for Last Relative Born in Italy**

- Vital Records Issued from Italy
- Proof of Naturalization (dated before birth of next-in-line) or Non-Naturalization
- Vital Records Issued from local authorities

**Packet 3 – Documents for Next in Line Relative**

- Form 3 (if living) or Form 4 (if deceased) for next in line relative
- Vital Records Issued from local authorities
- **Every relative between the most recent Ancestor born in Italy and Applicant must have a separate packet**

**\*IMPORTANT\*: IN ORDER TO REDUCE WASTE AND PROCESS APPLICATIONS FASTER, WE ARE ASKING THAT YOU DO NOT USE BINDERS, PLASTIC FOLDERS, SHEET PROTECTORS, OR ANY OTHER REUSABLE ORGANIZATION SUPPLIES. USE ONLY PAPER MANILA ENVELOPES OR FOLDERS. PAPERCLIPS AND BINDERCLIPS CAN BE USED IF NECESSARY.**

**How to Prepare the Envelope:**

1. Sender
  - a. Please Put **Full (Maiden) Name**, as it appears on the applicant's birth certificate in the sender portion of the envelope
  - b. **Place date of appointment at the bottom**
2. Recipient  
CONSULATE GENERAL OF ITALY  
CITIZENSHIP DEPARTMENT  
12424 Wilshire Blvd  
Suite #1400  
Los Angeles, CA 90025
3. **Make sure the postmark is clearly visible under the stamp**

**To be signed for acknowledgement and acceptance**

---