



Consolato Generale d'Italia – Sydney

## CERTIFICATES REGISTRATION

### General Information

Agg: 1/08/18

**The following general information is intended for people whose Italian citizenship has been recognized ONLY**

**PLEASE NOTE ALL ORIGINAL CERTIFICATES WILL BE KEPT IN OUR ARCHIVES AND NOT RETURNED**

#### THE CERTIFICATE REGISTRATION SERVICE

The certificate registration service has to be requested **any time there is a new event** in the civil status of the Italian citizen. According to the Italian law, events like birth of a child, marriage, same-sex civil union, divorce or resolution of a same-sex union, death of any family member, change of name or surnames, and other civil status changes, **must be registered at the Consulate General immediately, with no delay**. Please note that this is a **specific duty** for any Italian citizen living abroad. As a general rule, the certificates must be lodged at the Consulate where the Italian citizen is residing, but if the event has happened outside the usual place of residence, the competent Consulate of that place can process the registration of the certificate. *For example: if an Italian residing in NSW had a child born in Thailand, the birth certificate can be lodged either at our Consulate General or at the Italian Embassy in Bangkok.*

Usual processing time for registration depends on the Italian Municipality where the certificate will be sent.

Please note that registration of birth certificates of minors adopted according with the law of a foreign Country follows a different procedure. We suggest to get in touch with the Consulate to enquire about requirements and documents needed.

#### IMPORTANT INFORMATION ABOUT NAMES

It is of utmost importance to check that all data on certificates are consistent and that the correct names are shown throughout. Names of people born in Italy cannot be translated into English, shortened or changed – they must correspond to the birth registration details held by the Italian Municipalities. Incorrect certificates **should be amended** by the Registry of Births, Deaths and Marriages **before** they are certified by means of an Apostille. This Consulate General will not be responsible should any delays or further costs be incurred due to discrepancies in the original certificate.

#### PRE-REQUISITES AND OTHER IMPORTANT INFORMATION ABOUT THE PROCEDURE

Before you **submit the certificates, in person or by post**, please make sure that you have the following necessary pre-requisites:

- You are an Italian citizen born in Italy OR born abroad but already registered at any Italian Consulate;
- You have your certificates ready to be register as specified here :

##### **Australian certificates:**

- The original certificate has been issued by the relevant Australian Registry (1 – page 2)
- The original certificate has an apostille (2 – page 2)
- The certificate is translated into Italian by a NAATI Translator (3 – page 2)

##### **Foreign certificates:**

- The certificates must be prepared as specified by the Italian Embassy/Consulate where the certificate was original issued. Check their website for further indications.
- Have completed the **Certificate Registration Request Form** that can be downloaded from our [FORMS webpage](#).

#### ABOUT THE CERTIFICATES

##### **BIRTH, DEATH, MARRIAGE AND SAME SEX DE FACTO CERTIFICATES**

All certificates must be original copies issued by the Registry of Births, Deaths and Marriages.

##### **DIVORCE CERTIFICATE**

All certificates must be originals issued by the Family Court, of the Decree Nisi or Certificate of Divorce or Divorce Order.

Note that in some cases a Certificate of Divorce is **rejected** by some Italian Municipalities, so it is advisable to have a Decree Nisi or a Divorce Order.

##### **AUSTRALIAN NATURALIZATION CERTIFICATE**

This certificate does not need to be apostilled nor translated.

Present the Australian Naturalization Certificate to this Consulate General, with a simple photocopy.



## AUSTRALIAN OFFICES AND NAATI TRANSLATORS

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### WHERE TO REQUEST BIRTH, MARRIAGE, SAME SEX DE FACTO AND DEATH CERTIFICATES

#### REGISTRY OF BIRTHS, DEATHS AND MARRIAGES

Phone: 1300 655236

- 35 Regent Street, CHIPPENDALE NSW
- 95 Tudor Street, HAMILTON (NEWCASTLE) NSW
- Cnr. Market & Church Streets, WOLLONGONG NSW

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### WHERE TO REQUEST THE DECREE NISI OR THE DIVORCE ORDER

#### FAMILY LAW COURT

Phone: (02) 9217 7111

L. Bowen Building, 97-99 Goulburn Street, Sydney, NSW 2000

### WHERE TO REQUEST THE NATURALIZATION CERTIFICATE

#### D.I.A.C. – Department of Immigration And Citizenship

Phone: 131 881

- 26 Lee Street, SYDNEY NSW
- 9 Wentworth Street, PARRAMATTA NSW

### WHERE TO APPLY FOR THE APOSTILLE

#### DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

Authentications, Apostilles and CNIs are NOT PROCESSED at the DFAT NSW State Office

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Please contact the PASSPORT OFFICE for Document Legalisation Services: Authentications, Apostilles, CNIs (Certificates of No Impediment to Marriage)

From 2 November 2016, LEGALISATION SERVICES LODGEMENT IS BY APPOINTMENT ONLY.

To make an appointment telephone 1300 935 260

Alternatively, you can choose to lodge your request by mail.

#### Postal address:

Sydney Passport Office  
Authentications Section  
GPO Box 2239  
Sydney NSW 2001

**Telephone:** 1300 935 260

**Facsimile:** (02) 9207 6908

**Email:** [authentications.nsw@dfat.gov.au](mailto:authentications.nsw@dfat.gov.au)

**Website:** <http://smartraveller.gov.au/services/legalising-documents/Pages/australia.aspx>

Documents may not be bundled together with one Apostille.

Each document must be legalized singularly.

**TRANSLATIONS DO NOT REQUIRE APOSTILLES**

### NAATI TRANSLATORS

Please refer to our [LISTS webpage](#) to download a full list of Official Translators.

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