

Documents to prove your eligibility
in accordance with your personal situation and
to be collected before your scheduled appointment

Category n. 1:

Father holds ONLY Italian citizenship at the time of applicant's birth (or at death, if he passed before applicant was born)

1. Father's birth certificate from Italy, in the extended version;
2. Parent's marriage certificate;
3. Mother's birth certificate;
4. Father's residency records (*certificato storico di residenza*) issued by the competent Municipality office/s in Italy;
5. Father's citizenship record (*certificato storico di cittadinanza*) issued by the competent Municipality office in Italy;
6. Copy of father's visa or permanent resident card, if father is an USA resident;
7. Evidences that father did not acquire other citizenships (for which he could have applied for, depending on personal situation). i.e. other foreign country of residence or if your spouse is not only an american citizen
8. Father's death certificate (if applicable) or copy of Father's passport/ID

Category n.2:

Mother holds ONLY Italian citizenship at the time of applicant's birth. Applicant was born after January 1st, 1948.

Provide the same documents as in **Category n.1**, but for your mother.

Category n. 3:

Father is an Italian citizen and has been a resident of Italy for at least 2 consecutive years AFTER Italian citizenship's acquisition and BEFORE applicant's birth (note: for Italian citizenship jure sanguinis, the acquisition is at birth).

1. Father's birth certificate from Italy, in the extended version;
2. Parent's marriage certificate;
3. Mother's birth certificate;
4. Father's residency records (*certificato storico di residenza*) issued by the competent Municipality office/s in Italy;
5. Father's citizenship record (*certificato storico di cittadinanza*) issued by the competent Municipality office in Italy;
6. Father's other citizenship/s certificate/s;
7. Father's death certificate (if applicable) or copy of Father's passport/ID

Category n. 4:

Mother is an Italian citizen and has been a resident of Italy for at least 2 consecutive years AFTER Italian citizenship's acquisition and BEFORE applicant's birth. Applicant was born after January 1st, 1948. (note: for Italian citizenship jure sanguinis, the acquisition is at birth).

Provide the same documents as in **Category n.3**, but for your mother.

Category n. 5:

Grandfather holds ONLY Italian citizenship at the time of applicant's birth (or at death, if he passed before applicant was born)

1. Grandfather's birth certificate from Italy, in the extended version;
2. Grandparent's marriage certificate;
3. Grandmother's birth certificate;
4. Grandfather's residency records (*certificato storico di residenza*) issued by the competent Municipality office/s in Italy;
5. Grandfather's citizenship record (*certificato storico di cittadinanza*) issued by the competent Municipality office in Italy;
6. Grandfather's visa or permanent resident card, if grandfather is an USA resident;
7. Evidences that grandfather did not acquire other citizenships (for which he could have applied for, depending on personal situation);
8. Grandfather's death certificate (if applicable) or copy of grandfather's passport/ID;
9. Father's and mother's birth certificates;
10. Parents' marriage certificate;
11. Father's or Mother's (depending on heritage line) other citizenship/s certificates/evidences;
12. Parents' death certificates (if applicable) or copy of their passports/IDs

Category n. 6:

Grandmother holds ONLY Italian citizenship at the time of applicant's birth (or at death, if she passed before applicant was born). Her child (your parent) was born after January 1st, 1948.

Provide the same documents as in **Category n.5**, but for your grandmother.

PLEASE NOTE:

Based on your personal situation and/or in the event of discrepancies and/or lack of information in the certificates/documents presented, this office may request additional documentation.

Documents referring to the applicant:

1. **APPLICATION FORMS, AND DECLARATIONS** THAT YOU AND YOUR INTERMEDIATE ANCESTOR/S HAVE NEVER RENOUNCED ITALIAN CITIZENSHIP BEFORE ANY ITALIAN AUTHORITY;
2. BIRTH CERTIFICATE;
3. ALL MARRIAGE AND DIVORCE RECORDS (if applicable): please follow the guidelines under "VITAL RECORDS";
4. Printout of the appointment confirmation from Prenot@mi
5. AIRE Form
6. A photocopy of your U.S. PASSPORT, DRIVER'S LICENSE and a utility bill;
7. **If not a U.S. citizen:** a photocopy of your national PASSPORT and permanent resident card.

PLEASE NOTE:

- Forms 1, 2 and, if applicable, 3 and 4, duly filled out and signed. Signatures must be notarized. As a reminder, a form 3 should be filled out and signed by each alive ascendant, a form 4 should be filled out and signed by the applicant with reference to each deceased ascendant
- Applications must be received between the 1st and 20th of the month of the appointment
- Applicants must enclose a pre-paid envelope which will be used to return the documentation in case of inadmissibility.

Please click the link "FORMS" to download Forms 1-2-3-4.

GUIDELINES

FOR ALL CATEGORIES

- **HOW TO REQUEST THE ANCESTOR'S BIRTH/MARRIAGE/DEATH CERTIFICATES FROM ITALY**

1) Refer to the Municipality office of the town where the Italian ancestor was born, requesting a birth certificate in extended version (*certificato di nascita integrale*), enclose a stamped, self-addressed envelope. Search the address of the *Comune* on the page: www.comuni.it.

Address your request to:

COMUNE DI _____
Ufficio Anagrafe – Stato Civile
(Zip code) _____ (City) _____ (Province of) _____
ITALY

- **HOW TO REQUEST THE ANCESTOR'S BIRTH/MARRIAGE/DEATH CERTIFICATES IN THE U.S.A.**

All certificates must be "LONG FORM" in a "CERTIFIED COPY". These certificates may be requested from the Office of Vital Statistics of the County or of the State where the birth/marriage/death took place. Please check that the birth certificate lists the **city of birth, parents' names**, and that it was issued by a government agency. Certificates reporting only the "County" of birth will not be accepted.

We require an accurate, complete, and typed translation of all foreign Vital Records certificates for the applicant and their Italian-line ancestors.

- **APOSTILLE**

U.S. Birth/Marriage/Death records pertaining to the "Italian side" (starting with your ancestor and ending with you - including the "intermediate" ancestors who are not applying for citizenship) must be legalized with an "APOSTILLE" by the Secretary of State of the State where the document has been issued. **The Apostille is not a stamp on the certificate.**

The Certificate of Naturalization and/or similar documentation needs not be legalized by the "APOSTILLE".

THE APOSTILLE need not be translated.

- **VITAL RECORDS IN LANGUAGES OTHER THAN ITALIAN**

Birth, marriage, death certificates **pertaining to the Italian side** (i.e. from your ancestor up to you, including the ones relating to "intermediate" ancestors who are not applying for citizenship) **must be translated into Italian**. Documents that **do not** need to be translated are **those relating to the "non-Italian" side** and the **U.S. Certificate of Naturalization or any statement releasing information on the naturalization status of the ancestors**.

- **DOCUMENTS ISSUED IN COUNTRIES OTHER THAN THE U.S.A. OR ITALY**

Visit the webpage of the Italian Consulate/Embassy that has jurisdiction over the Country where the certificate has been issued to learn how to proceed for the legalization of the certificate and translation. A list of all Italian Consulate/Embassies abroad is available at www.esteri.it ("Farnesina" - "Rappresentanze Diplomatiche" - "Ambasciate e Consolati" – Country).

- **IF YOU ARE MARRIED**

You need to submit a certified copy of the "**Marriage license/certification**": please check that your marriage certificate lists both groom and bride's **city of birth, parents' names, date and place of the marriage**. If not, you must provide in addition a certified copy of the "**Marriage application and record**". Both the marriage license and the certificate must be legalized with an **Apostille**. Please provide a certified copy of **your spouse's birth certificate** (no translation and Apostille required) with a photocopy of his/her American passport or ID card/driver's license. Fill out the "**Application Form to register marriage certificates in Italy**" that can be found in "VITAL RECORDS" section.

- **DISCREPANCIES**

Check carefully all the documents **word-for-word** to make sure that no discrepancies appear.

Discrepancies are typographical errors, missing middle names, use of nicknames, etc.

Each change or error found in your ancestor's documents must be corrected, wherever possible, through an official "affidavit to amend a record" at the Vital Statistics Office that issued that document. You can also ask for an "a.k.a." (also known as) with all the names that your ancestor used throughout their life. The Vital Records Office will add the AKA to the original certificate.

Any discrepancies in your own documents must be amended and corrected.

This includes your own name, your spouse's name, and your parents' names.

If relevant discrepancies are found in your own Vital Records your application will not be accepted.

- **U.S.A. NATURALIZATION**

If you have an **original** naturalization certificate, please bring to the interview the original and a photocopy of it.

Otherwise we request the **certificate of NATURALIZATION** and/or a certified copy of the "petition for naturalization" and "oath of allegiance" bearing the red ribbon and gold seal of NARA, or issued by USCIS with the original envelope.

If you cannot acquire a certificate of naturalization or a petition, you must provide an **Official statement** of no record (**original, not a photocopy, and with the Office Seal**) to be requested to each Office contacted. In addition to "no record found" letters, we also request additional proof that your ancestor did not naturalize (such as, for instance, census records, draft cards, alien files, voter list records, US passport application records...)

If your ancestor is still alive and they are not an American citizen, you can submit **their Italian passport** and **current U.S. permanent resident card ("green card")**.

Here is a list of Offices you may contact:

PLEASE NOTE:

When submitting your request, please include your Italian ancestor's full name (and aliases, nicknames and any other name that appeared on any official document), possible places and dates of birth which they may have used during their life, according to the documents you collected.

Your search should cover the time of arrival of your Italian ancestor in the USA, up to their US born child reaching the age of majority, and it should be supported by Official statements.

1. **USCIS** in Washington D.C. (<http://www.uscis.gov/portal/site/uscis>). This Office can provide a Certificate of Naturalization or a **certification of nonexistence of a specific record.**
2. **The Court of the County where your ancestor resided and where their child was born** can also provide Certificates of Naturalization.
3. **USCIS Genealogy Program**, in Washington, DC (www.uscis.gov/genealogy). This office can send you a copy of your ancestor's certificate or alien registration card, which must be supported by a County or NARA record, because USCIS will only release a certified copy to the person who became a citizen.
4. **The National Archives** in Washington, DC (www.nara.gov). This office collects documents from all over the United States: you could obtain a certified copy of your ancestor's "petition for naturalization" and "oath of allegiance" from the National Archives. Documents from NARA must be certified copies, bearing the red ribbon and gold seal of NARA. **If no record is found, they should issue a no record found letter.**
5. **The Regional Office of the National Archives.** This office keeps Federal documents pertaining to the States in its area of jurisdiction. It can also provide certified copies of petitions for naturalization and oaths of allegiance. Documents from NARA must be certified copies, bearing the red ribbon and gold seal of NARA.
6. **Census record.** It may provide additional relevant information despite the fact that the information collected is based

on the personal declarations. Census records include Immigration Records, Naturalization Records, Ship Passenger Lists, Military records, U.S. Passport applications, Voter List Records and others (www.census.org). Ask for the first U.S. Census dated after your Italian-born ascendant's child reached the age of majority.

- 7. IF YOUR ITALIAN ANCESTOR IMMIGRATED TO A COUNTRY OTHER THAN THE U.S.A. YOU MUST PRESENT THE NATURALIZATION RECORD ISSUED BY THAT COUNTRY.** For more information, see the website of the Italian Consulate/Embassy that has jurisdiction over that Country. A list of all Italian Consulate/Embassies abroad is available at: www.esteri.it ("Farnesina" - "Rappresentanze Diplomatiche" - "Ambasciate e Consolati" – Country).

Please note: All documents referring to Naturalization need not be translated.