

GUIDELINE FOR THE DOCUMENTATION

All certificates must be in “**CERTIFIED COPY**” a.k.a “**LONG FORM**” or “**FULL FORM**”. If the marriage certificate lacks information such as date and place of birth, you must also obtain a certified copy of the marriage application/ license.

These certificates may be obtained from the Office of Vital Statistics of the County or of the State in which the birth/marriage/death took place.

Certificates reporting only the County of birth will not be accepted, you must request to the Vital Statistics Authority State the City or town of birth.

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

Write to the Municipality where the Italian ancestor was born requesting a “Estratto dell'atto di nascita”, “Certificato di matrimonio”, “Certificato di morte” enclose a stamped envelope, self-addressed envelope.

- **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 of the State where birth/marriage/death took place. Please check that the birth certificate lists the **city of birth, parent's name** and that it was issued by a government agency.

Certificates reporting only the “County” of birth will not be accepted.

The translation must be typed, accurate, and must correctly reflect the original text. Dates **MUST** be entered in the European format (date/month/year). Please check this [link](#) (INSERIRE COLLEGAMENTO ALLA PAG DELLA LISTA TRADUTTORI) for a [list of translators](#) (this list is purely for reference and the Consulate is in no way responsible for the quality of their work or the fees they charge).

- **APOSTILLE**

U.S. birth/marriage/death records pertaining to the “Italian side” must be legalized with an APOSTILLE by the Secretary of the State where the document has been issued. **The Apostille is not a stamp on the certificate and does not be translated.**

The certificate of Naturalization and/or similar documentation need not to be legalized by the APOSTILLE.

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

Birth/marriage/death certificates pertaining to the Italian side **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 relating to information on the naturalization status of the ancestors**.

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

Documents must comply with the local regulations on the legalization of documents, they must be translated into Italian and the translation certified by the Italian Consulate/Embassy in the Country where the document was issued. To find how a document should be legalized check the website of the competent Italian Consulate/Embassy.

- **DISCREPANCIES**

CHECK carefully all the documents to make sure that **no relevant discrepancies appear**. Discrepancies are typographical errors, missing middle name, use of nicknames etc.

Any relevant discrepancies 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 the 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 relevant discrepancies in your own documents **must be amended and corrected**. This includes your name, spouse's name, and your parent's name.

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

- **U.S.A NATURALIZATION**

The certificate of naturalization is a crucial piece of your application which is an official document bearing the red ribbon and goal seal of NARA. If you cannot acquire a certificate of naturalization, you must provide an **Official statement of No record (original and with the Office Seal)**. In addition to "no record found" letters, we also request additional proof that your ancestor did not naturalize (such as CENSUS Records, draft card, alien files or card, voter list records, List of arrival)

If your ancestor is still alive and they are not a foreign citizen, you can submit **their Italian passport and current U.S permanent resident card**.

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

- **Here is a list of Offices you may contact:**

1. **USCIS** in Washington D.C. (<https://www.uscis.gov/>). The office can provide a Certificate of Naturalization or a **certificate of Nonexistence of a specific record**;
2. **USCIS Genealogy Program** in Washington D.C. (<https://genealogy.uscis.dhs.gov/#/>). The 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.
3. **NARA** in Washington D.C. (National archives <https://www.archives.gov/>). The Office collects documents from all over the U.S.A, documents must be certified copies, bearing to the red ribbon and goal seal. If no record is found, they should issue a "no record found letter".
4. **The Court of the County** where your ancestor resided and where their child was born can also provide Certificates of Naturalization.
5. **The Regional Office of National Archives**. This office keeps Federal document pertaining to the States in its area of jurisdiction, it can also provide certified copied of petition for naturalization and oath of allegiance. These documents must be certified copy, bearing the red ribbon and goal seal of NARA.
6. **CENSUS records** (<https://www.census.gov/>) . It may provide additional information (despite the fact that the information collected is based on the personal declarations) , including Immigration records, Naturalization records, Ship Passenger Lists, Military records, U.S. passport application, Voter list records and other.

7. **If your ancestor immigrated to a country other than the U.S.A., you must present the naturalization record issued by that Country.** For more information, check the website of the Italian Consulate/Embassy that has jurisdiction of that country.

PLEASE NOTE: All documents referring to Naturalization need not be translated.

If the documentation submitted does not prove the ancestor's existence in the foreign country (e.g. alien card, permanent resident card, SSN, etc...), the application will not be considered complete.

ALL THE DOCUMENTS MUST BE SUBMITTED IN ORIGINAL