

# BIRTH REGISTRATION PROCEDURE – INSTRUCTIONS AND REQUIRED DOCUMENTATION

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## 1. IMPORTANT INFORMATION

- NAMES MUST MATCH

**First name, second name (middle name), and last name (family name) must match on every vital record, ID and registration form.**

- YOU CANNOT USE A LAST NAME AS A SECOND OR MIDDLE NAME FOR YOUR CHILD

Please see general info page.

- ALL PREVIOUS VITAL RECORDS OF THE ITALIAN PARENT(S) MUST HAVE BEEN REGISTERED

To register a birth, you must have registered your marriage as well. If you were not married at the time of the birth, please see [here](#).

- YOUR CURRENT ADDRESS MUST BE UPDATED

If you have moved recently, and you have never communicated your new address to the Italian Consulate, you must update your address on the Fast.It website **BEFORE** sending any registration requests:

[https://conssanfrancisco.esteri.it/consolato\\_sanfrancisco/en/i\\_servizi/per\\_i\\_cittadini/anagrafe/fast-it-il-portale-dei-servizi.html](https://conssanfrancisco.esteri.it/consolato_sanfrancisco/en/i_servizi/per_i_cittadini/anagrafe/fast-it-il-portale-dei-servizi.html)

- ITALIAN PARENTS MUST REGISTER THE BIRTHS OF THEIR MINOR CHILDREN (*under 18 years old*).

Italian parents must register the birth of their children as soon as possible; to **register all vital records is a duty of every Italian citizen.**

- RECOGNITION OF PATERNITY (PARENTS UNMARRIED AT THE TIME OF CHILD'S BIRTH)

If the parents of the minor were NOT married to each other at the time of the child's birth, they must sign a *Riconoscimento di Paternità* in front of the Consular Officer at the Italian Consulate

in San Francisco, OR, provide: 1) a “Certified copy” of “Voluntary Acknowledgement of Paternity” issued by the Department of Public Health, which needs to be apostilled and translated in Italia, and 2) a Self-Declaration ex Art. N 42 D.P.R. 396/2000 signed by both parents (see here).

If the parents decide to sign the *Riconoscimento di Paternità* in front of the Consular Officer, they must schedule an appointment with our Notary Department for recognition of paternity/maternity; to schedule the appointment for recognition of paternity/maternity please contact [notarile.sanfrancisco@esteri.it](mailto:notarile.sanfrancisco@esteri.it)

On the day of the appointment **BOTH PARENTS MUST BE PRESENT**, and must bring all documentation ordinarily required for birth registration (see registration procedure).

*IF THE MINOR IS 14 YEARS OR OLDER, he/she must also be present.*

## 2. BIRTH REGISTRATION PROCEDURE AND REQUIRED DOCUMENTS LIST

- For vital records issued in **CALIFORNIA, OREGON, WASHINGTON, ALASKA, HAWAII, MONTANA, IDAHO, UTAH, or in the US territory of GUAM** – [click here](#)
- For vital records issued in **OTHER STATES IN THE USA** – [click here](#)
- For vital records issued in **OTHER FOREIGN COUNTRIES** – [click here](#)

### LIST OF DOCUMENTS REQUIRED:

1. ORIGINAL BIRTH CERTIFICATE
2. APOSTILLE (attached to the original birth certificate)
3. TRANSLATION IN ITALIAN of the original birth certificate
4. CONSULAR REGISTRATION FORM ([download here](#))
5. COPY OF BOTH PARENTS PASSPORT (scan/photocopy, no pictures)

### PROCEDURE STEP BY STEP:

- a. CONFIRM YOU HAVE READ CAREFULLY THE GENERAL INFORMATION
- b. OBTAIN A CERTIFIED COPY OF BIRTH CERTIFICATE from the City Hall or Department of Health Service or County Recorder. Verify, even by phone, that the signature of the officer on the certified copy is registered with the Secretary of State. If not, before requesting the Apostille, you will have to go to the County Clerk to certify the signature.
  - PLEASE NOTE: Birth certificates cannot be “abstracts”, but must be “long forms”.
  - Birth certificates must show exact CITY of birth, if not, you must list it on the consular form.
  - Be sure all parent’s names match the ID and original birth certificate.
  - Remember that last names (family names) cannot be used as second/middle name (see basic info).
- c. REQUEST AN “APOSTILLE” FROM THE SECRETARY OF STATE of the State that issued the original document. ([Click here for information and instructions on Apostilles](#)).

d. OBTAIN A COMPLETE AND ACCURATE TRANSLATION OF THE BIRTH CERTIFICATE (the apostille does NOT need a translation). Applicants may translate the document themselves, or hire a translator (please see the list of recommended translators on our website).

o PLEASE NOTE:

- EVERY SINGLE WORD on the original document must be translated;
- Translations must be COMPLETE, FREE OF ERRORS, done using the appropriate Italian legal language, prepared on a computer, printed with legible fonts; the Apostille does NOT require the translation;
- Any translations that are incomplete and/or that contain errors will NOT be accepted, and in such case all documentation included in the request to register the vital record will be returned to the applicant without processing;
- Translations CANNOT be printed front and back, please print single side.

e. FILL OUT THE CONSULAR APPLICATION FORM to request the registration of the birth certificate ([download here](#)).

Remember, ALL the names on the form (parents and child) MUST match the names on the certificate of birth. The parent who changed the last name following a marriage must use the birth last name (maiden name) on the form.

f. INCLUDE A PHOTOCOPY (scan, no pictures) OF THE PASSPORT OF THE PARENT(S) - *please provide only the pages with personal information and signature.*

g. MAKE SURE THE DOCUMENTATION IS COMPLETE: Click here to view the DOCUMENT CHECKLIST.

h. SEND THE REQUIRED DOCUMENTATION BY MAIL - The vital services department will not accept in-person delivery. If you have concerns about delivery, please purchase a tracking number and insurance from your delivery service of choice.

1. If you reside in this consular jurisdiction ([click here to verify](#)) send the requested documentation by regular mail to this Consulate General to the address listed at the top of this web page.
2. **If you reside IN ITALY and/or in ANOTHER CONSULAR JURISDICTION**, please follow the instructions posted on the main page of the Vital Records department - [click here](#).

i. STATUS OF THE REGISTRATION REQUEST and REGISTRATION CONFIRMATION

Due to the volume of mail that our Departments receive every day, **the Italian Consulate CANNOT confirm receipt of documentation to each person; instead, please use the tracking number provided by your chosen delivery service.**

The Consulate will send the registration request by certified email to your Comune in Italy within 60 days from when the Consulate has received the complete set of the required documents. You will receive a copy of this e-mail.

**After this point, the process is entirely in the hands of the Comune. To request a confirmation of the registration, you MUST contact the Comune in Italy, as the Consulate does NOT know when the Comune will complete the registration.**

Based on our experience, the Comune often registers documents within 30-45 business days. However, this timeframe is highly variable, as it takes more time for larger Comuni (cities like Rome or Milan) to complete the registration procedure.

We suggest you to e-mail the Anagrafe/Stato Civile Office of your Comune two to four weeks after you receive the e-mail from the Consulate. The e-mail should be in Italian, as Comuni do not communicate in English.

### 3. ADOPTIONS

To register an adoption in Italy you must send the following documentation to this Consulate:

- a. Documentation ordinarily required for birth registration (see page n.2);
- b. Certified copy of the adoption sentence/decree
- c. *Apostille* issued by local authorities - this must be attached to point *b*
- d. Translation in Italian of point *b* (*click here for translators*)
- e. Adoption request form (*click here*) signed by Italian parents / parents who are member citizens of the E.U.\*\*
  - o **\*\*PLEASE NOTE:** parents who are neither Italian nor members of the EU must sign the adoption request form in front of a Consular official. Please contact [notarile.sanfrancisco@esteri.it](mailto:notarile.sanfrancisco@esteri.it) to schedule an appointment for signature authentication.
  - o On the day of the appointment you must bring:
    - Items from points *a,b,c,d,e* listed above
    - Payment for signature authentication - MONEY ORDER in \$US Dollars made out to *Consulate General of Italy - San Francisco* for the amount listed under "*Autentica firma - art. 24*" (*click here for consular fees*)
    - Valid photo ID (passport preferred)

The necessary documentation will be submitted to the appropriate Family Court in Italy that will verify whether the adoption is acceptable. The birth certificate will be registered in the appropriate Italian Comune only if the adoption is deemed acceptable by the Italian court. Please know that this is a lengthy process and can take anywhere from a few months to over a year.

Parents who wish to apply for an Italian passport for their adopted child/children cannot do so until they have received confirmation that the Comune in Italy has registered the birth certificate(s) of the adopted child/children.