

GENERAL INFORMATION and FAQ's

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a. IMPORTANT INFORMATION, PLEASE READ FIRST and CAREFULLY!

- IT IS A LEGAL OBLIGATION FOR AN ITALIAN CITIZEN TO REGISTER EACH AND EVERY VITAL RECORD
- IN ORDER TO REGISTER YOUR VITAL RECORDS YOU MUST BE REGISTERED IN AIRE (of the Italian Consulate in San Francisco)

Please, do NOT send registration requests if you are not registered with the AIRE of this Italian Consulate.

If you are not registered in the AIRE of this Consulate (you have never registered in AIRE or you are not a resident of [this consular jurisdiction](#)), you must register your vital records (births, marriages, divorces, deaths) with the proper Italian Consulate (abroad or in a different U.S. State), or with your Comune in Italy; the Italian Consulate in San Francisco will only certify the translation of your original certificate and will return the documents to you (see section C).

- NAMES MUST MATCH

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

If you are registering the birth of a child, BE SURE that the names of parents and child match on: 1) the original birth certificate, 2) on the ID's, and 3) on the registration form. We cannot accept registration requests if the legal names do not match.

If one of the parents changed the last name after a marriage, and the name on the ID-Passport does NOT match the name on the birth certificate, you must use the name on the birth certificate (the maiden name) when you fill out the birth consular registration form.

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

According to the Italian Law (D.P.R. n.396/2000), when naming a child, the parents: 1) cannot use the name of a living parent to name the child; 2) cannot use a last name

(surname/family name) as a second name (middle name); 3) cannot use ridiculous or embarrassing names.

If you did give a last name as second name to your child, you have two options:

1. You have the original U.S. (or different nationality) birth certificate amended. You can omit the last name used as a second name, or use it as double last name.
 2. You officially request to keep the names as listed on the original birth certificate. The Consulate will submit the birth certificate as you request to the Comune. However, the Comune will object to the registration and file a motion with the appropriate Italian Authority (Prefettura) to have your child's name amended according to the Italian law. The Consulate does not recommend this option, as the first option is quicker and allows you to control your child's name. Moreover, please keep in mind that if you chose this last option, and the Comune registers a name that does not match the name used in the US, this may produce many serious identity problems.
- **LAST NAME CHANGE AFTER MARRIAGE: YOU CAN ADD YOUR SPOUSE'S LAST NAME TO YOURS, NOT CHANGE IT - ARTICLE 143 BIS ITALIAN CIVILE CODE**

Art. 143: "A wife adds to her last name her husband's last name, and she can keep it if the husband passes away, until a new marriage".

In compliance with the principle of equality between husband and wife, women are allowed - limited to professional relationships - to waive this duty, keeping only their maiden name.

The Italian Civil Code uses the word "add" NOT "replace or change".

Which means that if an Italian citizen with dual citizenship, following a marriage celebrated abroad (not in Italy) decides to replace her/his name with his-her spouse's last name, **this change won't have any effect according to the Italian Law, and the new last name will be illegal in Italy. This will result in a mismatch of the legal names of the person, which will cause serious identity problems in the two countries.**

The only way to change your last name to your spouse's last name in Italy is to officially requesting a legal name change to the appropriate Italian Authority (Prefettura).

However, in the Italian legal system, the change of the name, or the change of the surname, is an EXTRAORDINARY procedure, therefore the requests will be granted ONLY and EXCLUSIVELY in the presence of objectively relevant situations, supported by adequate and meaningful documentation and by solid and significant reasons (a simple change of surname due to a marriage celebrated abroad is unlikely to satisfy the requirements).

Moreover, this procedure is convoluted, requires the payment of several administrative fees, and is extremely time-consuming.

Therefore, Italian citizens with dual citizenship are advised NOT to change their last name following a marriage celebrated abroad.

- **YOUR VITAL RECORDS MUST BE UPDATED and ALL PREVIOUS VITAL RECORDS MUST HAVE BEEN REGISTERED**

To register a vital record (birth/marriage/divorce), your vital records with the Italian Consulate MUST be updated.

Previous marriages and divorces must have already been submitted for registration BEFORE requesting the registration of a new marriage or the birth of a minor.

Please Note: the required documentation for all the missing vital records may be submitted at the same time as the request for birth registration of the minor.

- YOUR CURRENT ADDRESS MUST BE UPDATED

If you have moved, and you have never communicated your new address to the Italian Authorities, **you must update your address before requesting the birth/marriage/divorce registration**; you can use [Fast.It](#) in order to do it.

- 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.

Remember, **IT IS A LEGAL OBLIGATION FOR AN ITALIAN CITIZEN TO REGISTER EACH AND EVERY VITAL RECORD.**

Any birth registration request received for children who have already turned 18 years old will be returned to the parents. Adult children who wish to become Italian citizens must pursue the recognition of Italian citizenship *jure sanguinis* with the Italian authority/Consulate in whose jurisdiction they reside (see [citizenship section on our website](#)).

- NOTICE! - PARENTS WHO WERE 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/Maternità* 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, and 2) a Self-Declaration ex Art. N 42 D.P.R. 396/2000 signed by both parents (see [Births section on this website](#)).

- CHECK THE DOCUMENTS BEFORE MAILING THE REQUEST TO THE CONSULATE

Before mailing the documentation, please verify all information appearing on the birth certificate (names, dates and city of birth) is correct. If there are any errors, you will need to request an amendment from the office that issued the original document.

- IF THE ORIGINAL DOCUMENTATION IS COMPLETE AND CORRECT, IT WILL NOT BE RETURNED, AND WILL BE KEPT IN THE APPLICANT'S PERSONAL FILE AT THE CONSULATE GENERAL IN SAN FRANCISCO

- INCOMPLETE REQUESTS WILL NOT BE PROCESSED. THE PAPERWORK WILL BE RETURNED IF YOU PROVIDE A PRE-PAID, SELF-ADDRESSED ENVELOPE

- DO NOT REQUEST TO ANY U.S. AUTHORITY TO SEND CERTIFICATES OR DOCUMENTS DIRECTLY TO THE CONSULATE GENERAL

b. REQUIREMENTS FOR SUBMISSION OF VITAL RECORDS BY THIS CONSULATE GENERAL

This Consulate General is responsible for the submission of vital records of Italian citizens who reside in this Consular jurisdiction (see [this Consulate jurisdiction](#)). **You must first register in AIRE with this Consulate in San Francisco before you can submit vital records for registration.**

c. NOTICE FOR CITIZENS RESIDING IN ITALY and/or RESIDING IN A DIFFERENT CONSULAR JURISDICTION

If you do not reside in this consular jurisdiction, this Consulate will only certify the translation of the original certificate, and the documents will be returned to you; you must then file the registration request to the proper Italian Authority (the Consulate abroad, or Comune in Italy where you reside).

In order to request a certified translation please see [here](#).

DEADLINES FOR AUTHENTICATION REQUESTS

In order to ensure that payments for the authentications are deposited by the end of the trimester, requests must be received by the Consulate no later than the dates listed below. Any requests received after these dates cannot be guaranteed processing before the currently posted Consular fees expire. In such cases the entire request (including the payment) will be returned to the applicant who will need to re-send the request to the Consulate with a new payment for the amount of the updated consular fees.

1. Trimestre	2. Consular Fees Valid From - Until	3. Request Must Be Received By the Consulate No Later Than
4. I	5. January 1st - March 31st	6. March 15th
7. II	8. April 1st - June 30th	9. June 15th
10. III	11. July 1st - September 30th	12. September 15th
13. IV	14. October 1st - December 31st	15. December 10th

Please Note: requests with incomplete or missing documentation cannot be processed will be returned to the applicant.

d. VITAL RECORDS ISSUED IN OTHER JURISDICTIONS AND/OR FOREIGN COUNTRIES:

- For vital records issued **WITHIN the UNITED STATES** but in other Consular jurisdictions:
 1. Visit the website of the Italian Consulate in whose jurisdiction the original document was issued (*click here for a list of Italian Consulates in the United States*):
 2. Obtain the required documentation listed on the competent Italian Consulate's website under the Vital Records section.
 3. Verify **by email** with the appropriate Italian Consulate that the documentation you obtained is correct and complete.
 4. Once you have received confirmation that the documentation is correct and complete, mail all original documentation by priority mail to the Italian Consulate General **in San Francisco** to the attention of Vital Records Department (*complete address listed on our website*).

- For vital records issued **in OTHER FOREIGN COUNTRIES** (outside the USA):

To register a vital record issued outside the United States of America, you must obtain all documentation listed on the website Italian Authority in whose jurisdiction the vital record was issued and submit it to the Italian Consular office in whose jurisdiction you reside. Unless otherwise noted, all required documentation for vital records issued outside of the United States of America must first be deemed correct and complete by the competent Italian Authority, and the Italian translation must bear the official Consular stamp of that Italian Authority BEFORE the documents are submitted to this Consulate General.

e. PRIVACY POLICY ACKNOWLEDGMENT

In submitting documentation to this Consulate General of Italy in San Francisco, you confirm that you have read and understood the information in the privacy policy document posted on our website pertaining to the handling of personal data that you submit to this office under EU regulations (RGPD).

F.A.Q.s - FREQUENTLY ASKED QUESTIONS

1. **How long does it take to register a vital record (birth/marriage/civil union/divorce/death) and how can I receive an update on the registration status?**
2. **How do I obtain citizenship for my son/daughter?**
3. **How do I register my son/daughter's birth certificate (if he/she is less than 18 years old)?**
4. **Adoptions: How do I register my son/daughter birth certificate if he/she has been adopted?**
5. **When can I apply for an Italian passport for my son/daughter?**
6. **How do I obtain a copy of a vital record originally issued in Italy?**
7. **How can I request a family status certificate (certificato di stato di famiglia)?**

1. How long does it take to register a vital record (birth/marriage/civil union/divorce/death) and how can I receive confirmation of the registration?

Due to the high volume of mail that this Department receives every day, the Italian Consulate cannot confirm receipt of documentation to each person, nor preview the documentation that we receive; instead, please use a tracking number provided by your chosen delivery service. The documentation will be reviewed in due time, and we will let you know then if something is not correct or missing.

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 be CC'd on this e-mail.

After this point, the process is entirely in the hands of the Comune, which will complete the registration procedure, usually within 30 business days. However, this timeframe is highly variable, as it takes more time for larger Comuni (cities as Rome, Milan) to complete the registration procedure.

To request a confirmation of the registration, you MUST always contact the Comune in Italy, as the Consulate does not know when the Comune will complete the registration.

We suggest you to wait at least 7 business days since you have received the certified email (PEC), before emailing the Anagrafe/Stato Civile Office of your Comune to get confirmation of the registration (please use the Italian language in the email).

2. How do I obtain citizenship for my child?

a. If child is LESS THAN 18 YEARS OLD

It is NOT necessary to request citizenship; the registration of the birth certificate automatically includes the recognition of the child's citizenship.

b. If child is 18 YEARS OR OLDER

Your son/daughter must apply for Italian citizenship through the Italian Authority in whose jurisdiction he/she is a resident. Please refer to the appropriate Italian Authority's website for all instructions.

3. How can I register my son/daughter's birth certificate (if he/she is less than 18 years old)? - please refer to one of the following cases:

a. I AM MARRIED TO THE OTHER PARENT of the minor:

Before requesting the registration of the birth certificate it is mandatory to request the registration of ALL PREVIOUS vital records (marriages AND divorces) of the Italian parent(s). It is NOT possible to register the birth certificate(s) of any minor(s) if all previous vital records of Italian parent(s) have not yet been registered. Vital records must be registered in a CHRONOLOGICAL order.

PLEASE NOTE: you can submit the registration requests for multiple vital records at the same time (you can send multiple requests in a single shipping).

b. I AM NOT MARRIED TO THE OTHER PARENT of the minor:

If the birth certificate bears the signature of BOTH PARENTS, please follow the instructions for birth certificate registration as indicated on our website (http://www.consanfrancisco.esteri.it/consolato_sanfrancisco/en/i_servizi/per_i_cittadini/stato_civile/nascite.html)

If the birth certificate bears the signature of ONLY ONE PARENT (or no signatures) the parents must schedule an appointment with our Notary Department for recognition of paternity/maternity. Parents must bring the documentation ordinarily required for birth registration (see link above) to the appointment.

To schedule an appointment for recognition of paternity/maternity please contact notarile.sanfrancisco@esteri.it

4. Adoptions: How do I register my child's birth certificate if he/she has been adopted?

If your son/daughter has been adopted, in addition to the documentation ordinarily required for birth certificate registration, you must also include the court ordered adoption decree which must be complete with an apostille issued by the Secretary of State and a full translation in Italian.

5. When can I apply for the Italian passport for my minor child?

Before you can request the passport for your child, the Italian Consulate must process the birth registration request and transfer the documents to the Comune in Italy, so you can apply for your child passport **ONLY AFTER** you have received the email (in cc) from the Consulate to the Comune in Italy (see general info page).

PLEASE NOTE: The application for your child's Italian passport must be submitted **SEPARATELY** from your own. The rule is one application per individual. Please visit the passport office webpage for all the information and instructions ([click here](#)).

6. How do I obtain a copy of a vital record originally issued in Italy?

Citizens must contact the Vital Records department (Ufficio Stato Civile) of the Comune (city) in Italy where the certificate was originally issued. For a list of addresses of the Italian Comuni please visit www.comuni-italiani.it or www.comuni.it.

PLEASE NOTE: In the event that the vital record is necessary to obtain a United States document (permanent resident card, work authorization card, etc) we suggest that you request an "estratto di riassunto" of the certificate in "formato plurilingue" in order to avoid having to translate the document in English.

7. How can I request a family status certificate (certificato di stato di Famiglia)?

Only a citizen's Comune (city) of AIRE registration can issue a family status certificate. The Consulate cannot assist you with this service.