

DEATH REGISTRATION PROCEDURE – INSTRUCTIONS AND REQUIRED DOCUMENTATION

LIST OF THE REQUIRED DOCUMENTS:

1. **ORIGINAL DEATH CERTIFICATE**
2. **APOSTILLE** (attached to the original death certificate)
3. **TRANSLATION IN ITALIAN of the original death certificate**
4. **DEATH REGISTRATION FORM** (download [here](#))
5. **COPY OF THE DECEASED PASSPORT** (scan/photocopy, no pictures)

NOTE: If the deceased was residing in Italy, or in a different consular jurisdiction ([check here](#)), or he/she was never registered in the AIRE of this Consulate, please see general info page – point C ([here](#)).

PROCEDURE STEP BY STEP:

- a. OBTAIN A CERTIFIED COPY of the DEATH 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.
- b. REQUEST AN “APOSTILLE” from the Secretary of the State that issued the death certificate. ([Click here for information and instructions on Apostilles](#)).
- c. OBTAIN A COMPLETE AND ACCURATE TRANSLATION OF THE DEATH CERTIFICATE (the apostille does NOT need a translation). Translations may be done by the applicant, or by one of the 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.
- d. FILL OUT THE CONSULAR DEATH REGISTRATION FORM ([here](#)).
- e. INCLUDE A PHOTOCOPY (scan, no pictures) OF THE DECEASED PASSPORT - *please provide only the pages with personal information and signature.*
- f. MAKE SURE THE DOCUMENTATION IS COMPLETE
- g. SEND THE REQUIRED DOCUMENTATION BY MAIL

We suggest you to use USPS Priority/Express with tracking number. For privacy and safety reasons every request must be sent by regular mail.

We do NOT accept delivery in person.

Please mail to:

**Consolato Generale d'Italia
Ufficio di Stato Civile
2590 Webster St.
San Francisco, CA 94115
U.S.A.**

h. STATUS OF THE REGISTRATION REQUEST and REGISTRATION CONFIRMATION

Due to the huge amount of mail that we receive every day, **the Italian Consulate CANNOT confirm to each person if we have received the documents mailed to us (please use a tracking mail service for this).**

The Consulate will send the registration request by certified email to your Comune in Italy within 45 days from when the Consulate has received the complete set of the required documents. You will receive a copy of this e-mail.

The Comune will complete the registration procedure, usually 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.

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.

We suggest you to e-mail the Anagrafe/Stato Civile Office of your Comune (please use the Italian language), after two weeks since you received