

# **MARRIAGE REGISTRATION PROCEDURE – INSTRUCTIONS AND REQUIRED DOCUMENTATION**

## **1. IMPORTANT INFORMATION**

## **2. MARRIAGE REGISTRATION PROCEDURE AND REQUIRED DOCUMENTS LIST**

### **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 MAY ADD YOUR SPOUSE’S LAST NAME TO YOURS, BUT YOU CANNOT REPLACE YOUR LAST NAME WITH YOUR SPOUSE’S LAST NAME**

Please see general info page.

- **ALL PREVIOUS VITAL RECORDS MUST HAVE BEEN REGISTERED**

To register a marriage which is not your first marriage, **all previous marriages and divorces must be registered as well** (*you can submit all marriages and divorces together if you wish*)

- **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. Click here to visit the Fast.It website:

[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)

- **TO REGISTER A VITAL RECORD WITH THIS ITALIAN CONSULATE YOU MUST BE REGISTERED IN ITS AIRE LIST**

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 or directly with the Comune (city hall) in Italy.

If the marriage was celebrated in the jurisdiction of the Italian Consulate of San Francisco, this Consulate can only certify the translation of your original certificate and will return the

documents to you. Afterward, you will have to register your vital records with the proper Italian Authority (see C in the general info section).

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

### PROCEDURE STEP BY STEP:

- a. CONFIRM YOU HAVE READ CAREFULLY THE GENERAL INFORMATION
- b. OBTAIN A CERTIFIED COPY OF MARRIAGE 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.
  - IMPORTANT: if the marriage certificate does not state complete personal information of the spouses (first, second and last name, date of birth, city of birth) you must also include a certified copy of the *Application for the Marriage License* - this must also have an apostille and translation in Italian.
  - Marriage certificates must show exact CITY of birth.
- 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 MARRIAGE 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)
  - 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 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 marriage certificate ([download here](#)).
  
- Remember, ALL the names on the form MUST match the names on the certificate of marriage. 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 SPOUSES - *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 records 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 all ORIGINAL 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 the department receives 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 45 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. **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.