Consolato Generale d'Italia
San Francisco

PLEASE NOTE:

- **DO NOT REPORT TO THE CONSULATE AS CITIZENSHIP APPLICATIONS ARE HANDLED EXCLUSIVELY VIA EMAIL**
- Applications must be submitted by certified mail, without return receipt. **Please verify that your application is complete before mailing it. Incomplete applications will NOT be accepted and the applicant will have to schedule a new appointment and pay the fee again.**
- Applications must be sent the day of the scheduled appointment and the postmark date must be clearly visible on the envelope.
- The Citizenship Office will send the payment receipt to your email address.

The Citizenship Office may request additional documentation in order to determine your eligibility. Applications must include full documentation as listed below, starting with the last relative born in Italy and ending with the applicant and any underage children.

Vital records documents:
Documents must be submitted starting from the last relative born in Italy and end with the applicant's underage children, if any:

- Applicants are exempted from submitting original relatives' documents (ancestor and ascendants) **only** if the documents were already submitted by a family member at Consulate General of Italy in San Francisco. In this case, the applicant will have to provide photocopies of the relatives' documents, starting from the Italian-born ancestor, already submitted in original by a family member at the Consulate General of Italy in San Francisco (it is not necessary to add the copy of the Apostille or the translations);
- When a birth took place outside the marriage, the birth certificate must be submitted along with a certified copy of the Acknowledgement of paternity, with Apostille and accompanied by its translation into Italian;
- In-line relatives' US vital records documents must be submitted in **certified originals in long form, the Apostille and accompanied by their translation into Italian. Long form certificates have to be specifically requested as they often are not the standard-issued format**;
- Long form birth certificates contain exact place of birth (not only the Country), parent's full name, date/age and place of birth;
- Long form marriage certificates contain parents' full names, groom and bride's date/age and place of birth and number of previous marriages (or legal status before marriage).
- Documents issued in Italy by the municipality (*comune* in Italian) are ONLY valid for 6 months and must still be valid on the day of your appointment.

Naturalization/Non-naturalization documents:

In order to be able to pass on Italian citizenship, the Italian-born ancestor:

1. **must have been an Italian citizen at the time of the birth of their child *AND***
2. **must have maintained the Italian citizenship until their child became an adult, as per art. 12, Law 555/1912.** Following recent rulings by the *Corte di Cassazione*, the Ministry of Interior issued new guidelines on October 3rd 2024 which establish that the loss of the Italian citizenship by the Italian ancestor before August 16th 1992 determined the loss of Italian citizenship for the minor child, even if the latter had acquired a foreign citizenship at birth (jure soli). Therefore, transmission of Italian citizenship is considered interrupted unless proof of its re-acquisition is provided (according to art. 12 of Law 555 of 1912).

Further to Decree-Law No. 36/2025, which went into effect on March 29, 2025, and is applicable to citizenship applications submitted after March 27, 2025, Italian citizenship may be granted to an applicant who has a parent who is an Italian citizen born in Italy or born abroad but who lived in Italy for at least two consecutive years prior to the applicant's birth, or to an applicant who has a grandparent who is an Italian citizen born in Italy.
If the Italian-born ancestor lived in another Country (other than the United States), please contact the Italian Embassy/Consulate which has jurisdiction in that Country for information on how to obtain proof of naturalization/non-naturalization.

Name discrepancies:

Names on all documents (marriage, death, etc.) must catch the names as stated on birth certificates. **Any discrepancy on the documents must be amended.**

Documents issued outside the United States:
Please note that any document part of your application issued in a Country different from Italy or the United States must be authenticated, translated and legalized in the Country of origin prior to your appointment. Please contact the Italian Consulate or Embassy in the Country where the certificate was issued to learn about their specific authentication process.

Court-issued documents (including divorces):

All documents issued by a Court must be with the Apostille and accompanied by their translation into Italian. The translation must be done by a certified translator and accompanied by the certificate of accuracy issued by the translator. Court-issued documents include name changes, adoptions and divorces. Please see below for more information regarding divorces.

DOCUMENT CHECKLIST & INSTRUCTIONS

Required documents – Forms, Identification, Payment, Proof of appointment

- "Application for Italian Citizenship recognition" form (Form 1) with applicant's notarized signature. **Please remember to indicate your email address**. **Please fill out all boxes starting from the youngest applicant's child;**
- Form 2 with applicant's notarized signature;
- Form 3 (for each living ascendant) with ascendant's notarized signature;
- Form 4 (for each deceased ascendant) with applicant's notarized signature;
- Copy of applicant's current passport;
- Copy of US visa/green card (if applicant is not a U.S. citizen);
- Copy of valid driver's license/recent utility bill / last Federal Tax statement (page with name and address);
- Money order made out to the "Italian Consulate of San Francisco". Please include full (maiden) name on Memo portion of money order. The current amount is indicated here: Fees – Consolato Generale d'Italia a San Francisco
- Printout of the appointment confirmation from the online booking system;
- **FOR FEMALE APPLICANTS ONLY: please use FULL (MAIDEN) NAME (including middle name) on all forms.**

Please note that the Forms must be signed, within six months of the appointment date, in front of a public notary who has jurisdiction in the State of residence of the undersigned.

REQUIRED DOCUMENTS

If Italian-born ancestor became a U.S. citizen

- Notarized copy of the certificate of naturalization (no translation required), only if it shows the ancestor's correct name and date of birth.

OTHERWISE one of the following:

- **Certified copy** of declaration of intention, Petition of naturalization and Oath of allegiance, issued by the National Archives (NARA). Neither Apostille nor translation required.
- If naturalization took place at a local Court/County, **certified copy** of the Declaration of intention, Petition for naturalization and Oath of allegiance **with Apostille**. No translation required.
- Declaration of intention, petition for naturalization and naturalization certificate issued by the US Immigration and Naturalization Services (USCIS) **along with the envelope** the records were sent with. No translation required.

Please note that if the Italian-born parents' naturalization occurred during their child's minor age, the transmission of the Italian citizenship is considered interrupted, unless proof of its re-acquisition according to art. 12 of Law 555 of 1912 is provided.

<u>If Italian-born ancestor never became a U.S. citizen</u>

- Letter of No Record of Naturalization issued by US Citizenship and Immigration Services (USCIS). The declaration must include all aliases and different dates of birth, if any, as the Italian-born ancestor's name and date of birth may be indicated differently in other documents, such marriage or death certificate, then his/her Italian birth certificate. The letter of no record must be submitted along with the envelope in which it was sent. With apostille. No translation required;

AND

- Letter of No Record of Naturalization from National Archives (NARA), mentioning, if applicable, all aliases and different dates of birth (see above). With apostille. No translation required;

AND

- Certifies copy of the declaration(s) issued by all the Counties in which the Italian-born ancestor has lived stating the non-existence of records of naturalization, mentioning, if applicable, all aliases and different dates of birth (see above). Each declaration must be **with Apostille**. No translation required;

AND one of the following:

- Certified copy of the census dated after the next-in-line relative became an adult, issued by the National Archive (NARA). No translation required;
- Documentation from USCIS/NARA showing alien status after the next-in-line relative became an adult (for example, Alien Registration Card-ARC/Mod. AR-2). No translation required;
- Ancestor's Italian passport and/or US Green Card (photocopy), dated after the next-in-line relative became an adult.

Required documents – Vital records documents

Vital Records documents issued by Italian authority/Comune (for events that took place in Italy)

Italian-born ancestor

- Birth certificate: Original extended certified copy, with parents' names
- Marriage certificate: Original extended certified copy with parents' names and annotations (if any)
- Death certificate: Original extended certified copy with parents' names and annotations (if any)

Out-of-line Italian-born ancestor's spouse

- Birth certificate: photocopy
- Death certificate: photocopy

Vital Records documents issued by non-Italian authority

In-line family members

- Birth certificate: in original in Long Form, with Apostille along with the translation of the certificate into Italian (Apostille does not need translation)
- Marriage certificate: in original in Long Form, with Apostille along with the translation of the certificate into Italian (Apostille does not need translation)
- Death certificate: in original in Long Form, with Apostille along with the translation of the certificate into Italian (Apostille does not need translation)

Out-of-line spouses of in-line family members

- Birth certificate: in photocopy. No translation necessary.

Applicant

- Birth certificate: in original in Long Form, with Apostille along with the translation of the certificate into Italian (Apostille does not need translation)
- If applicant is married and has children under 18: marriage certificate in original in Long Form, with Apostille along with the translation of the certificate into Italian (Apostille does not need translation) and under-age children's birth certificates in original in Long Form, with Apostille along with the translation of the certificate into Italian (Apostille does not need translation)
- If applicant is not married with the other parent and has children under 18, an acknowledgment of paternity in certified copy with Apostille and translation into Italian (Apostille does not need translation) for each child's birth certificate is requested
- Photocopy of spouse/other parent's birth certificate (no translation requested).

Information on the obtaining of the Vital records documentation from the US authorities is available on our website:
https://conssanfrancisco.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-italiano/stato-civile/

How to prepare the documents:

Please arrange the packets together with a paperclip and label them, indicating who the packet refers to and relationship to the applicant. Packet 1 must be named "Forms and Identification". Packet 2 must be named "Last relative born in Italy" and so on. Every relative must have a separate package.

Please note that the Forms must be signed, within six months of the appointment, in front of a public notary who has jurisdiction where the undersigned resides.

Packet 1 – Forms, Identification, Money Order and Proof of Appointment

1. "Application for Italian citizenship recognition" form with the applicant's notarized signature
2. Copy of valid passport
3. Copy of valid Green Card/Visa in non-U.S. current passport, if applicable
4. Copy of valid driver's license/recent utility bill/last Federal tax return (first page only)
5. Money order
6. Printout of the appointment confirmation from the online booking system

Packet 2 – Documents for Italian-born ancestor/relative

1. Form 3 (with living relative's notarized signature) or Form 4 (for deceased ancestor/relative, with applicant's notarized signature)
2. Vital records documents issued in Italy
3. Proof of naturalization or non-naturalization
4. Vital records documents issued by local authorities

Packet 3 – Documents for next-in-line family member

1. Form 3 (with living relative's notarized signature) or Form 4 (for deceased ancestor/relative, with applicant's notarized signature)
2. Vital records documents issued by local authorities
3. **Every relative between the Italian-born ancestor and the applicant must have a separate packet and appropriate form with notarized signature**.

Packet 4 – Applicant's documents

1. Form 1 & 2 with applicant's notarized signature
2. Vital records documents issued by local authorities

Packet 5 – Underage children (if applicable)

1. Birth certificate issues by local authorities
2. Copy of their valid passports

Consolato Generale d'Italia
San Francisco

How to prepare the envelope:

1. Sender:
   a) Please write full (maiden) name as per applicant's birth certificate.
   b) Under sender's information please indicate **date of appointment** and **request code** (generated by the online system when the appointment was scheduled).
2. Recipient:
   Consolato Generale d'Italia
   Ufficio Cittadinanza
   2590 Webster Street
   94115, San Francisco, CA

3. Make sure the postmark is clearly visible under the stamp.

From: First and last name
Address
Appointment date
Request code

STAMP
(*post office date should be clearly visible*)

EXAMPLE

Consolato Generale d'Italia
Ufficio Cittadinanza
2590 Webster Street
94115, San Francisco, CA