

To the Head Of Demographic Services, Sector 1

Municipality of Aragona

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Object: **Request for personal data certification and/or civil status certificate**

The undersigned _____

born in _____ on _____

resident in _____ Street/Square _____ no _____

tel.no _____ mail _____ pec _____

as/on behalf of _____

pursuant to article 33 and 35 of Presidential Drecree (d.P.R) 30-05-1989, no.223 and/or artiche 106,107 and 108 of Presidential Decree (d.P.R) 03-11-2000, no.396 **REQUESTS** the issuance of the listed (marked with X) **certification** ^{1 3}, referring to: (indicate name, surname, place and date of birth legibly in block letters)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Summary extract of birth certificate <input type="checkbox"/> Extract of the birth certificate with paternity and maternity, pursuant to articles 3 d.P.R no. 432/1957 <input type="checkbox"/> Full birth certificate ² <input type="checkbox"/> Multilingual birth certificate extract	<input type="checkbox"/> Family status certificate <input type="checkbox"/> Historical family status as of the date of _____ <input type="checkbox"/> Historical family status as of the date of _____ with indication of the relationship of kinship (M.I. no.3 of the 20-01-1997) <input type="checkbox"/> Family status certificate for use with family allowances
<input type="checkbox"/> Marriage certificate <input type="checkbox"/> Summary extract of marriage certificate <input type="checkbox"/> Full Marriage certificate act ² <input type="checkbox"/> Multilingual marriage certificat extract	<input type="checkbox"/> Certificate of cohabitation <input type="checkbox"/> Contextual certificate of family status and residence <input type="checkbox"/> Contextual certificate of family status and residence – citizenship <input type="checkbox"/> Contextual certificate of residence- citizenship- unmarried status

<input type="checkbox"/> Death certificate <input type="checkbox"/> Summary extract of death certificate <input type="checkbox"/> Multilingual death certificate extract <input type="checkbox"/> Full death certificate act ²	<input type="checkbox"/> Civil status certificate <input type="checkbox"/> Widowhood certificate <input type="checkbox"/> Citizenship certificate <input type="checkbox"/> Certificate of life
<input type="checkbox"/> Civil partnership certificate <input type="checkbox"/> Civil partnership extract <input type="checkbox"/> Full civil partnership act ²	<input type="checkbox"/> Previous Certification referring to the date of _____ <input type="checkbox"/> Contextual certificate of _____
<input type="checkbox"/> Residence certificate <input type="checkbox"/> Historical residence certificate <input type="checkbox"/> Historical residence certificate referring to the date of _____	<input type="checkbox"/> Residence Certificate in AIRE <input type="checkbox"/> AIRE Family status certificate

For the following reason :

On plain paper pursuant to _____ (see. Note no.1)

Declares having reviewed the privacy notice in accordance with the regulation (UE) 2016/679

Attached to this:

Self-addressed stamped envelope;

Authorizes Mr/ Mrs to collect _____
born in _____ on _____

Date _____

THE APPLICANT

(Sign in the presence of the designated employee receiving it, or sign and submit it together with an unauthenticated photocopy of the signer's identity document to the competent office via fax, through a representative, by mail, or electronically if signed with a digital signature or using an electronic identity card or SPID.)

¹ In addition to the payment of administrative fees (Law No. 604/1962, Tab.D), the issuance of civil status certificate is subject to a stamp duty of € 16.00. In cases of exemption from this duty, the applicant must declare the relevant use and specify the legal provision granting the exemption (see Presidential Decree No. 642/1972, Tab.B- Ministerial Decree of 20-08.2002-or special regulations). **Administrative fees for issuing civil status certificates are as follows:** € 0.26 for non-legal paper ;€ 0.52 for legal paper (plus € 16.00 stamp duty). Historical/past civil status certificates (archive research) issued on non-legal paper cost €2.58 per name; on legal paper €5.16 per name (plus € 16.00 stamp duty).

Regarding civil status certificates: “ Exempt from stamp duty are...certificates, copies, and extracts from civil status registers, and the authentication of signatures on corresponding substitute declarations”, according to article 7 of law no. 405 of 29.12.1990, paragraph 5, and circular of the Ministry of the Interior no. 6 of 12.4.2001.

² ...”the issuance of extract fro civil status records referred to article 107 of the Presidential decree of novembre 3, 2000 no.396, is only allowed to individuals to whom the record per time, or upon justified request proving the applicant’s personal and concrete interest for the protection of a legally relevant situation, or after seventy years from the creation of the record” (article177, paragraph 3 of Presidential Decree no. 196 of june 30,2003)

³ ...” the civil status officer and the registry officer must refuse to provide information, certifications, extracts or copies that might reveal the adoption relationship, except whit explicit authoritation from the judicial authority” (article 28 of Law no. 184 of may 4, 1993)