

**ONLINE CERTIFICATES**

**USER GUIDE FOR LAWYERS**

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## 1. CERTIFICATES FOR LAWYERS

If you are a registered lawyer and you need to request the registry certificates of citizens registered in the National Registry (ANPR) for professional reasons, you can log on to the [National Registry \(ANPR\) Portal](#) in the 'Technical Area', 'Certificates for Lawyers' section.

You can access the portal using a digital identity and your registration will be verified immediately with the National Bar Council.

You will be directed to a dedicated Home page where, by selecting the menu item 'Certificates', you will be taken to a page with a presentation of the service.

There you can read the possible spot checks you may be subject to.

**Remember that you can request up to 30 certificates per day;** once this limit has been reached, you can only view the list of certificates already requested.

By selecting the 'Request Certificate' button, a message indicating the terms and conditions of the service will be displayed. You are asked to confirm the following information for acknowledgement:

- The certificates are valid for three months from the date of issue pursuant to Article 33(e) of Presidential Decree No 223/1989;
- if you need a historical certificate, you will have to go to the counter of your municipality of residence or AIRE registration (if resident abroad);
- Certificates are issued to the lawyer requesting them solely for purposes related to execution of his or her professional mandate.

Please confirm that you have read the information to proceed with your request.

### 1.1 SELECT THE CERTIFICATE HOLDER

You can search for the certificate holder by entering his or her tax code;

the certificate holder search can also be carried out by entering the following personal data:

- Surname (mandatory);
- Name (mandatory);
- Gender (optional);
- Date of birth (mandatory);
- Country of birth (mandatory): with a foreign country of birth that is not listed, select 'NOT ATTRIBUTABLE';
- Unlisted foreign country (mandatory only if a 'NOT ATTRIBUTABLE' status was indicated in the previous field);
- Province of birth (mandatory only if the country of birth is 'ITALY');

- Municipality of birth (mandatory only if the country of birth is 'ITALY').

If you have searched for personal data and more than one person has been found, you will see a message suggesting that you use the tax code to search for the person holding the certificate.

If the citizen is not present in the National Register of Resident Population, you will see the message 'No person found'.

If the citizen is listed in the National Register of the Resident Population, select the 'Next' button to proceed.

The system offers you a choice of the information listed below that **is needed** to issue the certificate:

- Select the certificate being requested
- Select the second language;
- Select the mandate date;
- Confirm the use of the certificate.

## 1.2 SELECT THE CERTIFICATE BEING REQUESTED

If the holder is present in the National Registry (ANPR), you can choose the type of certificate to request from the following:

- Birth certificate
- Marriage
- of Citizenship
- of Existence in Life
- of Residence
- of Aire residence
- of Civil Status
- of Family Status
- of Residence in cohabitation
- of Aire family status
- of Single Status

- Civil Union Registry
- of Cohabitation Contract

The list is customised based on the personal data of the holder in the 'National Register of the Resident Population' (*Anagrafe Nazionale della Popolazione Residente* (ANPR) database as registered by the municipality.

The certificate will be issued in Italian. If you wish, you may select an additional language (one possible choice) from the following:

- German: the certificate will be bilingual, in Italian and German;
- Slovenian: the certificate will be bilingual, in Italian and Slovenian.

Select the 'Next' button to continue with the request.

### **1.3 SELECT THE MANDATE DATE AND THE LEGAL USE PURPOSE**

Specify the date of the professional mandate received to which the certificate request relates.

Choose the legal use purpose for the certificate:

- notification use;
- extrajudicial use;
- Use in court.

Confirm the certificate use by selecting the appropriate check.

Select the 'Obtain certificate' button to continue with the request.

### **1.4 OBTAIN CERTIFICATE**

You may choose to download the certificate and/or receive it by e-mail at the e-mail address indicated when registering the data in your contacts or at your digital domicile if you have communicated this on the INAD portal.

The ANPR system produces the certificate in non-editable pdf format.

The certificate states:

- the logo of the Ministry of the Interior and the wording: National Register of the Resident Population;
- the QRCode guaranteeing certificate authenticity;

- the certified electronic seal of the Ministry of the Interior that guarantees the integrity and non-repudiation of the certificate;
- the wording: 'This certificate is issued to the lawyer who has requested it for purposes related to the execution of the professional mandate'.

## **1.5 VERIFICATION OF PERSONAL DATA CERTIFICATE**

To check the validity of the personal data certificate by reading the QR-code affixed to the certificate itself, you must follow this procedure:

- point the device's camera (in the case of computer verification, scan the QR-code and upload the image);
- enter the captcha indicated by the web application;
- click on 'send' to confirm the verification request: the web application returns the result of the QR-code verification and allows the certificate to be displayed.

The verification application reads the QR-code where the certificate information is encrypted:

- ANPR registry protocol;
- hash of the certificate to ensure that the content has not been manipulated.

## **1.6 YOUR REQUESTS**

Please note that registry certificates are valid for three months from the date of issue.

You will be able to view the requested registry certificates that are still valid via the menu item 'Your Requests'.

Select 'Detail' to download the certificate again and/or receive it by e-mail at the e-mail address indicated when registering the data in your contacts or at your digital domicile if you have communicated this on the INAD portal.