



**EMBASSY OF ITALY
WELLINGTON**

EMBASSY OF ITALY – WELLINGTON – NEW ZEALAND

Notarisation and Authentication of documents other than
New Zealand Government Agency and Civil documents to be presented in Italy
*Certificazione e convalida dei documenti diversi da
quelli emessi dagli enti governativi o dallo Stato Civile neozelandesi da presentare in Italia*

In accordance with The Hague Convention of 5 October 1961, to which **New Zealand** and Italy are signatories, all private documents such as contracts, references, certificates of incorporation, powers of attorney, declarations (affidavits, sworn statements etc.), Chamber of Commerce certificates, educational documents (e.g. degrees, academic transcripts), Wills, medical certificates etc. that are to be presented in Italy, need to be appropriately validated beforehand, that is notarized, translated into Italian and authenticated with an "Apostille" and finally certified by this Embassy). If a photocopy of the original is to be presented - as in the case of degrees for example - then the procedure is the following:

- 1) Arrange for the photocopy of the original qualification and academic transcript to be **notarized by a Notary Public** (see attached list of legal agents by way of indication for Wellington only). You will need to take the original and a photocopy of the original to the Notary;
- 2) (*)arrange to have the originals - or notarized photocopies, as the case may be, e.g. University degree diplomas, scholastic certificates etc. together with the academic transcript / results notification - **authenticated (i.e. endorsed with an "Apostille")** by forwarding them as one document to the Authentications Unit of the Department of Internal Affairs at the following address:

Department of Internal Affairs
-Authentications Unit
Level 5 - 120 Victoria Street, Te Aro, Wellington 6011
PO Box 805 - Wellington 6140

e-mail: authentication@egs.govt.nz

tel: +64 4 894 6018 / 0800 872 675 (2) - fax: +64 4 931 6983

Website: <http://www.dia.govt.nz/Document-authentication> FOR INFORMATION AND TO DOWNLOAD
THE APPLICATION FORM FOR AUTHENTICATION OF YOUR DOCUMENT

-Translation Service
3, 109 Featherston Street, Thorndon
PO Box 805
Wellington
tel: +64 4 460 2220 / 0800 872 675
fax: +64 4 931 6983
e-mail: translate@parliament.govt.nz

(**) **translated from English into Italian** also by the Department of Internal Affairs

- 3) Once notarised, authenticated and translated the document/s must be forwarded to this Embassy for (i) the pertinent **endorsement, and that is, that the translation into Italian complies with the original English text and**/or (ii) if for university enrolment or for employment purposes, the scholastic/academic qualification (NCEA Level 3 or degrees with academic transcript also attached) for a declaration of the value of the qualification, that is, its value in relation to an Italian qualification [**"dichiarazione di valore in loco"**];

You will also need to consult with the Embassy beforehand for the pertinent consular tariff if your document is required for purposes other than study (e.g. employment). If required for employment purposes, the current cost for the certification of the translation of each document is **\$NZ22.00** per two-sided page of text, and **\$NZ68.00** for the “dichiarazione di valore in loco” – declaration for the purposes of equating the qualification with an Italian qualification. These consular fees must be remitted in a **BANK CHEQUE** (NOT a personal cheque) made payable to “Embassy of Italy – Wellington”, or cash. It is necessary to enquire about these consular tariffs as they change quarterly.

There are no consular fees for the certification of translation and the “dichiarazione di valore in loco” if required for study purposes and the student is a resident of New Zealand.

You should also include a self-addressed, pre-paid, NZ Courier Post envelope for the safe return of the document/s or a NZ International Express envelope if the document is to be forwarded to Italy.

Additional information/documentation required (for educational documents only):

- your place and date of birth
- your citizenship
- a copy of your passport
- the name of the secondary school you attended
- if for matriculation/enrolment at an Italian university, the name of your highest secondary qualification giving your matriculation to a New Zealand university (e.g. University Entrance, NCEA Level 2 with Discretionary Entrance, NCEA Level 3, Sixth Form Certificate, Bursary etc.)
- if enrolling at an Italian university for single courses or to second or third year degree courses or Masters or PhD, the name of your qualification to be presented in Italy (e.g. Bachelors, Masters, etc.) in support of your enrolment application
- a copy of your academic transcript/record
- the name of the Italian university at which you intend to enroll, the faculty and the name of the course, and the pertinent contact details of the university
- contact details: address, telephone, mobile, fax, email address
- two passport size photographs
- if for employment purposes: (i) the name of your prospective employer in Italy and all contact details and (ii) the type of employment for which your documents are required (e.g. medical practitioner, teaching etc. (iii) the name of the New Zealand registration board that oversees the type of employment you are seeking in Italy (e.g. NZ Medical Council, NZ Teacher’s Council etc.)

If you reside overseas the procedure to follow is:

- 1) arrange either for the pertinent organisation (e.g. New Zealand Qualifications Authority, or University), or yourself direct, to forward a certified true copy of the academic document (e.g degree, academic transcript) to the legal agent/notary public; in the case of an academic transcript by itself, you would also need to arrange for the university to attach to it a statement that (i) the degree was conferred and (ii) the date it was conferred
- 2) contact the legal agent/notary public:
 - to inform him/her that the document will be arriving at hi/her office;
 - to make the necessary arrangements to have the document notarised;
 - to request the legal agent/notary public to then arrange to take/forward the document to the Department of Internal Affairs for translation and authentication;
 - to arrange the necessary payment of notarial, authentication and any other related fees such as postage;
 - provide the legal agent/notary public with two envelopes: (i) one plain white envelope addressed to: Embassy of Italy, PO Box 463, Wellington and (ii) an international courier envelope with your return overseas address for the safe return of your document;
 - request the legal agent/notary public to on forward your notarised/authenticated document and academic transcript together with the international courier envelope, to the Embassy of Italy, PO Box 463, Wellington (contact: e-mail: wellington.cons1@esteri.it / wellington.cons@esteri.it) for the endorsement that (i) the translation is correct and corresponds to the original English text and (ii) a declaration of value (‘dichiarazione di valore in loco’).

The Embassy will then undertake the final step of processing your document and forward it on to you overseas using the international courier envelope you will have provided for the safe return of your qualification.

LEGAL AGENTS/AGENTI LEGALI – NOTARY PUBLIC/NOTAIO

- MACALISTER MAZENGARB

Notary: Mr John Michael POPE

Level 4, Bayleys Building

36 Brandon Street

Wellington

[New Zealand]

Tel: +64-4-472 5131

Fax: +64-4-473 3509

Cell: 021 149 1061

E-mail: mike.pope@macmaz.co.nz

- EASTBOURNE SEARCH COMPANY LIMITED

Unit P1

126 The Terrace

PO Box 38560

Wellington Mail centre

[New Zealand]

Tel: +64-4-472 9755

Fax: +64-4-472 9096

e-mail: search@eastbournesearch.com

(Attn: Mr. John Deal)

- GRANT AGENCY

Level 1 Intergym House

50 The Terrace

PO Box 10-039

Wellington

[New Zealand]

Tel: +64-4-472 6405

Fax: +64-4-473 3253

E-mail: chris@goco.co.nz

(Attn: Ms Christine Grant)