



Consolato Generale d'Italia
Mumbai

Revised: June 2026

REQUISITE DOCUMENTS FOR LEGALIZATION OF ITALIAN TRANSLATION

Documents issued in the states of Chhattisgarh, Madhya Pradesh, Goa, Gujarat, Kerala, Maharashtra, Daman and Diu, Dadra and Nagar Haveli fall under the jurisdiction of the Consulate General of Italy in Mumbai for the purpose of Legalization of Italian Translation.

Applications must be submitted by the applicants or by the authorized persons to the designated VFS Global Offices: <https://visa.vfsglobal.com/ind/en/ita/>

Check List	TICK THE DOCUMENTS SUBMITTED
1.	Clear photocopy of the first and last page of the passport of each applicant whose documents are being submitted.
2.	Data Privacy Form (available below) duly signed by each applicant (as per the signature on the passport), and bearing the date of signature.
3.	Original personal document(s) duly attested by the following competent Indian authorities in the following order: <ol style="list-style-type: none">Home Department of the State GovernmentApostille issued by the Ministry of External Affairs of India <u>Please note: SDM attestation will only be accepted on One and the Same Name certificates and will not be accepted on other documents.</u>
4.	Italian translation of the Original documents carried out by one of the translators listed on the official website : Translation and legalization of documents – Consolato Generale d'Italia Mumbai
5.	A covering letter stating the purpose for which the legalization of the Italian translation of the documents is required, accompanied by supporting documents substantiating the necessity of the request.
6.	In case of the application being submitted by an authorized person, a letter of authority signed by the applicant along with a copy of the identity card of the authorised person are required to be submitted.
7.	In case of discrepancy of the applicant's full name mentioned across the certificates provided, or between the passport and the certificates, a duly attested and Apostilled " <i>One and the same name certificate</i> " issued by the Tahsildar/Registrar of Births and Deaths (Municipal Corporation)/Gram Panchayat is required to resolve the discrepancy in the Full Name of the student displayed on the degree and the passport. The One and Same Certificate is required to be translated to Italian. Affidavits and/or self-declarations will not be accepted

Any false declaration is punishable by the law and will be reported to the Indian judicial authorities.

- For further information pertaining to the Apostille please refer to: <https://www.mea.gov.in/apostille-menu.htm>
- Kindly note that the processing of Legalization of Italian Translation can take up to **15 working days** from the date of submission to this Consulate (excluding time for submission of additional requested documents, if any).
- The Consulate General of Italy reserves the right to refuse the application in case of incomplete/fraudulent/counterfeit documentation.
- An 'Advance Notice of Refusal' with a stipulated time period of 30 days to address grievances will be sent via VFS. Failure to submit additional documents within the stipulated period shall lead to rejection of the application.
- No information will be conveyed via phone calls.
- For information about the status of the application/for tracking the application, the applicant is required to contact VFS.



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**Information on the protection of individuals with reference to processing personal data
provided in order to obtain consular services
(translation and legalization, and educational procedures)
(General Regulation for Protection of Personal Data (EU) 2016/679, section 13)**

Processing personal data, provided in order to obtain consular services, will be based on lawfulness, correctness and transparency for the protection of the rights and fundamental freedom of individuals. As specified below, the above mentioned services are aimed to Italian citizens and, eventually, foreigners, resident within the consular jurisdiction of the Consulate General of Italy in Mumbai and/or temporarily present within the said jurisdiction. Such services are referred to the following sectors: certifications and legalizations and, eventually, functions related to the educational sector.

To this aim, the following information is provided:

1. The controller is the Ministry of Foreign Affairs and International Cooperation of the Italian Republic (MAECI) who acts, specifically, through the Consulate General of Italy in Mumbai – Consular and Study office, whose address is: Kanchanjunga 72, Pedder Road, Mumbai 400050 - Tel. 0091- 22- 23804071 – telefax: 0091- 22- 23874074. E-mail mumbai.study@esteri.it PEC con.mumbai@cert.esteri.it;
2. In regard to the mentioned service, the Ministry of Foreign Affairs and International Cooperation (MAECI) can operate along with other public subjects, co-owner of data processing, who are here below specified;
3. For information or complaint, please, contact Supervisor for the Protection of Personal Data (RPD) of MAECI (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROMA, tel: 0039 06 36911 (operator), mail: rpd@esteri.it, pec: rpd@cert.esteri.it);
4. Personal data will be used only in order to exercising consular functions, pursuant the Legislative Decree 3 February 2011, n. 71 – Regulations and Functions of the Consular Offices. Here below are given details of the regulations regarding the services to be provided for by the Consular Offices, differentiated according to the nature of the beneficiaries (Italian citizens or, eventually, foreigners), their residence and their temporary presence outside Italy.

a. Beneficiaries residing outside Italy (only Italian citizens)

b. Beneficiaries residing or temporarily residing outside Italy (Italian citizens and, in certain cases, foreigners)

- Functions related to administrative documentation: art. 52-54 and 76-77 of the Leg. Decree n.71/2011 (also for foreigners);
 - Functions in regard to school education, as the issuance of Declaration of Value, communication of results of State exams, procedures for recognition of school parity, payment of emoluments to the school personnel and financial contribution to schools and managing bodies: art. 56 of the Leg. Decree n.71/2011 (also for foreigners).
1. Providing personal data - that will be registered in the Consular Office in a paper and IT register – is mandatory by law. In case of refusal, the consular services will not be provided.
 2. Personal data will be processed by the staff in charge in a mixed modality, manually and as computerized data. Therefore, the applicant will not be provided services on the basis of only computerized data.

3. The data will be communicated to others subjects according to the relevant Italian regulations, as specified in the following list:

Certifications and legalizations: the documents in question are issued to the applicant in person or to a person authorized by the applicant;

Functions in educational matters: Ministry of Education, of the University and Research/ MIUR, Educational Regional Offices / USR, Schools and Universities, MEF and State Regional Accountancy Offices / RTS (Leg. Decree 13th April 2017, n.64).

4. Data will be preserved for an indefinite period, because of juridical safety and for the issuance of certificates, exception is made for finger prints for issuance of passports that will be preserved only for the period strictly required for the issuance of the passport and, in any case, for a period not exceeding thirty days.
5. The applicant may ask to access his personal data and, according to the regulations in force, their rectification. Pursuant the applicable law and with the consequent limitations on the services that may be provided, the applicant may request for a limitation on the processing of personal data or may deny his consent to personal data processing. In such cases, the applicant will need to contact Consulate General of Italy in Mumbai – Consular Section, informing the RPD of the MAECI, as well.
6. If you feel that your rights have been violated, you may submit a complaint to the Supervisor for the Protection of Personal Data (RPD) of MAECI (Ministry of Foreign Affairs and International Cooperation). In alternative, you may submit your complaint to the Data Protection Supervisor (Garante per la Protezione dei Dati personali, Piazza di Monte Citorio 121, 00186 ROMA, tel. 0039 06 696771, mail: garante@gdp.it, pec: protocollo@pec.gdp.it).

I, undersigned, declare that I read the information on personal data protection pertaining to the procedures for application for consular services (translation and legalization and educational procedures), pursuant the General Regulation on Personal Data Protection (EU) 2016/679.

Mumbai,

(signature)