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PROCURA DELLA REPUBBLICA PRESSO IL TRIBUNALE DI ROMA
(OFFICE OF THE STATE ATTORNEY ATTACHED TO THE COURT OF ROME)
CASELLARIO GIUDIZIALE
(OFFICE OF JUDICIAL RECORDS)
PIAZZALE CLODIO – 00195 ROME, ITALY
e-mail:casellario.procura.roma@giustizia.it

To obtain a certificate of Judicial Records or of Outstanding criminal proceedings, the following should be sending:

- an application on plain paper, **signed by the person** whose certificate is requested, stating clearly (in block capital letters): his/her family name/surname and forename(s)/given name(s) - the place (town and country) and date of birth - the residence place or of abode in Italy (only for the certificate of outstanding criminal proceedings) - the e-mail address - the type of certificate requested, i.e. if “Criminal”(certificate of the judicial record requested by the interested party) or /and of Outstanding criminal proceedings (see the attached form n.3)
- a copy of a valid identity document of the person concerned (i.e. ID card, passport)
- proof of payment of the total amount due for issuing the certificate (i.e. stamp duties and certificate fee) and postage costs

The sum of **€19,92** (of which €16,00 for stamp duties and €3,92 for Certificate fees) for each “Criminal” or “Outstanding criminal proceedings” certificate

In addition, also the postage costs are to be paid.

POSTAMAIL INTERNAZIONALE	
EUROPEAN COUNTRIES	€ 1,30
NOT-EUROPEAN COUNTRIES	€ 2,45
OCEANIA	€ 3,20

POSTAPRIORITY INTERNAZIONALE	
EUROPEAN COUNTRIES	€ 3,60
NOT-EUROPEAN COUNTRIES	€ 4,65
OCEANIA	€ 5,70

Said sums of money must be sent in the form of

- International bank transfer

For bank details sent email to casellario.procura.roma@giustizia.it

For transfers from NON-EUROPEAN COUNTRIES not belonging to the SEPA AREA you must ADD to the COST of the CERTIFICATE The SUM of € 15,00 TO COVER EXPENSES AND BANK FEES CHARGED BY UNICREDIT S.P.A.

*Following the BREXIT, some rules for banking transactions have been changed
Instant bank transfers from the United Kingdom may be charged a bank fee of € 14.85 –
ordinary bank transfers can be considered NON SEPA and therefore bank fees of € 15.00 may apply –
Please ask the own Banking Institution*

OR

- postal order headed to the **Casellario Giudiziale- Procura della Repubblica di Roma (ONLY FROM Spain, France, Portugal, Albany, Andorra and Greece)**

Attach an envelope already bearing the address where the certificate is to be mailed to, (standard format mm 90 x 140 or mm 120 x 235 weight up g. 20, thickness mm 5)

Please, specify on the request whether the Apostille de L'Aja should be affixed to the certificate

<u>The expenses related to the bank transfer transaction or exchanges fees as well as to repayment transaction of the amount for the transfer are fully paid by the applicant</u>
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REQUESTS INCOMPLETE OR NOT COMPLYING WITH THE ABOVE WILL BE REJECTED.