

Checklist for Italian Embassy Colombo

	<u>Re entry visa</u>	<i>yes</i>	<i>no</i>	<i>n/a</i>
1)	Application Form Completed visa application signed by the applicant.			
2)	Two recent passport size coloured photograph (white background).			
3)	Current Passport and Previous passport <ul style="list-style-type: none"> • Passport should be valid for a period of 16 months and have one blank page available • Previous Passport's if there any (If the previous passport lost, in the current passport have to mention that "previous passport reported lost" and the police report - original + English translation, duly legalized by the Ministry of Foreign Affairs thereafter to be translated into Italian.) 			
4)	Photocopies of passport bio-page and any amendments.			
5)	Covering letter (in English and Italian) from applicant detailing reasons for the re-entry application should clearly mention the following points in addition to other reasons stated <ul style="list-style-type: none"> - Date of return to Sri Lanka - Reason for return to Sri Lanka - Reasons for undue delay of returning to Italy - Date of when it was hoped to return to Italy - Soggiorno number, validity period, Questura of issuance - Renewal receipt number, Questura of issuance - Address of residence / any change of address - Address of the employer 			
6)	The following documents should be submitted according to each individual case: <ul style="list-style-type: none"> • Original Permesso di Soggiorno / photocopies of any previous issuance • Original postal receipts issued by the "Poste Italiane" in favour of applicants requesting for a Permesso di Soggiorno "Foreigners Permit of Stay" or renewal of this document • If the "Poste Italiane" receipts/Permesso di Soggiorno was lost/stolen in Italy, a Police report in original issued by the Italian Police authority • If the "Poste Italiane" receipts/Permesso di Soggiorno was lost/stolen in Sri Lanka, a Police report in original translated into English and Italian. The original and english translation of this report should be duly attested by the Ministry of Foreign Affairs – Consular Division – Colombo • Medical report issued by the Embassy doctor Dr. A.M. SEBASTIAMPILLAI (no. 166/12 Kirulapone Avenue, Colombo 05 – Tel: 2514104 / 0777 845674) • Birth / Marriage / Death / Divorce certificates / court proceedings translated into English and certified by the Ministry of Foreign Affairs – Consular Division - Colombo 			
7)	For minor children (under 18 years): <ul style="list-style-type: none"> • visa application to be signed by both parents or guardian • birth certificate to be legalized by Ministry of Foreign Affairs - Consular Division - Colombo • letter of leave approval issued by the School • consent letter from parent(s) • a minor travelling with one Parent, should be personally accompanied by the other, in possession of a valid passport, for the scheduled interview at the Embassy (or) in the event of the other Parent being abroad a letter of consent with the signature authenticated by the closest Italian Embassy/Consulate of residence • if minor is travelling separately, both parents, in possession of valid passports, have to be present with the minor for the scheduled interview at the Embassy 			

Note:

- **The Embassy reserves the right to request further documentation at the interview if and when required**
- All documents should be provided in original accompanied with a set of photocopies in A4 size
- Documents in Sinhalese, Tamil or any other language must be presented with an official English or Italian translation and certified by the Consular division Ministry of Foreign Affairs Colombo or in case of non-Sri Lankan nationals certified by the respective Embassy / High Commission / Consulate based in Colombo

Comments

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Please sign below that you have read and seen this checklist

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Applicant's Signature
Date/...../.....

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Submission Officer
Date/...../.....