

SUBJECT: D. Lgs. 206/07 amended by D.lgs 15/2016 - Request for recognition of the title and/or professional training as a Tour Guide acquired in an EU Country

Application to be submitted to the **Ministry of Tourism - Via Castro Pretorio 105 - 00185 Rome;**
professionituristiche@ministeroturismo.gov.it

The undersigned _____, citizen of _____,
born _____ on _____, resident in _____ postcode
_____ street / square _____, n. _____ e-mail :
.....holding of the professional qualification of tour guide, acquired
in..... at..... by..... the.....or
holding of the professional training acquired in.....

ASKS

recognition of the above qualification or professional training, in the absence of any criminal or professional impediment, to exercise the profession of tour guide in Italy in accordance with the regulations in force* in the following languages:
.....5. The undersigned also asks to carry out the compensatory measure in the Region/Province

The undersigned, aware of the responsibilities and penalties established by law for false statements and mendacious declarations, under his/her personal responsibility, declares the above to be true (Presidential Decree no. 445 of 28.12.2000).

The undersigned also certifies the conformity to the original of the following attached documents:
.....

It's requested that any communications be sent to the following address:
.....

*National legislation on tour guides: Law 97/2013;

Date

Signature

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1) Indicate the State which issued the certificate 2) Indicate the name of the body which issued the certificate 3) Indicate the city in which the body which issued the certificate is based 4) Indicate the date of issue of the certificate 5) Indicate the official language of the State which issued the certificate and the languages indicated on the foreign driving licence and, if desired, Italian.

DOCUMENTS TO BE ATTACHED:

- **In case of a regulated profession in the State of origin:**

a) Signed curriculum vitae b) Proof of nationality, e.g. copy of passport or identity card c) Copy of high school diploma d) Copy of professional qualification indicating the training course: subjects, duration of the course, etc. e) Declaration certifying the possession of all the requirements for access to the profession in the country of origin; this certification may be issued by the competent national authority f) Copy of the card or licence g) Any certificates issued by institutions or private individuals (agencies) relating to professional experience h) Any other documentation deemed useful for the assessment of the application i) Proof of payment of €16.00 stamp duty.

- **In case of an unregulated profession** (if in the State of origin no special requirements are required for access to and exercise of the activity in question, in the absence of laws, regulations or administrative provisions):

a) Signed curriculum vitae (b) Proof of nationality, e.g. copy of passport or identity card (c) Copy of secondary school leaving certificate (d) Documentation proving the activity of tourist guide carried out for 1 year during the previous ten years (e.g. certificate from the chamber of commerce, payment receipts, social security/tax documentation, etc). Detailed list of visits made abroad during that period, provided by the employer/client with an indication of the working days and the places visited. e) Any other documentation considered useful for the evaluation of the application f) Proof of payment of stamp duty.

All documents drafted in a foreign language must be accompanied by a translation in Italian, certified as conforming to the original text. Abroad it is possible to apply to the Italian consular authorities, while in Italy it is possible to have the translation certified by a judicial office. In countries where the legal figure of the official translator is present, conformity can be certified by the translators themselves, whose signatures are then legalised by the consular office.

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