

SUBJECT: Presidential Decree No 394/99 - Request for recognition of professional qualification as a tour guide obtained in a non-Community 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

for recognition of the abovementioned professional qualification or training, in the absence of any criminal or professional impediment, to exercise the profession of tour guide in Italy in accordance with the rules in force* in the following languages:
..... 5. The undersigned also requests that the compensatory measure be carried out in the Region.

The undersigned, aware of the responsibilities and penalties laid down 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 December 2000) and also declares the authenticity of the original copy in his/her possession.

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 licence 2) Indicate the name of the body which issued the licence 3) Indicate the city in which the body which issued the licence has its office 4) Indicate the date of issue of the licence 5) Indicate in which territorial area you wish to practise in Italy 6) Indicate the official language of the State which issued the licence and the languages indicated on the foreign driving licence and, if you wish, also 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 residence permit d) Copy of high school diploma with declaration of value issued by the Italian Embassy or Consulate e) Copy of the professional title of tour guide with indication of the training course: subjects studied, duration etc. and attached declaration of value issued by the competent Italian Embassy or Consulate f) Copy of the tour guide's card or licence g) Certificates from public and private organisations where the activity has been exercised h) Criminal record certificate from the country of origin. i) Any other documentation considered useful for the assessment of the application.

In case of an unregulated profession (if, in the State of origin, the access to and exercise of the activity in question is not subject, in the absence of laws, regulations or administrative provisions, to any special requirement):

a) Signed curriculum vitae b) Copy of residence permit, if resident in Italy c) Proof of nationality, e.g. copy of passport or identity card d) Certified copy of high school diploma with attached declaration of value issued by the competent Italian consular authority e) Documentation proving the activity of tour guide carried out for one year during the previous ten years (e.g. certificate from the chamber of commerce, payment receipts, social security/fiscal documentation, etc). Detailed list of the visits made abroad in that period prepared by the employer/client with an indication of the operating days, the places visited. f) Any other documentation considered useful for the evaluation of the application g) Criminal record certificate from the country of origin.

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.

The authenticity of the copy to the original can be obtained abroad at the Italian consular authorities, in Italy at the municipal offices or by filling in the form for the substitutive declaration (PDF available on the website).

The **qualification and professional title** must be presented in a copy certified to be a true copy of the original and legalised by the competent Italian Embassy or Consulate and stamped with the "Apostille" stamp.

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