

SUBJECT: D. Lgs. 206/07 amended by D.lgs 15/2016 - Request for recognition of the professional qualification of tour leader 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 in _____ on _____, resident in _____ postal code _____ in Street /Square _____, n. _____ e-mail :
.....

holding of the qualification of tour leader, acquired in.....at.....

Or:

holding of the professional qualification of tour leader having performed the activity in question: a) on a self-employed basis, from to (at least 3 consecutive years) b) as a self-employed person (at least 2 consecutive years) from to and to have previously worked as an employed person from (at least 3 consecutive years) from to c) as an employed person (at least 3 consecutive years) from to and to have previously, for the activity in question, received training at which was judged to be fully valid by a competent professional body.

ASKS

Recognition of the qualification for access to and exercise of the profession of tour leader within the national territory in the following languages:

Also declares that, for the period of his/her stay in Italy, there are no criminal or professional impediments to the exercise of the profession. The undersigned, aware of the responsibilities and penalties laid down by law for false declarations and mendacious statements, under his/her personal responsibility, declares the above to be true and also declares the authenticity of the original copy in his/her possession (D.P.R. 28.12.2000, no. 445).

- It's required that any communications be sent to the following address:

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 official language of the State which issued the certificate and the languages indicated on the foreign card and, if you wish, also Italian.

DOCUMENTS TO BE ATTACHED:

• In case of a regulated profession in the country of origin:

a) Signed curriculum vitae b) Proof of nationality, e.g. copy of identity card or passport c) Certified copy of high school qualification d) Certified copy of professional qualification indicating the training courses: subjects, duration of the course, etc. e) A declaration certifying that you meet all the requirements for access to the profession in your country of origin; this certification may be issued by the competent national authority f) Certified copy of the card or licence g) Certificates issued by bodies (agencies) relating to professional experience h) Any other documentation deemed useful for the assessment of the application

• In case of professionals falling under a) b) and c):

a) Signed curriculum vitae b) Proof of nationality, e.g. copy of identity card or passport c) Certificate concerning the nature and duration of the activity as a tour leader in another Member State, issued by the competent authority or body in the country of origin d) Certified copy of the professional title and of the licence, if any.

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 of 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).

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