

SUBJECT: Presidential Decree No 394/99 - Request for recognition of professional qualification as a Tour Leader 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 in _____ il ___the_____, resident in _____ postal code _____ in Via /Piazza in Street /Square _____, n. _____ e-mail :
.....

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

Or:

holding of the professional training of tour leader, having exercised 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 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 received, for the activity in question, training at....., which was judged to be fully valid by a competent professional body.

ASKS

Recognition of the qualification held for access to and exercise of the profession of tour leader within the national territory in the following languages: 3. he/she 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 requested 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) Copy of high school diploma with declaration of value issued by the relevant Italian Embassy or Consulate d) Copy of professional qualification indicating the training course: subjects studied, duration, etc., with attached declaration of value issued by the Italian Embassy or Consulate e) Copy of the card or licence where applicable f) Certificate concerning the nature and duration of the activity issued by the competent authority or body g) Criminal record certificate issued by the country of origin h) Copy of the residence permit, for citizens residing in Italy i) Any other documentation deemed useful for the assessment of the application

• In case of professionals falling under (a) and (b) above

a) Signed curriculum vitae b) Proof of nationality, e.g. copy of identity card or passport c) Copy of the professional title with attached licence, if any d) Certificate concerning the nature and duration of the activity as tour leader in another Member State, issued by the competent authority or body of the country of origin e) Criminal record certificate issued by the country of origin f) Copy of the residence permit, for citizens residing in Italy

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.

Educational and professional qualifications must be presented with an 'Apostille' stamp.

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