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**PROCURA DELLA REPUBBLICA PRESSO IL TRIBUNALE DI ROMA  
(OFFICE OF THE STATE ATTORNEY ATTACHED TO THE COURT OF  
ROME)**

**CASELLARIO GIUDIZIALE  
(OFFICE OF JUDICIAL RECORDS)**

Via Mario Amato nr. 13 - 00195 ROME, ITALY

To obtain a certificate of Judicial Records or of the pending criminal cases, the following should be sent:

1. an application signed by the person whose certificate is requested, containing his/her full name, date and place of birth (if born abroad specify in block letters which is the surname and which is the name) and domicile in Italy (only for the certificate of the pending criminal cases) indicating the type of certificate requested, i.e. if "General", "Civil", "Criminal" (a General Certificate includes all civil and/or criminal entries) or pending criminal cases;
2. a birth certificate or alternatively a photocopy of an identity document of the person concerned;
3. the sum of €.17,72 (of which €.14,62 for stamp duties and €.3,10 for Clerk fees) for each General or Civil certificate or the sum of €.3,10 for each criminal, of the prosecutions in course or general certificate when such certificate is not subject to stamp duties (i.e. when used for emigration for purposes of work, or for purposes of scholarships or grants, or adoption). Said sums of money must be sent in the form of a banker's cheque (bank draft drawn from a bank that has a corresponding center in Italy) or postal order made out to the Casellario Giudiziale- Procura della Repubblica di Roma or cash;
4. Attach a return envelope with your address, and the correspondent of the postage for the consignment or n. 2 coupons reponse internationale. Any change will be returned in the form of postage stamps.

**INCOMPLETE APPLICATIONS AND APPLICATIONS NOT COMPLYING  
WITH THE ABOVE WILL BE REJECTED.**

N:B:the application for a certificate of pending criminal cases has to be addressed exclusively to the office of the state attorney attached to the court of Rome- office of judicial records of the district where the applicant resided (D.Lgs. 3/12/99,n. 491 Insitution courts and revision of some discripts)

for more information please contact

**E-MAIL : CASELLARIO.PROCURA.ROMA@GIUSTIZIA.IT**