



Marriage Guide for not resident foreign citizens

This information is issued for general guidance and is not a complete statement of the laws.

Translators: we require the presence of a translator if neither party speaks Italian at all.

All the required documents must be translated into Italian and the translation must be certified by an Italian Consular Office.

Preliminary Requirements

Two unmarried people of opposite sex and at least 18 years of age are free to marry, provided they are not closely related members of the same family.

These documents are to be sent of the Civil Register Office at least TWO MONTH BEFORE:

- A valid passport;
- Statement of marriage license.

This document certify that there are no legal impediment to your marriage (or if there were, such matters are prescribed), declaring you are free of legal impediment to the marriage.

Those who have been previously married will be required to produce documentary evidence of the death of their former spouse or of the dissolution of the marriage, in the form of a certified copy of a death certificate or divorce decree.

For all of you that are resident in Italy, you have to present also

- Birth certificate (you have to translate and certify it by the way of your Consulate or Embassy in Italy).

If you are from Belgium, Bosnia, Cyprus, Croatia, Denmark, France, Great Britain, Greece, Ireland, Serbia-Montenegro, Liechtenstein, Luxemburg, Macedonia, Netherlands, Norway, Portugal, Czech Republic, Slovenia, Spain, Sweden, Turkey, Poland:

this document is usually issued from your local Civil Register Office (ex. 'Registration of Births, Deaths and Marriages' Office) and it have to be validated through your Consulate/Embassy in Italy. The legalization of your signature is not required.

If you are from Austria, Switzerland o Germany:

this document is usually issued from your local Civil Register Office (ex. 'Registration of Births, Deaths and Marriages' Office) and its named "*marriage capacity*". The legalization of your signature is not required.

If you are from other countries:

this document have to be issued by your Consulate/Embassy in Italy and your signature have to be validated ("Hague certification" or Apostille) from our PREFETTURA di FIRENZE; Via A. Giacomini, nr. 8 Florence (second floor, opening hours: 9:00 - 11:00 from Monday to Friday) with a particular stamp "*marca da bollo*" of 14,62 € (that you can by in all "*Tabacchi*" shops)

If you are from U.S.A.:

You have to appear with two witnesses and make a declaration of your intention to marry before the *Ufficiale di Stato Civile* (Civil Registrar) of the town where the marriage is to take place. At the time of making their declaration the couple must present all required documents (see below). Following the declaration it is usually necessary for banns, or marriage announcement, to be posted at the local Comune (city hall) for two consecutive Sundays before the marriage occurs if one of the parties is Italian or if the



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U.S. citizen is a resident of Italy. However, bans are waived by the *Ufficiale di Stato Civile* if neither party to the marriage is Italian and neither is residing in Italy.

Documentary evidence for American citizens: The following documents must be presented to the *Ufficiale di Stato Civile* when making a declaration of intention to marry:

1. U.S. passport or, if a member of the Armed Forces, identification card;
2. Birth certificate (certified copy), which shows the names of both parents;
3. Evidence of termination of any previous marriage (final divorce or annulment decree or death certificate);
4. Sworn statement of consent to the marriage by the parents or legal guardian if the American citizen is under 18;
5. A declaration (atto notorio), sworn to by four (4) witnesses before either an Italian consular officer in the United States or, in Italy, at a PREFETTURA, stating that according to the laws to which the citizen is subject in the United States there is no obstacle to his/her marriage. Any American going to Italy to be married, is urged to obtain this declaration before leaving the United States as it may be much easier to find four witnesses who know him or her sufficiently well to make such a declaration in the United States rather than in Italy.
6. A declaration, sworn to by the U.S. citizen before a U.S. Consular Officer at the U.S. Embassy/Consulate in Italy, stating that according to the laws to which the citizen is subject in the United States there is no obstacle to his/her marriage. Evidence of U.S. citizenship (passport, naturalization certificate, birth certificate showing birth in the United States) must be shown to the U.S. Consular Officer at the time of making this declaration. U.S. military personnel must also present final approval of his/her commanding officer for the marriage. Presentation of this declaration allows Italian authorities to reduce from three weeks to approximately four days the time you must wait before being granted a marriage license.

The U.S. Consular Officer will charge a \$55.00 fee to notarize your declaration. There will be additional fees associated with translations, apostilles and ordering of public documents.

All public records issued outside of Italy and intended for use in Italy must have a "Hague certification" or apostille, which is a form affixed to a public record by the Secretary of State of the U.S. state issuing the document under the terms of a treaty. When obtaining the required birth, death or divorce documents, ask the issuing office for instructions and fees for obtaining an apostille.

In addition to all the documents mentioned above, you have to present personally or to send by fax to the Civil Register Office the following

- **NOTICE OF MARRIAGE** states the names of the parties to the marriage, age, marital status, address, occupation, nationality and the intended date and time for the marriage.

You and your partner will give notices of marriage to the superintendent registrar, signing the form. No one else can do so on your behalf.

The Civil Register Office will answer to you, confirming the date and time and specifying if are required more documents for your specific case.

The same notice of marriage has to be given personally to your local superintendent registrar(s) at the Civil Register Office in the district in which you and your partner reside. If you live in different registration districts, then each of you will need to give notice separately in your respective district. After giving notice you must wait a further sixteen days before the marriage can take place.

Your marriage cannot go ahead unless the legal formalities have been completed.



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On the day of the wedding you will need to bring with you at least two other people (over the age of 18 years) who are prepared to witness the marriage and sign the marriage register. If you don't speak Italian at all, you will use the service of an **interpreter**, not being a party to the marriage or in connexion with the ceremony.

Civil Marriage (Wedding Ceremony) in Greve in Chianti

Civil marriage are officer only in our *Civil Council Room*, located in the second floor of the Civil Hall (Piazza Matteotti nr.8) and the ceremonies usually are held on Thursday and Saturday.

If you would like to marry in different days, you have to specify this on the notice of marriage herewith attached.

It's not possible to organize civil marriage on national holidays:

Christmas time (25/26 Dec), the first of January, 6th January (Epiphany), Easter time, the first of May; 25th April, 2nd June, 15th August, the first of November, 8th December of each year.

A marriage ceremony in the presence of a superintendent registrar cannot, by law, contain any religious aspects. It may be possible, with agreement, to include non-religious music and/or readings.

Marriage venue's fee:

There is a fee for the Civil Council Room rent. The fee amount €300 (if the marriage will be held on Thursday or Saturday). For different dates, which have to be previous confirmed, the fee is €500.

The fee can be paid through a bank or postal transfer or directly to our bank

? **Bonifico Bancario** / *Bank Transfer*

Banca CR Firenze S.p.A., agency n. 119, Piazza Matteotti n. 1 50022 Greve in Chianti (FI);

IBAN code: IT19T0616037890 00000000 1C01

SWIF code: CRFI IT 3F

In favour of COMUNE DI GREVE IN CHIANTI – Servizio Tesoreria

Motivation: marriage of (bridegroom & bride surnames)

? **Conto Corrente Postale** / *Post transfer*

Account: n. 171504

In favour of COMUNE DI GREVE IN CHIANTI – Servizio Tesoreria

Motivation: marriage of (bridegroom & bride surnames)

? **directly to our Bank**

(Banca Cassa di Risparmio di Firenze – agency located in Piazza Matteotti n. 1 Greve in Chianti)

You have to present the receipt of payment to the Register Office to receive the official (certified) copy of your marriage.

Further information about these procedures can be obtained from your Consulate or Embassy or directly from our **Civil Register Office**, Mrs Antonella Capocasale

Address: Piazza Matteotti nr. 7 Greve in Chianti (Florence) CAP 50022

Phone: +39 055 8545 241 FAX +39 055 8544 654

e-mail: a.capocasale@comune.greve-in-chianti.fi.it or urp@comune.greve-in-chianti.fi.it

opening hours: all days from Monday to Saturday in the morning, from 8:30 to 12:30

in the afternoon, only Monday and Thursday from 15:00 until 18:00



COMUNE DI GREVE IN CHIANTI
Provincia di Firenze

_____ *Marriage Guide for not resident foreign citizens* _____

Notice of marriage / Nota informativa

MARRIAGE DATE _____

Proposal TIME _____

BRIDEGROOM / SPOSO (future husband)

Surname _____ Name _____

Date of birth _____ place of birth _____

Nationality _____ civil status _____

Address _____

Occupation _____ title of study _____

Father's name and surname _____

Mother's name and surname _____

(if the parents are Italians, please specify:

Father: place of birth _____ date of birth _____

Mother: place of birth _____ date of birth _____)

BRIDE / SPOSA (future wife)

Surname _____ Name _____

Date of birth _____ place of birth _____

nationality _____ civil status _____

Address _____

Occupation _____ title of study _____

Father's name and surname _____

Mother's name and surname _____

(if the parents are Italians, please specify:

Father: place of birth _____ date of birth _____

Mother: place of birth _____ date of birth _____)

We formally give you our authorization for the treatment of our personal data as oblige Italian law nr. 196/2003 - only for the marriage registration activity.

(bride's signature) _____ (bridegroom's signature) _____

(Place and date) _____

Please fill, sign the form and, if possible, present it personally or fax it to the following number (Civil Register Office - fax +39 055-8545654) in order to confirm the marriage note and its date.