

## READ CAREFULLY

### Checklist for Handing Documents to the Consular Section

Before you hand-in your documents, do these steps:

1. ☐ Go to the Embassy website: <https://amblusaka.esteri.it>
  - Click **Consular Services and Visas**
  - For instructions: click **Services for Foreign Citizens** and select the service required (i.e. driving licences – translations and legalizations )
  - For fees: click the links on the service pages or scroll to the **bottom of the *Consular Services and Visas* page [Consular fees]**

When you prepare your envelope, make sure it includes:

2. ☐ A letter to the Consular Section. In the letter, write:
    - What service you need
    - Why you need it
    - How many documents you are enclosing
    - If someone is going to collect the documents on your behalf
  3. ☐ The exact amount of money in Kwacha for the consular fees. (Write the total amount also in your letter).
  4. ☐ A copy of your passport or NRC.
  5. ☐ A self-addressed envelope (with your name written on it) for the return of your documents.
  6. ☐ A copy of the Passport or NRC of the person collecting on your behalf (IF applicable).
- ☒ If all boxes are ticked, your documents are ready to hand-in.