



Ambasciata d'Italia  
Lusaka

## 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**
  - 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.