

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.