

## REQUISITE DOCUMENTS FOR DOV FOR WORK PURPOSES (Declaration of value - Dichiarazione di valore)

Declaration of Value (DOV) for work purposes is an informative document requested by an Italian Company for the objective of hiring an employee, by the “Sportello Unico Immigrazione” for the issue of “Nulla Osta” for Carta Blue/ Employment or by the Italian Ministry of Health for a work position etc.

It is issued by the territorial competent Italian diplomatic Missions abroad and it describes the educational qualification pursued and the duration of study carried out by the foreign person in his/her Country of origin.

It is mandatory for the applicants to submit their DOV request **in person** and the modalities of submission are:

Check List	✓ TICK THE DOCUMENTS SUBMITTED
1.	<ul style="list-style-type: none"> <li>Duly filled and signed DOV application form</li> <li>Data Privacy Form</li> </ul> <b>Both forms are available below</b>
2.	<b>Clear</b> copy of the first and last page of the passport
3.	Original Final Degree/Final School Certificate duly attested by the competent Higher Education Department and apostilled by Ministry of External Affairs, Govt. of India + 1 photocopy + Italian translation  <b>OR</b> Original color copy of Final Degree/Final School Certificate apostilled online through E-Sanad (original Certificate to be submitted along color copy) + 1 photocopy + Italian translation  <b>Please note that attestations by SDM on study documents will not be accepted.</b> <b>Competent Higher Education Department attestation is mandatory.</b>
4.	Original Transcript/Marksheet(s) duly attested by the competent Higher Education Department and apostilled by Ministry of External Affairs, Govt. of India (OR color copy apostilled through E-Sanad, along with originals) + 1 photocopy + Italian translation
5.	For professions governed by enrollment in State/National registers, a <b>valid</b> registration Certificate duly attested by the Competent Authority and apostilled by Ministry of External Affairs, Govt. of India + Italian translation
6.	In case of discrepancy of the applicant's full name mentioned across the certificates provided, or between the passport and the certificates, a “One and the same certificate”, duly attested by the competent Authority and apostilled by Ministry of External Affairs, Govt. of India, is mandatory.  <b>Affidavits will not be accepted</b>

- For further information pertaining to the Apostille please refer to: <http://mea.gov.in/apostille.htm>
- List of translators known to the Consulate available on website: <https://cons Mumbai.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/traduzione-e-legalizzazione-dei-documenti/>
- DOV for work are subject to Consular fees which vary every quarter, as per official exchange rate

The Consulate General of Italy reserves the right to refuse the application in case of incomplete/fraudulent/counterfeit documentation, if the translation is incorrect, if stamp by competent Higher Education Department /Apostille is not affixed on the back of all study documents.

Kindly note that the processing of DOV can take up to **90 days** from date of submission to this Consulate (delays may occur during peak season).



Consolato Generale d'Italia  
Mumbai

## MANDATORY APPLICATION FORM FOR DOV (WORK PURPOSE)

ALL details to be filled in CAPITAL LETTERS as per passport

1. Name & Surname: \_\_\_\_\_
2. Nationality: \_\_\_\_\_
3. Place of Birth: \_\_\_\_\_
4. Passport No: \_\_\_\_\_
5. Certificate Title: \_\_\_\_\_
6. Date of Issue of certificate: \_\_\_\_\_
7. Personal email Id and mobile number \_\_\_\_\_

8. (Tick the right option)

a) The institution that has issued the certificate is:

- ☐ Govt. Recognized
- ☐ Private but legally recognized
- ☐ Recognized by an official organization
- ☐ Autonomous

b) The level of the institution that has issued the certificate is:

- ☐ School level (X/XII)
- ☐ University level (Bachelor/Master)
- ☐ Pre degree /Diploma
- ☐ Professional formation/ Post Graduate

9. Legal duration of the course: \_\_\_\_\_ years

Years of studies from 1<sup>st</sup> class: \_\_\_\_\_ years

10. Marks obtained in numbers and percentage and collocation in grading scale:

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11. The certificate gives access to:

- ☐ Bachelor (3-4 years duration)
- ☐ Master (2 years master)
- ☐ Specializing Master of 1 year
- ☐ PhD
- ☐ Post Graduate course
- ☐ Work \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the applicant: \_\_\_\_\_



Consolato Generale d'Italia  
Mumbai

**Information on the protection of individuals with reference to processing personal data  
provided in order to obtain consular services  
(translation and legalization, and educational procedures)  
(General Regulation for Protection of Personal Data (EU) 2016/679, section 13)**

Processing personal data, provided in order to obtain consular services, will be based on lawfulness, correctness and transparency for the protection of the rights and fundamental freedom of individuals. As specified below, the above mentioned services are aimed to Italian citizens and, eventually, foreigners, resident within the consular jurisdiction of the Consulate General of Italy in Mumbai and/or temporarily present within the said jurisdiction. Such services are referred to the following sectors: certifications and legalizations and, eventually, functions related to the educational sector.

To this aim, the following information is provided:

1. The controller is the Ministry of Foreign Affairs and International Cooperation of the Italian Republic (MAECI) who acts, specifically, through the Consulate General of Italy in Mumbai – Consular and Study office, whose address is: Kanchanjunga 72, Pedder Road, Mumbai 400050 - Tel. 0091- 22- 23804071 – telefax: 0091- 22- 23874074. E-mail [mumbai.study@esteri.it](mailto:mumbai.study@esteri.it) PEC [con.mumbai@cert.esteri.it](mailto:con.mumbai@cert.esteri.it);
2. In regard to the mentioned service, the Ministry of Foreign Affairs and International Cooperation (MAECI) can operate along with other public subjects, co-owner of data processing, who are here below specified;
3. For information or complaint, please, contact Supervisor for the Protection of Personal Data (RPD) of MAECI (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROMA, tel: 0039 06 36911 (operator), mail: [rpd@esteri.it](mailto:rpd@esteri.it), pec: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it));
4. Personal data will be used only in order to exercising consular functions, pursuant the Legislative Decree 3 February 2011, n. 71 – Regulations and Functions of the Consular Offices. Here below are given details of the regulations regarding the services to be provided for by the Consular Offices, differentiated according to the nature of the beneficiaries (Italian citizens or, eventually, foreigners), their residence and their temporary presence outside Italy.

a. Beneficiaries residing outside Italy (only Italian citizens)

b. Beneficiaries residing or temporarily residing outside Italy (Italian citizens and, in certain cases , foreigners)

- Functions related to administrative documentation: art. 52-54 and 76-77 of the Leg. Decree n.71/2011 (also for foreigners);
  - Functions in regard to school education, as the issuance of Declaration of Value, communication of results of State exams, procedures for recognition of school parity, payment of emoluments to the school personnel and financial contribution to schools and managing bodies: art. 56 of the Leg. Decree n.71/2011 (also for foreigners).
1. Providing personal data - that will be registered in the Consular Office in a paper and IT register – is mandatory by law. In case of refusal, the consular services will not be provided.
  2. Personal data will be processed by the staff in charge in a mixed modality, manually and as computerized data. Therefore, the applicant will not be provided services on the basis of only computerized data.
  3. The data will be communicated to others subjects according to the relevant Italian regulations, as specified in the following list:

Certifications and legalizations: the documents in question are issued to the applicant in person or to a person authorized by the applicant;

Functions in educational matters: Ministry of Education, of the University and Research/ MIUR, Educational Regional Offices / USR, Schools and Universities, MEF and State Regional Accountancy Offices / RTS (Leg. Decree 13th April 2017, n.64).

4. Data will be preserved for an indefinite period, because of juridical safety and for the issuance of certificates, exception is made for finger prints for issuance of passports that will be preserved only for the period strictly required for the issuance of the passport and, in any case, for a period not exceeding thirty days.
5. The applicant may ask to access his personal data and, according to the regulations in force, their rectification. Pursuant the applicable law and with the consequent limitations on the services that may be provided, the applicant may request for a limitation on the processing of personal data or may deny his consent to personal data processing. In such cases, the applicant will need to contact Consulate General of Italy in Mumbai – Consular Section, informing the RPD of the MAECI, as well.
6. If you feel that your rights have been violated, you may submit a complaint to the Supervisor for the Protection of Personal Data (RPD) of MAECI (Ministry of Foreign Affairs and International Cooperation). In alternative, you may submit your complaint to the Data Protection Supervisor (Garante per la Protezione dei Dati personali, Piazza di Monte Citorio 121, 00186 ROMA, tel. 0039 06 696771, mail: garante@gdp.it, pec: protocollo@pec.gdp.it).

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I, undersigned, declare that I read the information on personal data protection pertaining to the procedures for application for consular services (translation and legalization and educational procedures), pursuant the General Regulation on Personal Data Protection (EU) 2016/679.

Mumbai,

(signature)