



ITALIAN CITIZENSHIP ASSISTANCE PROGRAM

3295 North Arlington Heights Road, Suite 114

Arlington Heights, Illinois 60004

Toll Free: 888.604.1970 Fax: 847.253.0295

Website: www.icapbridging2worlds.com

Salve,

Welcome to ICAP, a privately owned company and the only U.S. based program that offers complete services for individuals who are applying for dual citizenship with Italy. You can count on us to provide you with professional guidance with all of your application needs from start to finish! Our services and fees are designed to offer you top quality assistance at affordable rates. We provide services for individuals residing in all Italian Consulates' Jurisdictions in the United States. We strive to keep current with the Application Requirements and Procedures as implemented by each of these Consulates. In addition, our Attorney Consultant in Italy provides us with guidance on any complex situations regarding dual citizenship with Italy.

In this packet, you will find information on how to order the following services:

- **Translation of Required Documents** – Our translations are completed by native speakers of Italian who have graduated from Italian Universities. Our translations have been accepted by all Italian Consulate Jurisdictions in the U.S. Translations of divorce, adoption, and legal name change documents are proof read by our Attorney in Italy to ensure precise use of legal terminology.
- **Naturalization Record Search** – Searches of Naturalization Records or Certification of Non-existence of Records of your ancestor are conducted through the following government agencies: USCIS-Homeland Security, the National Archives and Record Administration (NARA), and State and County Courts Archives.
- **Italian Vital Record Procurement** – Our resources to obtain your desired Italian Vital Records include satellite offices located in Latina and Catanzaro, Italy with staff available to personally monitor vital record requests with the Registrars of Civil Records Halls in all parts of Italy.
- **Application Assistance** – We will help you organize your application according to the most current Guidelines of the Italian Consulate of your jurisdiction.

Simply select which services that you require, complete the corresponding form for each service, and submit with the ICAP Order and Payment Form (page 5) along with your payment. We also provide assistance in obtaining U.S. Vital Records and Apostille and offer Genealogy Research in both the US and Italy. If you need information on these services, please e-mail us at info@icapbridging2worlds.com or call Toll Free: 1.888.604.1970.

We look forward to assisting you in obtaining your Italian Citizenship.

Cordiali saluti,

Dr. Mark Masi
ICAP

Dott. Domenico Meschino
ICAP

TRANSLATION SERVICES

Applicant Information

NAME: _____

E-MAIL: _____

PHONE: _____

NAME of ANCESTOR: _____

I am applying for dual citizenship with Italy
 "jure sanguinis" through the following ancestor:

father mother
 paternal maternal

grandfather➤ paternal maternal
 great-grandfather➤ paternal maternal

AGREEMENT: I have enclosed *legible copies* of the following "Long From" vital records for translation from English to Italian. I understand that the cost for translating is as follows: Birth and Marriage Certificates, **\$60.00** per page; Death Certificates, **\$75.00** per page; pricing of Divorce Judgments / Decrees / Certificates will need to be determined prior to submission. Prices include the translation service and proof reading; a final hard copy mailed to you along with a Certificate Letter of Professional Translation. Divorce translations are proof read by our attorney.

PLEASE DO NOT SEND ORIGINAL DOCUMENTS.

All documents will be translated as received unless you purchase our "Document Review" with written feedback found on page 4.

Please list each document that you wish to have translated and submit this form with page 5.

Name on Document	Document Type	Relationship to Applicant	Cost for Each
1 _____			\$ _____
2 _____			\$ _____
3 _____			\$ _____
4 _____			\$ _____
5 _____			\$ _____
6 _____			\$ _____
7 _____			\$ _____
8 _____			\$ _____
9 _____			\$ _____
10 _____			\$ _____
11 _____			\$ _____
12 _____			\$ _____
TOTAL # OF DOCUMENTS _____		TOTAL COST \$ _____	

NATURALIZATION RECORD SEARCH

Applicant Information

NAME: _____ E-MAIL: _____

PHONE: _____ ADDRESS: _____

RELATIONSHIP to ANCESTOR BEING SEARCHED: _____

Our service includes preparation of requisite forms and fees as needed to conduct a full search for the Naturalization Records of your ancestor, this service includes:

- Full Naturalization Record Search of all US Federal, State, and County Naturalizations conducted at Homeland Security
- Federal Natural Record Search at the US National Archives for Federal Court Naturalizations
- Certified Naturalization Records or Certificate of Nonexistence of Records from USCIS
- US Census Report (1910, 1920, 1930) if required by the Consulate of your jurisdiction

Cost for this service is **\$245.00**

Please **HAND PRINT** the information below for each Italian Vital Record requested and submit this form with page 5.

Ancestor Information

PLEASE HAND PRINT AND COMPLETE TO THE BEST OF YOUR KNOWLEDGE

FULL NAME OF ANCESTOR: _____

OTHER NAMES USED: _____

ANCESTOR IS: Living Deceased* If deceased, what year _____

* A copy of the death certificate or obituary is needed if less than 100 years old.

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

DATE OF ARRIVAL* IN THE UNITED STATES (mm/dd/yyyy): _____

* If arrival date is unknown, please check choices below.

Before 1906 _____ 1906-1924 _____ 1925-1940 _____ After 1940 _____

SPOUSE'S NAME: _____

CHILDREN'S NAMES: _____

PLACE OF ANCESTOR'S DOMICILE IN U.S. _____

Please include city, county, and state.

YEAR AND PLACE OF NATURALIZATION, If known: _____

YOUR RELATIONSHIP TO YOUR ANCESTOR: _____

NAME AND DATE OF BIRTH OF ANCESTOR'S SON/DAUGHTER THROUGH WHOM YOU ARE APPLYING FOR DUAL CITIZENSHIP ↓

NAME: _____ BIRTH DATE: _____

ITALIAN VITAL RECORD PROCUREMENT

Applicant Information

NAME: _____ **E-MAIL:** _____

PHONE: _____ **ADDRESS:** _____

REQUESTING A RECORD FROM ITALY: Italian Vital Records are not available online. The Town Halls, State Archives, and Parish Churches keep their records in physical archives. We procure the following vital records: Birth Certificates, Marriage Certificates, Death Certificates, and Military Service Records. Our service includes:

- Preparing your requisition letter for the Italian Civil Records Office
- Procuring the records in the format required by the Italian Consulate for dual citizenship
- Three follow-up contacts to the Italian Civil Records Office if needed to procure your order
- Shipping and postage to and from Italy

The timeline for procuring Italian records is typically 6 to 8 weeks. The cost for each procured document is **\$85.00**. Duplicate copies can be ordered at the same time for **\$40.00** each.

Please **HAND PRINT** the information below for each Italian Vital Record requested and submit this form with page 5.

Ancestor's Name/ Your Relationship	Type of Record	Town, Province	Date of Event	Cost for Each
1 _____				\$ _____ <input style="border: 1px solid red; width: 30px; height: 15px;" type="text"/>
2 _____				\$ _____ <input style="border: 1px solid red; width: 30px; height: 15px;" type="text"/>
3 _____				\$ _____ <input style="border: 1px solid red; width: 30px; height: 15px;" type="text"/>
4 _____				\$ _____ <input style="border: 1px solid red; width: 30px; height: 15px;" type="text"/>
5 _____				\$ _____ <input style="border: 1px solid red; width: 30px; height: 15px;" type="text"/>
6 _____				\$ _____ <input style="border: 1px solid red; width: 30px; height: 15px;" type="text"/>
7 _____				\$ _____ <input style="border: 1px solid red; width: 30px; height: 15px;" type="text"/>
TOTAL # OF RECORDS (\$85.00 EACH) _____			TOTAL COST	\$ _____
TOTAL # OF DUPLICATES (\$40.00 EACH) _____				

ENTER # OF
DUPLICATES IF
NEEDED ↓

PLEASE INCLUDE A LEGIBLE PHOTOCOPY OF YOUR STATE ID WITH YOUR ORDER

APPLICATION ASSISTANCE SERVICES

Applicant Information

NAME: _____

E-MAIL: _____ PHONE: _____

NAME of ANCESTOR: _____ Relationship to You: _____

**Our Application Assistance Services are designed to help you prepare your Italian Citizenship Application with ease and accuracy. [Submit this form along with page 5.](#)
*Please note: all final decisions regarding Italian Citizenship are made by the Consulate.***

DOCUMENT REVIEW

We review each document according to Consulate Guidelines and provide a written feedback summary. The cost is **\$25.00** ♦ for each of the first five documents; **\$20.00** ° for each additional document.

Name on Document	Document Type	Relationship to Applicant	Cost for Each
1 _____			\$ _____ ♦
2 _____			\$ _____ ♦
3 _____			\$ _____ ♦
4 _____			\$ _____ ♦
5 _____			\$ _____ ♦
6 _____			\$ _____ °
7 _____			\$ _____ °
8 _____			\$ _____ °
9 _____			\$ _____ °

CONSULTATION

Consultation regarding the application process and/or guidelines can be purchased as follows:

Option A: One 30 minute call-in telephone consultation, scheduled upon receipt of your order plus two e-mail inquiries with response within 2 business days. Cost is **\$95.00**

Option B: Two e-mail inquiries with response within 2 business days. Cost is **\$60.00**

Option C: One 30 minute call-in telephone consultation scheduled upon receipt of your order. Cost is **\$50.00**

IF ORDERING THE CONSULTATION SERVICE, CIRCLE YOUR OPTION ABOVE

AND INDICATE THE TOTAL APPLICATION ASSISTANCE PRICE HERE > \$ _____

ICAP ORDER AND PAYMENT FORM

Applicant and Payment Information

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY/ST/ZIP: _____

E-MAIL: _____

PHONE: _____

Personal Check or Money Order
Payable to 'ICAP' Chk# _____

Credit Card (**VISA, MC, or AMEX**)
Circle one

Card # _____

Exp. Date _____

If a Consulate meeting is already scheduled, please provide: **Date:** _____

Location: _____

Services Ordered

TRANSLATION Page 1 needed to process order

Service cost: \$ _____

NATURALIZATION RECORD SEARCH Page 2 needed to process order

Service cost: \$ _____

ITALIAN VITAL RECORDS Page 3 needed to process order

Service cost: \$ _____

APPLICATION ASSISTANCE Page 4 needed to process order

Document Review

Service cost: \$ _____

Consultation

Service cost: \$ _____

Total cost of services ordered from **ICAP:** \$ _____

Mailing/Delivery Information

TO ICAP: When ordering our services, please mail all forms and supporting documentation with your payment via the United States Post Office ONLY to > > **Italian Citizenship Assistance Program, 3295 North Arlington Heights Road, Suite 114, Arlington Heights, Illinois, 60004.**

TO YOU: All documents will be sent to you via standard first class mail (USPS). We are not responsible for any losses incurred with standard mail. You may enclose a pre-paid, self-addressed US Postal Express Mail Return Envelope with your initial order which we will use instead of the standard first class mail.

Thank you so much for choosing our services! We are dedicated to assisting you with completing your Italian Citizenship Application with ease and accuracy at affordable rates. Please note that all final decisions regarding your application are made by the Italian Consulate of the Jurisdiction in which you reside. We want to also point out that when procuring Records from the United States and Italian Governments, the success of the search depends on the accuracy of the information that you provide us.
Refunds are not given if records are not found.

Refund Policy: We will provide a full refund on any order that is canceled within 24 hours of receipt. We will confirm receipt of your order via e-mail. If you do not have an e-mail address, we will confirm your order through a phone message.