

| Category / Service                   | Description / Details  | Standard price | Notes   | Discounted price ONLY for<br>FAO Staff Coop members |
|--------------------------------------|--|----------------|---|---|
| Consultancy Services                 | Consultancy Services (only the first time)                   | € 50,00        | both in presence and through videocall  | 30,00€  |
| Administrative Procedures            | Registration of documents with the Italian Revenue Agency    | € 100,00       | Assistance with the completion, submission, and registration of documents with the Italian Revenue Agency                                       | 85,00€  |
| Administrative Procedures            | Registration of educational qualification (equipollenza)     | € 200,00       | Assistance with the collection, verification, and registration of educational documents required for qualification equivalence                  | 170,00€   |
| Administrative Procedures            | Residence registration (Comune di Roma)                      | € 120,00       | Fill and submission of the residence registration request to the relevant municipality (including communication with local police authorities)  | 100,00€   |
| Administrative and fiscal Procedures | Applications for state or regional financial benefits        | € 20,00        | Verification of eligibility requirements, preparation of documentation, and submission of applications for state or regional financial benefits | 15,00€  |
| Administrative and fiscal Procedures | Inheritance tax return (Declaration of Succession)           | € 350,00       | Full assistance following the death of a family member; including identification of heirs, declaration of assets, and related tax obligations   | 300,00€   |
| Administrative and fiscal Procedures | AMA registration / AMA deregistration (waste tax)            | € 75,00        | Activation or cancellation of the waste tax in cases of new occupancy, change of holder, or property variation                                  | 50,00€  |
| Fiscal procedures                    | AMA debt installment plan (waste tax)                        | € 75,00        | Submission of a request to pay outstanding AMA waste tax amounts in installments, including arrears or adjustments                              | 50,00€  |
| Fiscal procedures                    | Opening / closing of "partita IVA"                           | € 125,00       | Opening or closing a "partita iva" for self-employed workers/businesses, including communication with the Italian Revenue Agency                | 100,00€   |
| Fiscal procedures                    | Tax debt installment plan – Revenue Agency Collection        | € 75,00        | Submission of a request to pay tax debts and enforcement notices issued by the Revenue Agency Collection in installments                        | 50,00€  |
| Fiscal procedures                    | Calculation and payment of IMU, TASI, and TARI               | € 75,00        | Calculation of municipal taxes (IMU, TASI, TARI) and assistance with the preparation of payment forms   | 50,00€  |
| Certificates and Official Documents  | Certificates via SPID  | € 20,00        | Request and download of standard certificates through the SPID digital identity system  | 15,00€  |
| Certificates and Official Documents  | Standard certificates issued by the Municipality of Rome     | € 40,00        | Appointment booking with the municipality, completion of the request, and collection through delegated authorization                            | 35,00€  |
| Certificates and Official Documents  | Extract certificates (e.g. death certificate)                | € 40,00        | Immediate issuance if already requested; otherwise processing time of 7–14 working days   | 35,00€  |
| Certificates and Official Documents  | Historical certificates issued by the Municipality of Rome   | € 40,00        | Appointment booking, completion of the request, and collection through delegated authorization  | 35,00€  |
| Certificates and Official Documents  | AIRE certificates issued by the Municipality of Rome         | € 40,00        | Appointment booking, completion of the request, and collection through delegated authorization  | 35,00€  |
| Certificates and Official Documents  | Tax code (codice fiscale) assignment / duplicate certificate | € 60,00        | Appointment booking with the Revenue Agency, completion of the request, and collection through delegated authorization                          | 50,00€  |
| Certificates and Official Documents  | Criminal record certificate (casellario giudiziale)          | € 70,00        | Assistance with the request and collection of the criminal record certificate through delegated authorization                                   | 60,00€  |
| Certificates and Official Documents  | Pending charges certificate (carichi pendenti)               | € 70,00        | Assistance with the request and collection of the certificate of pending charges through delegated authorization                                | 60,00€  |
| Certificates and Official Documents  | Criminal record clearance (visura del casellario)            | € 70,00        | Assistance with the request and collection of the criminal record clearance certificate through delegated authorization                         | 60,00€  |
| Certificates and Official Documents  | Document legalization at the Prefecture                      | € 70,00        | Appointment booking at the Prefecture, completion of the request, and collection through delegated authorization                                | 60,00€  |
| Certificates and Official Documents  | Certified translations                                       | it depends     | Depends on the number of pages (€30 per page, from the third page onwards €25 per page) or on the type of document                              | Case-based quotation                                |
| Certificates and Official Documents  | Court-certification of translations (sworn translations)     | € 60,00        | Submission and collection at the Court of the sworn certification of the translation, stamp duties excluded (€16 for every 100 lines)           | 50,00€ a documento + eventuali marche               |
| CAF & "Patronato" Services           | ISEE declaration   | € 30,00        | Application preparation, completion, and submission   | 25,00€  |
| CAF & "Patronato" Services           | Income tax return (single 730 form)                          | € 50,00        | Application preparation, completion, and submission   | 40,00€  |
| CAF & "Patronato" Services           | Income tax return (joint 730 form)                           | € 80,00        | Application preparation, completion, and submission   | 65,00€  |
| CAF & "Patronato" Services           | Single Tax Return (Modello Unico)                            | € 100,00       | Application preparation, completion, and submission   | 85,00€  |
| CAF & "Patronato" Services           | Various bonuses (book bonus, sports bonus, etc.)             | € 30,00        | Application preparation, completion, and submission   | 25,00€  |
| CAF & "Patronato" Services           | Civil disability, attendance allowance, Law 104              | € 70,00        | Application preparation, completion, and submission   | 10,00€  |
| CAF & "Patronato" Services           | Maternity and parental leave                                 | € 70,00        | Application preparation, completion, and submission   | 60,00€  |
| CAF & "Patronato" Services           | Identity card appointment booking                            | € 45,00        | The appointment is booked through the online portal; the applicant must then attend the appointment in person                                   | 30,00€  |
| CAF & "Patronato" Services           | Passport appointment booking                                 | € 45,00        | The appointment is booked through the online portal; the applicant must then attend the appointment in person                                   | 30,00€  |
| CAF & "Patronato" Services           | Application for duplicate driving licence                    | € 140,00       | Submission of the application for a duplicate driving licence   | 120,00€   |
| CAF & "Patronato" Services           | SPID issuance and activation                                 | € 45,00        | Creation of a SPID digital identity using an Italian identity document and health card, activation after approximately 24 hours                 | 30,00€  |
| CAF & "Patronato" Services           | Digital signature ("firma digitale")                         | it depends     | The cost may vary (approximately €15 for a single-use option, otherwise approximately €70)  | Case-based quotation                                |
| CAF & "Patronato" Services           | Creation of PEC email account                                | € 40,00        | The creation and activation of the PEC email account + profile configuration  | 35,00€  |
| CAF & "Patronato" Services           | Sending a PEC email  | € 15,00        | Assistance with the drafting and sending of communications via Certified Electronic Mail  | 10,00€  |
| Immigration Services                 | First stay permit application ("permesso di soggiorno")      | € 120,00       | Filling of forms and preparation of the application kit, all included + ongoing assistance (postal payment slips and stamp duties excluded)     | 100,00€   |
| Immigration Services                 | Residence permit renewal                                     | € 85,00        | Filling of forms and preparation of the application kit, all included + ongoing assistance  | 70,00€  |
| Immigration Services                 | Conversion of residence permit                               | € 750,00       | Filling of forms and preparation of the application kit, possible housing suitability certification, all included + ongoing assistance          | 660,00€   |
| Immigration Services                 | Long stay permit application ("carta di soggiorno")          | € 350,00       | Filling of forms and preparation of the application kit, possible housing suitability certification, all included + ongoing assistance          | 300,00€   |
| Immigration Services                 | Unblocking residence permit with lawyer                      | € 800,00       | Request for lawyer intervention + official formal notice (mandatory response) + subsequent updates  | 680,00€   |
| Immigration Services                 | Italian citizenship application                              | € 400,00       | Preparation and completion of the application, + Italian language exam (booking), all included (except translations and legalizations)          | 350,00€   |
| Immigration Services                 | Unblocking Italian citizenship with lawyer                   | € 1.000,00     | Request for lawyer intervention + official formal notice (mandatory response) + subsequent updates  | 850,00€   |
| Immigration Services                 | Family reunification ("ricongiungimento familiare")          | € 700,00       | Case preparation, completion of forms, and assistance + housing suitability certification (all included)  | 600,00€   |
| Immigration Services                 | Family cohesion ("coesione familiare")                       | € 800,00       | Case preparation, completion of forms, and assistance + housing suitability certification (all included)  | 680,00€   |
| Immigration Services                 | Decreto flussi application                                   | it depends     | Case preparation, completion of forms, and assistance (possibility of accommodation + employment contract)                                      | Case-based quotation                                |
| Immigration Services                 | Foreign driving licence conversion                           | € 400,00       | Case preparation, completion of forms, and assistance (submission of the application to the Motorizzazione through delegated authorization)     | 340,00€   |
| Real Estate Services                 | Registration of rental contracts or CIN/CIR/CCIAA/SCIA etc.  | it depends     |   | Case-based quotation                                |
| Real Estate Services                 | Statements for agreed rent ("canone concordato")             | it depends     |   | Case-based quotation                                |