DOCUMENTI RAPIDI

Price List – Updated 2026 | Special discounted prices for FAO Staff Coop members

Category / Service	Description / Details	Standard Price	Notes	Discounted Price (FAO Staff Coop only)
Consultancy	Consultancy Service (in person or video call)	**€ 50**	*Due regardless of duration, and fully deductible from the final cost if you retain our services.*	**€ 30**
Consultancy	Consultancy for citizenship and special cases	**€ 100**	*Due regardless of duration, and fully deductible from the final cost if you retain our services.*	**€ 85**
Administrative	Residence registration – Municipality of Rome (1–2 persons)	**€ 120**	*For 1–2 persons. For 3–4 persons total may reach approx. € 160 (non-members).*	**€ 100**
Administrative	AMA registration / deregistration (waste tax)	**€ 75**	*Activation or cancellation: new occupancy, change of holder, property variation.*	**€ 65**
Administrative	Application for duplicate driving licence	**€ 140**	*Submission of application to the relevant authority.*	**€ 120**
Administrative	Driving licence renewal	**€ 210**	*Full case management for driving licence renewal.*	**€ 180**
Administrative	Identity card – appointment booking	**€ 45**	*Booked via online portal. Applicant must attend in person.*	**€ 30**
Administrative	Passport – appointment booking	**€ 45**	*Booked via online portal. Applicant must attend in person.*	**€ 30**
Administrative	SPID issuance and activation	**€ 45**	*Creation using Italian ID and health card; activation after approx. 24 hours.*	**€ 30**
Administrative	Digital signature ("firma digitale")	**case-based ~€ 15–70**	*Approx. € 15 single-use; otherwise approx. € 70.*	**case-based**
Administrative	Creation of PEC email account	**€ 40**	*Creation, activation, and profile configuration.*	**€ 35**
Administrative	Sending a PEC email	**€ 15**	*Drafting and sending via Certified Electronic Mail.*	**€ 10**
Administrative	Applications for state or regional financial benefits	**€ 20**	*Eligibility check, documentation preparation, and submission.*	**€ 15**
Fiscal	Declaration of Succession (inheritance tax return)	**€ 350**	*Heirs identification, asset declaration, and related tax obligations.*	**€ 300**
Fiscal	AMA debt instalment plan (waste tax)	**€ 75**	*Pay outstanding AMA waste tax in instalments, including arrears.*	**€ 65**
Fiscal	Opening / closing of Partita IVA	**€ 125**	*Self-employed/businesses, incl. communication with the Revenue Agency.*	**€ 105**
Fiscal	Tax debt instalment plan – Revenue Agency	**€ 75**	*Pay tax debts and enforcement notices in instalments.*	**€ 65**
Fiscal	Calculation and payment of IMU, TASI, TARI	**€ 75**	*Calculation of municipal taxes and assistance with payment forms.*	**€ 65**
Fiscal	ISEE declaration	**€ 30**	*Preparation, completion, and submission.*	**€ 25**
Fiscal	Income tax return – single (Modello 730)	**€ 50**	*Preparation, completion, and submission.*	**€ 40**
Fiscal	Income tax return – joint (Modello 730 congiunto)	**€ 80**	*Preparation, completion, and submission.*	**€ 65**
Fiscal	Single Tax Return (Modello Unico)	**€ 100**	*Preparation, completion, and submission. May incur additional accountant fee.*	**€ 85**
Fiscal	Supplementary / amended tax return (previous years)	**€ 110 per return**	*Corrective declarations for prior fiscal years. May incur additional accountant fee.*	**€ 95 per return**
Fiscal	Various bonuses (book bonus, sports bonus, etc.)	**€ 30**	*Preparation, completion, and submission.*	**€ 25**
Fiscal	Civil disability, attendance allowance, Law 104	**case-based**	*Cost assessed on a case-by-case basis depending on complexity.*	**case-based**
Fiscal	Maternity and parental leave	**€ 70**	*Preparation, completion, and submission.*	**€ 60**
Real Estate	Registration of rental contracts or CIN / CIR / CCIAA / SCIA etc.	**case-based**	*Case-based quotation.*	**case-based**
Real Estate	Statements for agreed rent ("canone concordato")	**case-based**	*Case-based quotation.*	**case-based**

Category / Service	Description / Details	Standard Price	Notes	Discounted Price (FAO Staff Coop only)
Certificates & Official Docs	Certificates via SPID	**€ 20**	*Request and download of standard certificates via the SPID digital identity system.*	**€ 15**
Certificates & Official Docs	Standard / Historical / AIRE certificates – Municipality of Rome	**€ 40**	*Booking, completion, and collection via delegated authorization.*	**€ 35**
Certificates & Official Docs	Extract certificates (e.g. death certificate)	**€ 40**	*Immediate if already requested; otherwise 7–14 working days.*	**€ 35**
Certificates & Official Docs	Tax code – first assignment (EXCEPTIONAL CASES ONLY)	**€ 60**	*Generally handled by the Questura. Prior consultation required to assess feasibility.*	**€ 50**
Certificates & Official Docs	Duplicate tax code / first issue of green card (tessera verde)	**€ 60**	*Booking with the Revenue Agency, completion and collection via delegated authorization.*	**€ 50**
Certificates & Official Docs	Health card – first issue · ASL Roma 1 / Roma 2 (EU citizens)	**€ 80**	*Requires residency registration + attestation of stay. Prior consultation required.*	**€ 70**
Certificates & Official Docs	Health card – first issue · ASL Roma 3 (EU citizens)	**€ 100**	*Requires residency registration + attestation of stay. Prior consultation required.*	**€ 85**
Certificates & Official Docs	Health card – first issue (Non-EU citizens)	**€ 90**	*Must hold a valid residence permit. Prior consultation required.*	**€ 75**
Certificates & Official Docs	Health card – renewal · ASL Roma 1 / Roma 2	**€ 40**	*Renewal of health card for ASL Roma 1 or Roma 2.*	**€ 35**
Certificates & Official Docs	Health card – renewal · ASL Roma 3	**€ 60**	*Renewal of health card for ASL Roma 3.*	**€ 50**
Certificates & Official Docs	Criminal record certificate (casellario giudiziale)	**€ 80** Urgent (3–4 days): **€ 90**	*Request and collection via delegated authorization.*	**€ 70** Urgent (3–4 days): **€ 80**
Certificates & Official Docs	Pending charges certificate (carichi pendenti)	**€ 80** Urgent (3–4 days): **€ 90**	*Request and collection via delegated authorization.*	**€ 70** Urgent (3–4 days): **€ 80**
Certificates & Official Docs	Criminal record clearance (visura del casellario)	**€ 70**	*Request and collection via delegated authorization.*	**€ 60**
Certificates & Official Docs	Document legalisation at the Prefecture	**€ 70**	*Booking at the Prefecture, completion and collection via delegated authorization.*	**€ 50**
Certificates & Official Docs	Certified translations (traduzioni certificate)	**from € 30/page (€ 25 from p.3)**	*Price depends on number of pages and document type.*	**case-based**
Certificates & Official Docs	Sworn translation – court certification (traduzione asseverata)	**€ 60 asseverazione + translation cost**	*Translation cost: € 30/page (€ 25 from page 3). Court asseverazione: € 60. Revenue stamps: € 16 per 100 lines (paid separately by client).*	**€ 50 asseverazione + translation cost**

Category / Service	Description / Details	Standard Price	Notes	Discounted Price (FAO Staff Coop only)
Immigration	First stay permit application ("permesso di soggiorno")	**€ 120**	*Forms and kit preparation + ongoing assistance. Postal slips and stamp duties excluded.*	**€ 100**
Immigration	Residence permit renewal	**€ 85**	*Forms and kit preparation + ongoing assistance.*	**€ 70**
Immigration	Conversion of residence permit	**€ 750**	*Forms, kit, possible housing suitability certification + ongoing assistance.*	**€ 635**
Immigration	Long stay permit ("carta di soggiorno")	**€ 350**	*Forms, kit, possible housing suitability certification + ongoing assistance.*	**€ 300**
Immigration	Unblocking residence permit – with lawyer	**€ 295**	*Lawyer intervention + formal notice (mandatory response) + updates. Additional external lawyer costs apply.*	**€ 250**
Immigration	Italian citizenship application	**€ 400**	*Preparation + language exam booking included. EXCLUDED: translations, legalisations, and exam fee set by CILS/CEDILS (not our fee).*	**€ 340**
Immigration	Unblocking Italian citizenship – with lawyer	**case-based**	*Cost depends on the reason the citizenship application was blocked or rejected. Consultation required.*	**case-based**
Immigration	Family reunification ("ricongiungimento familiare")	**€ 700**	*Case prep, forms, assistance + housing suitability certification (all included).*	**€ 595**
Immigration	Family cohesion ("coesione familiare")	**€ 800**	*Case prep, forms, assistance + housing suitability certification (all included).*	**€ 680**
Immigration	Decreto flussi application	**case-based**	*Case preparation, forms, and assistance. Possibility of accommodation + employment contract.*	**case-based**
Immigration	Foreign driving licence conversion	**€ 400**	*Full case management + submission to Motorizzazione. EXCLUDED: medical exam fee (booked with priority), government postal fees, translation and legalisation of original licence.*	**€ 340**
Immigration	Registration of foreign educational qualification (equipollenza – up to secondary school)	**€ 200**	*Collection, verification, and registration of foreign educational documents for qualification equivalence up to secondary school level.*	**€ 170**
Immigration	Recognition of foreign higher education qualification (equivalenza – university, master's, higher degrees)	**€ 350**	*Assistance with the recognition of foreign university degrees, master's, and higher qualifications.*	**€ 300**
Immigration	Recognition of regulated profession qualifications (e.g. nurses, doctors, engineers – complex procedure)	**case-based**	*More complex procedure for regulated professions. Cost assessed case by case depending on qualification and profession.*	**case-based**
Immigration	Additional in-person accompaniment (beyond what is included in the procedure)	**€ 50 per visit**	*Each extra visit to Questura, Municipality, or public office beyond the first included accompaniment.*	**€ 50 per visit**
Immigration	International & domestic adoption consultancy	**case-based**	*Managed with our external partner lawyer. Costs assessed directly with the lawyer.*	**case-based**
Immigration	Legal assistance (lawyer) – all areas of law	**case-based**	*Civil, administrative, labour, family law, etc. Fees agreed directly with our external lawyer.*	**case-based**

FINAL NOTES – DOCUMENTI RAPIDI

About this price list

- The prices shown cover our **most frequently requested services**. We offer many additional services not listed — please contact us for a personalised quote.

Consultation fee

- The fee (€ 50 / € 30 FAO members) is due **regardless of duration or topic**.
- The fee is **fully deducted from the final price** if you proceed with a procedure, **provided the procedure cost exceeds the consultation fee**. This does not apply to low-cost services (e.g. appointment booking for identity card, passport, or tax code), where the procedure fee would not cover the consultation cost.

FAO Staff Coop discount

- Discounted prices apply exclusively to **verified FAO Staff Cooperative members**. The discount is **approximately 15%**; prices are rounded to the nearest € 5.

Combined procedures – package discount

- When **multiple procedures** are handled together, a **further discounted package price** can be agreed. Always ask us for a combined quote.

Instalment payments

- For **larger amounts** (e.g. permit conversion, family reunification, citizenship), payment **by instalments is available** and frequently used.

Revenue stamps & government fees

- **Revenue stamps (marche da bollo), government postal fees, court fees**, and other administrative charges are NEVER included in the prices shown and must be paid separately.

In-person accompaniment

- We regularly accompany clients to Questure, Municipalities, ASL offices, and other public administrations. **The first visit is included** in the procedure price. Each additional visit costs **€ 50 per visit**.

Continuous chat support

- Every procedure includes **unlimited chat monitoring and support** throughout the entire process.

Fiscal & accounting procedures – possible surcharge

- Standard fiscal services (730, ISEE, bonuses) are priced as shown. **More complex procedures** such as Modello Unico or supplementary declarations **may incur an additional accountant (commercialista) fee**.

Legal procedures – possible surcharge

- Procedures requiring lawyer intervention (e.g. unblocking permits, adoption consultancy) **may involve additional costs** to cover the external lawyer's fees.

Concerns or questions

- If anything is unclear, unexpected, or not to your satisfaction, **please raise it immediately — before or during the procedure**. Once the work has been completed, it is no longer possible to raise objections.

Full assistance network

- Beyond the services listed, we provide coordination and referrals for **legal matters, accounting, property, rentals, architecture**, and more.

Urgent requests – criminal record and pending charges certificates

- If the certificate (casellario giudiziale or carichi pendenti) is needed within 3–4 days, the price is € 80 for FAO Staff Coop members and € 90 for non-members.