

Category / Service	Description / Details	Standard price	Notes	Discounted price for FAO Staff Coop members
Consultancy Services	Consultancy Services (only the first time)	variable price	both in presence and through videocall	50€ if not FAO Staff Coop member - 30€ if member
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