

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

DOCUMENTI RAPIDI – Price List 2026 (continued)

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)	€ 70	Request and collection via delegated authorization.	€ 60
Certificates & Official Docs	Pending charges certificate (carichi pendenti)	€ 70	Request and collection via delegated authorization.	€ 60
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

DOCUMENTI RAPIDI – Price List 2026 (continued)

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.