

Attachment 1

Exemplary simplified procedure for administrative certifications and substitute declaration in place of the sworn statement

Italian candidates and European Union citizens can demonstrate possession of qualifications by making a substitute declaration in place of the sworn statement pursuant to art. 47 of the Presidential Decree ('DPR') of 28 December 2000 n. 445, or by making use of the simplified procedure for administrative certifications permitted by art 46 of the Presidential Decree ('DPR') of 28 December 2000 n. 445.

Under Article 15 of the Law of 12 November 2011, n. 183, it is stated that certifications issued by public offices in relation to status, personal qualities and facts are valid and may only be used in relations between private individuals. In relations with organs of public offices and managers of public services, the certificates and sworn statements are always replaced by the declarations referred to in articles 46 and 47.

Public offices and managers of public services are required to obtain as a matter of procedure the information which is the object of the signed declarations referred to in articles 46 and 47, as well as all data and documentation held by public offices, following indication by the individual concerned of the elements necessary for retrieval of the information and the details requested, or they may accept the signed declaration produced by the individual.

SIMPLIFIED PROCEDURE FOR ADMINISTRATIVE CERTIFICATIONS AND SUBSTITUTE DECLARATION IN PLACE OF THE SWORN STATEMENT (articles 46 and 47 Presidential Decree n. 445/00)

The undersigned

SURNAME

FIRST NAME

DATE OF BIRTH

PLACE OF BIRTH

PROV

ADDRESS

PROV

POSTAL
CODE

STREET

N.

aware that untruthful declarations represent a possible offence pursuant to the Italian penal code and special laws

HEREBY CERTIFIES:

Place and date _____

Signature

In any case, the declaration made by the candidate, which substitutes certification to all effects, shall contain all the elements needed to evaluate the qualification to be produced; the omission of even one element shall result in the non-evaluation of the self-certified qualification.

It must also be remembered that the Administration is called upon to perform suitable checks as regards the truthfulness of the substitutive declarations received and that, besides the interested party no longer being

eligible for any benefits obtained on the basis of the untruthful declaration, criminal sanctions are also applicable in cases of falsification of documents and untruthful declarations.