



Italy

Documents list



Close a Kyoto account

The document required to open the procedure is **declaration** that ARIET generates based on a pre-established format, incorporating the data that you will enter during compilation of the request.

Once completed with any missing information and saved on your PC in PDF format, the declaration must be **digitally signed** by the declarant, then uploaded to ARIET and submitted by opening the procedure.

The signature must be of the PAdES type (*PDF Advanced Electronic Signature*). For more information, visit the page [Digital Signature of Documents](#)

For this type of request, the declaration is signed by:

- the Account Holder.

The **list** of documents differs depending on whether the account Holder is a natural or legal person. In the following pages, you may find the documents required for:

[Account holder: legal person](#)

[Account holder: natural person](#)

Account holder: legal person

Documents signed by the **Account Holder**

pursuant to Regulation (EU) n. 2019/1122 as amended

Document	Notes
Statement of the Account Holder	<i>template generated in ARIET and pre-filled, to be digitally signed</i>

Account holder: natural person

Documents signed by the **Account Holder**

pursuant to Regulation (EU) n. 2019/1122 as amended

Document	Notes
Statement of the Account Holder	<i>template generated in ARIET and pre-filled, to be digitally signed</i>
Proof of identity	Residents in the EU: template generated in ARIET and pre-filled, to be digitally signed Non-residents in the EU: submission after opening the procedure (as per the instructions that will be provided by the administrator)
Acknowledgement of the information on personal data processing	<i>template generated in ARIET and pre-filled, to be digitally signed</i>

ATTENTION – documents issued outside the European Union

For documents relating to identity, residence and criminal records, citizens who are **resident in the European Union** may send a *self-certification* pursuant to D.P.R. 445/2000 (the relevant format is provided in ARIET), attaching a scanned copy of their identity document.

Conversely, citizens who are **NOT resident in the European Union**, provide such documents according to the instructions they will receive after opening the procedure, via the "conversation" component that will be activated within the request after submission. In case documents are requested **in paper**, please note that:

- 1) any **copy** of the original documents must be certified as a true copy by a notary or public official;
- 2) for documents issued outside the European Union, both certified copies and originals must be legalized by Italian diplomatic-consular representations abroad or, for countries that have signed the Hague Convention, by affixing an **apostille**;
- 3) **reference** of the notary/legalization office must be visible or attached to the documentation;
- 4) the date of certification or legalization shall not be more than **three months** prior to the date of the request;
- 5) the documents submitted must be in Italian or English, otherwise accompanied by a certified **translation** into Italian.