

COMPILATION INSTRUCTIONS

The form must be completed digitally in its entirety. In particular, the fields are mandatory and failure to complete this part makes the practice inadmissible by this Office.

Proceeding sequentially, in the first box "PERSONAL DATA", all the reference data of the applicant wishing to seek recognition are indicated. It should be noted that the office may request additional data (eg. National Registration Code) for the necessary checks according to the current regulatory framework.

For all subjects which are required to use the Certified e-mail (companies and professionals listed in the Register) it is mandatory to indicate one's own address. This Office according to the current regulatory framework will connect to the applicant required to use the Certified e-mail exclusively through this means.

After the Personal Data section you can find the list of regulated sports professions for which CONI is the competent authority to receive applications, to receive statements and to make decisions, for the purposes of recognition according to title II and title III, chapters II and IV of legislative decree no. 206.

The allegations section provides for the scanning of the document and the valid residence permit. For permits being renewed, the renewal request must also be attached. The scan must be very clear to allow for office checks with the competent Police Headquarters. "Non-resident" subjects who intend to apply for recognition pursuant to Article 49, paragraph 1 bis, of Presidential Decree 394/1999 do not mark the RESIDENCE PERMIT box, but the NON-RESIDING FOREIGN one.

Attention is drawn to the ASSUMPTION OF RESPONSIBILITY box in the sense that all statements made by the applicant, issued under oath, both for personal acts and facts, and with reference to the conformity of the documents issued with the original. Please note that this Office verifies the truthfulness pursuant to Article 71 of Presidential Decree 445/00. Together with the assumption of responsibility for the contents, the declarant also certifies in accordance with the Digital Administration Code, that the scanned documents and attachments comply with the analogue originals.

The attached documents must be scanned both **in the original language and translated into Italian in the manner deemed appropriate by the European Commission.**

The DECLARATION OF VALUE ON THE SPOT, issued by the **Italian** Consulate / Embassy in the country where the qualification was issued, must be attached for each educational or professional qualification.

The Declaration must comply with the provisions of the Circular of the Ministry of the Interior 2 April 2001, n. 5716 and must contain the following information:

- the professional training qualification held;
- description of the training system of the country that issued the qualification;
- legal duration of the training;
- place of acquisition of the training;
- indication of whether the profession concerned is regulated or not and whether the qualification held by the applicant is a necessary and sufficient qualification for the exercise of the professional activity in the country of reference;
- certification of possession of all the requirements required by local legislation for the exercise of the profession by the applicant in the country of reference;

In the absence of such information, the Office cannot proceed with recognition.

If the activity is not regulated in the country of origin, professional experience acquired in the field of activity for which recognition is sought in the country of origin itself or in another country, however

different from Italy, must be demonstrated. In any case, the documentation must be attached both in original and translated into Italian.

In general, a section relating to PROFESSIONAL EXPERIENCE is necessarily mandatory in the case of unregulated activity.

The TAX EXPENSES section revises the payment of stamp duty by bank transfer to the State Budget, according to the indications dictated by the Revenue Agency and transmitted by the Presidency of the Council of Ministers. They will have to be indicated

- 1) Date of the transfer
- 2) Cashier Institute
- 3) Number of the bank transfer receipt

A scan of the transfer itself must be attached.

After the privacy policies, there is the DOMICILIATION section, a field that must be filled in if the applicant requests that any information relating to the procedure be sent to an address other than that indicated in the PERSONAL DATA section. In case of failure to fill in, the Office will have the ONLY reference that indicated in the epigraph. Therefore: if you click on the first option (YES), the address communicated in PERSONAL DATA is confirmed; otherwise a new one is added. If the domiciliary is a company or a professional, the certified mail address (PEC) must also be indicated.

Once completed, the document must be digitally signed with the appropriate tools provided by the user.

The file thus compiled and signed in the manner deemed suitable by the European Commission (e.g. digitally) must be saved and transmitted to the competent offices, with all the attachments indicated above, via the online form at the link <https://www.coni.it/en/institutional-activities/regulated-professions-in-the-field-of-sport/documents-uploaded/sportiveformdomandeform.html>