

### DOCUMENTS TO BE PROVIDED

for the free provision of services on a temporary and occasional basis by EU citizens, citizens from the Swiss Confederation and citizens from in the EEA (Iceland, Liechtenstein, Norway) holding a health professional qualification different from Surgeon, Specialised Doctor, Veterinary Surgeon, Pharmacist, Dental Practitioner, Specialised Dental Practitioner, obtained in EU Member States, in the Swiss Confederation or in the EEA (Iceland, Liechtenstein, Norway).

The professional provider, who moves for the first time from another Member State to Italy and who wants to provide his or her services, is required to give a 30 days' prior notice (except for any urgencies) to the Italian Ministry of Health, by means of a written declaration including information concerning the service he or she wishes to provide, as well as professional liability coverage. This declaration is valid for the ongoing year and must be renewed if the professional wishes to provide further services in Italy on a temporary and occasional basis.

On the event of the first service provision, or any time an objective change occurs in the situation attested by the documents, the declaration must be provided with:

1. Copy of a valid Identity Document (ID) displaying the signature of the person concerned. If the personal data in the provided documents are different from the currently valid personal data, the applicant will provide appropriate certification, attesting that the identity documents refer to the same person.
2. Written declaration specifying all the exact dates of the ongoing year when services will be provided and the exact name and address of the facility where the services will be provided. Moreover, this declaration will include information concerning the type of services that will be provided and professional liability coverage, valid in Italy, as well as in all the other EU Member States, in the Swiss Confederation and in the EEA countries. This declaration is valid for the ongoing year.

*The following documents will be provided on non-stamp paper, together with a [Substitute Declaration in lieu of Affidavit](#) in accordance with D.P.R. 445/2000, to be filled in, dated and signed according to the provisions of the specific form (see specific form in the form set).*

3. Copy of the specific degree.
4. Copy of the individual certificate ("diploma supplement" or "transcript") issued by the Institution/University where the qualification was obtained, including the list of the examinations/subjects of study and specifying for each examination/subject:
  - a) number of credits under the European Credit Transfer System (ECTS);
  - b) number of **non-ECTS credits**, awarding 1 education and training credit according to the number of education and training hours (not including the number of hours devoted to individual study);
  - c) if the education and training programme is not described in terms of credits, it is necessary to specify for each subject **how many hours were attended** (specifying the difference between theoretical education and practical internship).
5. Copy of the Certificate of Conformity, in accordance with the current EU law (Directive 2005/36/EC), concerning the qualification that the professional wishes to use for the provision of his or her professional services, issued by the competent Authority of the country where the qualification was obtained.
6. Copy of the Certificate issued by the competent Authority of the country of origin/provenance, stating that the professional provider is legally established in that country for the provision of his or her services and that at the time of issuance of this certificate he or she is not prevented – not even temporarily – from pursuing the profession. This document will be issued no earlier than 3 months before the submission of the application.
7. If the profession is not regulated in the Member State of establishment, a specific certificate is necessary to attest that relevant education is regulated. If the above certificate shows that relevant education is not regulated, the applicant is required to prove that he or she has pursued the professional activity for one year, if full-time or for an equivalent duration, if part-time in the last ten years.
8. The provider will inform the competent social security Authority before providing his or her services, or, in case of urgency, immediately afterwards. This notice can be given by any appropriate means of communication and it does not imply any tax obligations or enrolment.
1. Payment of a stamp duty of € 16,00, either putting a **tax stamp** on the application form or attaching copy of the bank transfer **receipt**. If the application is submitted via email, only bank transfer is accepted.

### **GENERAL NOTES AND WARNINGS:**

All the documents written in a foreign language must be provided with a translation into Italian. Translations will be:

- Simple, provided with a self- declaration (*substitute declaration in lieu of attested affidavit - see specific form in the form set*);
- Sworn by a third translator<sup>1</sup> acknowledged by the Member State of origin or any other Member State of the EU.

This Administration will carry out sample checks to assess the truthfulness of self-declarations, as provided by D.P.R. 445/2000.

This Administration will send any communication regarding the procedure to the address provided in the application form. Therefore, it is up to the applicant to communicate any changes in his or her address timely. Notice of changes can be given using the same method chosen to submit the application.

This Administration will not be held responsible if notices are not received because of transfer, or wrong indication of the receiving address by the applicant, or return to sender for overdue mail holding.

**Remember that pursuing a health profession in Italy BEFORE the qualification is recognised by the Italian Ministry of Health is a criminal offence.**

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<sup>1</sup> See [Code of Conduct](#) approved by the Group of Coordinators for the recognition of qualifications, under DIRECTIVE 2005/36/EC - 1.A.f