



CHECKLIST FOR FAMILY REASONS VISA (Family Reunification/RF)
(D – NATIONAL) – Italian/EU relatives

THE APPLICANT MUST APPEAR IN PERSON. DO NOT STAPLE DOCUMENTS. SCREENSHOTS OR PHOTOS ARE NOT ACCEPTED. PROVIDE ORIGINALS PLUS 1 COPY (ORIGINALS AND/OR CERTIFIED COPIES WILL BE RETURNED).

Family members of Italian/EU citizens—pursuant to Art. 2 of Legislative Decree 30/2007—may request an appointment directly at the Embassy of Italy in Accra or by sending an email. Proof of the family relationship with the Italian/EU citizen must be provided at the time the appointment is requested.

WHO IS CONSIDERED A FAMILY MEMBER ELIGIBLE TO APPLY FOR A NATIONAL VISA FOR FAMILY REUNIFICATION:

- **Spouse or partner** (in a registered partnership based on the legislation of a Member State that treats registered partnerships as equivalent to marriage).
- **Direct descendants** (children, grandchildren) under the age of 21 or who are dependents (including those of the spouse or registered partner).
- **Financially dependent direct ascendants**, including those of the spouse or registered partner.
- **Adopted persons/adoptive parents** and minors under guardianship or permanent foster care are also considered equivalent to direct descendants/direct ascendants.

1.	☐	VISA APPLICATION FORM: completed in English and signed by the applicant (for minors: signed by both parents and the legal guardian).
2.	☐	BIOMETRIC PHOTO: color photo (taken within the last 6 months), ICAO format (35 mm x 45 mm), white background, full-face view facing forward. Scanned or photocopied photos are not accepted.
3.	☐	PASSPORT: original and a copy of the bio-data page, plus copies of previous Schengen, USA, or UK visas. It must be valid for at least 3 months beyond the last day of the stay, issued within the last 10 years, signed, and contain 2 blank pages. If visas are in an old passport: copy of the first page + relevant visas.
4.	☐	For non-Ghanaian/Togolese nationals: a Ghanaian/Togolese identity document or proof of legal residence (residence permit, permanent residence status, study permit with an official university letter, or re-entry stamp). The document must be valid for at least three months beyond the duration of the stay. A visitor's permit stamp is not accepted.
5.	☐	• LETTER OF INTENT/INVITATION FROM THE ITALIAN/EU FAMILY MEMBER, stating the intention to exercise the right to family reunification, accompanied by a valid identity document. Download the accommodation/guarantee declaration form here.
6.	☐	PROOF OF FAMILY RELATIONSHIP (DULY LEGALIZED) If applying for permanent residence in Italy based on marriage to an Italian citizen, it is mandatory to register/transcribe the marriage with the Embassy of Ghana in Italy, the Honorary Consulate of Italy in Togo, or the Municipality of residence in Italy before applying for the visa. - Copy of the marriage certificate transcription from the Italian Municipality where the EU citizen resides ("trascrizione atto di matrimonio" – for family reunification with a spouse). - Marriage/civil union/birth certificates (original + one photocopy). (a) Certificates issued by a foreign authority other than that of Ghana or Togo must be translated into English or Italian and legalized by the Italian consular office in the country of issuance. (b) Certificates issued by a Schengen country will be accepted only if multilingual; otherwise, note (a) applies.
7.	☐	REQUIRED DOCUMENTS - Original legalized birth certificate and a legible copy for each applicant. - Self-declaration (pursuant to Art. 76 of Law 445/2000) by the EU citizen regarding their family members (children of all ages and spouses, regardless of their place of residence).
8.	☐	DEPENDENT PARENTS - Proof of financial dependency on the EU citizen in Italy (documentation must cover a significant period of time: e.g., original bank transfer receipts sent by the Italian citizen, regular bank transfers, money transfer receipts, proof of housing/accommodation, rent payments, documents attesting to the absence of income from investments or pensions, and evidence that the applicant has no income sources and/or that such sources are insufficient). - Original sworn declaration regarding the parent's family composition in Ghana/Togo, including details of ALL children born from any relationship, regardless of their place of residence (in Ghana/Togo or abroad). - Legible copy of the Italian citizen's birth certificate (indicating both parents).
9.	☐	MINORS - Copies of both parents' identity documents and passports. - Original authorization from the parents designating an adult to accompany the minor to submit the visa application at



the Embassy. (The letter of authorization must include the full personal details of both the authorizing party and the authorized representative, plus a copy of an identity document for each).

- Consent for travel abroad from BOTH biological parents (this document may be issued by the Embassy of Ghana in Italy/Honorary Consulate of Italy in Togo or, if the parents share the same residence and appear on the same "family status certificate," by a public official at the Municipality of residence).
- If a parent is absent or deceased, this must be evidenced by a death certificate.
- If the legal guardian is someone other than the biological parent listed on the birth certificate, a legalized custody order proving guardianship must be submitted.
- If a parent lives abroad, the consent must be authenticated by the Italian Consulate in the country of residence.
- Original child's weight record/growth chart.

NOTE: Please also note that the submitted documentation will be subject to review by this Office.

ALL documents MUST be submitted at the Embassy at the time of application.

Incomplete applications may result in significant delays in visa processing or even a refusal.

The submission of false or forged documents will result in automatic refusal and a report to the authorities.