

b. POSTE ITALIANE

1. **Envelope 1 (Return Envelope) (Busta di Ritorno):** The applicant has to send a return envelope which will be used by the Consulate to send back the new and old passport. A description of two types of return envelopes, depending on the availability, that can be sent are as follows:

a. Prepaid envelope (Poste delivery box nazionale)

Purchase the 'poste delivery box nazionale' envelope of size 31.5 x 24 cm. This is an envelope available in the Post office and is pre-paid so no postal stamps have to be purchased. It comes along with a receipt (*modulo d'accettazione invio poste deliverybox nazionale*) which is in duplicate (original and carbon copy).

i. The receipt sent to the Consulate should have both original and carbon copy.

ii. Do not send photocopy of the receipt.

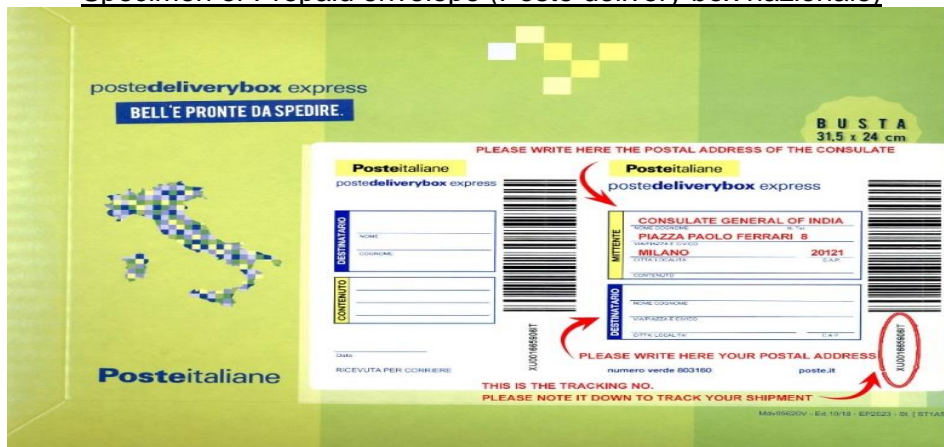
iii. Do not tear the receipt and send only one page.

2) Both the envelope and the receipt have to be filled in with the correct postal address of the applicant (*Destinatario*) and address of the Consulate (*Mittente*). Make sure that the address written is correct and legible. The Consulate shall not be responsible for delivery in case of wrong or incomplete address.

3) You may note down the Postal tracking number written on the envelope. With this number you can track the shipment once it has been dispatched.

4) Put the receipt (*modulo d'accettazione invio postedeliverybox nazionale*) inside the envelope. Do not seal the envelope.

Specimen of Prepaid envelope (Poste delivery box nazionale)



Specimen of Receipt (modulo d'accettazione invio postedeliverybox nazionale)

PLEASE WRITE HERE THE POSTAL ADDRESS OF THE CONSULATE

Posteitaliane
postedeliverybox

MODULO D'ACCETTAZIONE INVIO POSTEDELIVERYBOX NAZIONALE

CARTA COPERTIVA - DA COMPILARE IN STAMPATELLO A CURA DEL MITTENTE ESERCITANDO PRESSIONE, NON SCRIVERE FUORI DAL PROSPETTO.

MITTENTE	NOME COGNOME	CONSULATE GENERAL OF INDIA			NUMERO CIVICO	8
	VIA/PIAZZA	PIAZZA PAOLO FERRARI			PROV.	MI
	CITTA'/LOCALITA'	MILANO			CAP	20121
	TEL/FAX	EMAIL				
DESTINATARIO	NOME COGNOME				DESCRIZIONE DEL CONTENUTO	
	VIA/PIAZZA					
	CITTA'/LOCALITA'					
	CAP	TEL/FAX				
	EMAIL				<input type="checkbox"/> (A.C.) Attestazione di Consegna	

Il cliente dichiara di conoscere e di accettare le Condizioni Generali di Contratto Postedeliverybox e di aver preso visione dell'informatica sui trattamenti dei dati personali la cui versione integrale è pubblicata sul sito poste.it e disponibile presso gli Uffici Postali.

Al cliente e per gli effetti degli articoli 1341 e 1342 del codice di commercio, art. 1323 (Modalità di adempimento) art. 101 (Reclami) art. 11.1 (Patto compromissorio).

Il Cliente accetta espressamente le seguenti clausole delle Condizioni Generali di Contratto Postedeliverybox: art. 2.7 (Contenuto servizio); art. 6.2, 6.3, 6.5, 6.6, (Responsabilità di Poste); art. 7.1 lettere b), c) e d) (Sicurezza e responsabilità del Cliente); art. 8.1.

DATA _____ FIRMA _____

DATA _____ FIRMA _____

ATTENZIONE: verificare la corretta leggibilità dei dati riportati sulla copia sottostante.

PLEASE WRITE HERE YOUR POSTAL ADDRESS

Specimen image of the return receipts



2. Normal padded envelope (Busta Imbottita)

- 1) Purchase an envelope of size not less than 10 x 16.50 cm.
- 2) Purchase the postal stamps from the Post office based on the weight of the envelope. In case you have a normal 36 pages passport, select an option of 100 grams for the return post as you will be receiving 2 passports; one cancelled existing passport and the other new valid passport. In case of Jumbo Passport (with 60 pages), please select postage for 150 grams for the return post. Make sure that the postal stamps are as per the weight of the return envelope. Otherwise the Consulate will not be able to send you your passports. Do not send cash as it will not be accepted.
- 3) Please ask the Post office for the receipt (*ricevuta di accettazione*).
- 4) Both the envelope and the receipt should be filled in with the applicant's postal address (*Destinatario*) and address of the Consulate (*Mittente*). Make sure that the address written is correct and legible. The Consulate will not take responsibility in case of wrong or incomplete address.
- 5) You may note down the Postal tracking number written on the receipt (*ricevuta di accettazione*). With this number you can track the shipment once it has been dispatched.
- 6) Put the receipt (*ricevuta di accettazione*) inside the envelope. Do not seal the envelope.

Sample image of Normal padded envelope (Busta Imbottita) and Receipt (ricevuta di accettazione)



- ii) **Envelope 2:** Prepare another envelope of size approximately 35 x 47 cm. This envelope will be used by you to send the return Envelope 1 along with other documents. This envelope will be like the Normal padded envelope (Busta Imbottita) as shown in the image above. The envelope has to be addressed to:

Consulate General of India Milan
Piazza Paolo Ferrari, 8,
20121 Milano MI.

- iii) Place your (1) existing passport (except in cases of Lost or new born cases), (2) original Passport Fee receipt, (3) Return Envelope/Envelope 1 into Envelope 2. Write code 'DeliveryPPT' on the outer Envelope 2 and send to the Consulate.