



# Ministero della Cultura

ARCHIVIO DI STATO DI BENEVENTO

## REQUEST FOR CERTIFIED COPY

16 € revenue stamp

To the Director of the State Archives of Benevento

The undersigned \_\_\_\_\_, born in \_\_\_\_\_ prov. \_\_\_\_\_ day \_\_\_\_\_ and resident in \_\_\_\_\_, prov. \_\_\_\_\_, Poste code \_\_\_\_\_, street \_\_\_\_\_ n. \_\_\_\_\_, tel. \_\_\_\_\_, email \_\_\_\_\_, citizenship \_\_\_\_\_, domiciled in \_\_\_\_\_, prov. \_\_\_\_\_, CAP \_\_\_\_\_, street \_\_\_\_\_ n. \_\_\_\_\_, tel. \_\_\_\_\_

*(a copy of a valid identity document is attached)*

### ASKS

*(tick the box)*

the certified copy of the matriculation sheet for pension use ("applications, certificates, documents, appeals necessary for the liquidation and payment of direct or reversibility pensions, allowances and severance pay or in any case termination of the employment relationship if dependent on foreigners", request exempt from payment of the tax stamp pursuant to Presidential Decree 642/1972, table B, art.9) of:

*(surname)* \_\_\_\_\_ *(name)* \_\_\_\_\_ *(date of birth)* \_\_\_\_\_

*(birth place)* \_\_\_\_\_

*(tick the box)*

the certified copy of the civil status document or the military service result ("applications for the release of copies and extracts from the registry and civil status registers; applications and birth certificates for the issuance of criminal record certificate", "lists and roles concerning the office of popular judge, the military service military and other personal services towards the State, the regions, the provinces and the municipalities, as well as all documentation and questions relating to these services and the related objections"), request exempt from payment of the revenue stamp pursuant to Presidential Decree 642/1972, table B, articles. 2, 14, relating to:

*(surname)* \_\_\_\_\_ *(name)* \_\_\_\_\_ *(date of birth)* \_\_\_\_\_

*(birth place)* \_\_\_\_\_

*(fatherhood)* \_\_\_\_\_ *(motherhood)* \_\_\_\_\_

*(tick the box)*

the certified copy for administrative use of the following documents whose signature archival is indicated:

*(indicate collections, series, possible sub-series, possible conservation unit, archival unit, documentary unit)*



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The undersigned declares for the reason above, according to the articles 46, 47, 48 of Presidential Decree 445/2000, made informed of the criminal sanctions referred to in art. 76 relating to forgery in false documents and declarations which will not be reproduced used for a use other than that indicated, undertaking to the preventive payment of the amount of €16.00 for the tax stamp to be applied to the copy of the document in accordance with the law (in particular Presidential Decree 642/1972, annex A, articles 3, 4 and the decree of the Ministry of Economy and Finance 24.5.2005 concerning the adjustment of stamp duty and taxes on government concessions).

Declares that you have read the ethical rules for the processing for archiving purposes in the public interest or for historical research purposes published in Gazzetta Ufficiale n. 12 dated 15 January 2019.

Declares to be aware that the State Archives, according to EU regulation 2016/679 (general regulation on data protection), carries out data processing personal data of scholars who request access to the room of study. The treatment, carried out with or without the aid of means electronic, is carried out solely for purposes related to the exercise of discipline that regulates the relationship between the Archive and users. The owner of the processing is the Ministry of Culture, the person responsible for the treatment is the general director "Archives" of the MIC e the person in charge of processing is the director of the State Archives, which benefits from the collaboration of the custodial staff and room. The provision of personal data is mandatory.

Refusal involves exclusion from study room services. In relation to the processing of personal data, the interested party has the rights referred to to articles 15 to 22 of the GDPR. These data are processed exclusively for purposes related to the performance of institutional activities of the Institute. The provision of data is necessary requirement to

use the aforementioned services; The failure to provide it will make it impossible to use it such services. Data collection takes place in compliance with the principles of relevance, completeness and not excess in relation to the purposes for which they are treated. The personal data collected are processed in observance of the principles of lawfulness, correctness and transparency, provided for by Article 5 GDPR, also with the aid of tools IT and telematic systems designed to store and manage data themselves, and, in any case, in such a way as to guarantee their safety and protect the maximum confidentiality of the interested party. The data users' personal data will be processed in compliance with current legislation on the matter, by the Archive staff in charge of study room and support services. Sensitive and judicial data may be communicated as part of the prosecution of the purposes indicated in point 2, only where required by regulations law or regulation. In any case, the communication or dissemination of requested data, in accordance with law, by the public security authority, by the authority judicial or other public entities for defense purposes, state security and detection of crimes, as well as communication to the judicial authority in compliance with legal obligations, where crimes are identified. Outside of the aforementioned cases, personal data is not disclosed in any way manner and for no reason communicated or disclosed to third parties. The personal data collected will be preserved by the Archivio di Stato di Benevento. The interested party can lodge a complaint with an authority control and exercise pursuant to articles from 15 to 22 of the GDPR the right to ask the data controller for access to the data personal data concerning him or their rectification, by contacting the following contacts: director of the Archivio di Stato di Benevento, in charge of processing and data protection (Archivio di Stato di Benevento, via Giovanni De Vita 3, e-mail: [as-bn@cultura.gov.it](mailto:as-bn@cultura.gov.it)).

Date

Signature

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**HAVING SEEN, THE CERTIFIED COPY IS PERMITTED.**

Date \_\_\_\_\_

The Director