

Accreditation procedure for tour guides at the Parco archeologico del Colosseo for the year 2025. Deadline for submission of applications: 13:00 on Monday May 12, 2025.

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1. General provisions

This notice regulates the procedure for the issuance, **for the year 2025**, of a **free facilitated access pass for European Union tour guides in possession of a valid license to practice the profession in Italy**, issued by the competent authority, pursuant to Law 97 of August 6, 2013 "Provisions for the fulfillment of the obligations deriving from Italy's membership of the European Union – Law 2013", in compliance with the provisions of Law no. 190 of December 13 2023, which regulates the discipline of tour guides, and the provisions of art. 4, paragraph 3 letter a) of Ministerial Decree no. 507 of 11 December 1997, as amended. ii. as well as by circular no. 15/2020 of the Direzione generale Musei.

The issuance of the free facilitated access pass takes place following accreditation through the PICA online platform.

2. Validity

The Access Pass will be valid from the date of approval of the accreditation request **until December 31, 2025**.

Tour guides already accredited for previous years will not have to submit the request again or start the accreditation procedure: the validity of all previously issued accreditations has been extended until December 31, 2025. Passes and newsletters will be usable under the same conditions, unless specifically requested for suspension, even relating to the newsletter only, by accredited members.

3. Submission of applications

For new members, the procedure involves sending the application online on the **PICA platform** and has a cost of 20 euros for the management costs of the file, to be paid *on a one-off basis*.

With this notice, tour guides interested in being accredited at the Parco archeologico del Colosseo to enjoy the free access pass facility are invited to request accreditation according to the methods and terms indicated below:

- a) the completion of the application is possible during the opening period **of the call, or by putting it online in the appropriate section "Calls and Competitions" – January 8 2025, until 1 p.m. on Monday May 12, 2025**, by going to the website: [**https://pica.cineca.it/parcocolosseo/guide/**](https://pica.cineca.it/parcocolosseo/guide/);
- b) registration on the PICA platform must take place according to the procedures indicated in the appropriate guide, which can also be downloaded at the bottom of **this web page**;
- c) once registered on the PICA platform, it will be possible to proceed with the completion of the accreditation application by accessing the Call for Proposals of the Parco archeologico del Colosseo. The procedures are indicated in the appropriate guide, which can be downloaded at the bottom of **this web page**.

4. How to apply for the Pass

The call is aimed exclusively at tour guides in possession of a valid license enabling the exercise of the profession on national territory.

The Pass for free access to the Parco archeologico del Colosseo **cannot be issued to tour leaders and tour guides with a qualifying license obtained abroad who are not authorized to practice the profession on Italian national soil.**

Each user can submit only one application for accreditation.

Requests must be accompanied by the following attachments in pdf format:

- copy of a valid identity document, front and back, in colour and with legible data.
- A high-resolution, full-color, sharply focused passport-size photo with a face in front of the lens, preferably on a white or neutral background. The person photographed must have a neutral expression, with eyes open and clearly visible.
- Substitute declaration pursuant to Presidential Decree 445/2000 certifying the possession of a valid qualification to exercise the profession of tour guide. The declaration must be duly signed.
- Copy of the valid license to practice the profession of tour guide, front and back, in color, with legible data, or of the provisional sheet.
- In the case of licenses obtained in foreign countries, it will be necessary to present the documentation certifying the inclusion in the annual list of tour guides, for those operating under the permission for occasional and temporary freedom of service, or the certificate of suitability valid for the issue of the authorization to carry out the activity of tour guide, for those awaiting permanent establishment. Please note that the recognition decrees are not valid for the issue of the free annual ticket (Pass).
- The link to the Region's website where your qualification as a Tour Guide is published, including your name, and, optionally for those in possession of it, the link to the identifier on the National List of Tour Guides, published by the Ministry of Tourism.
- The receipt of payment certifying the payment of the amount of € 20.00, to be paid exclusively via platform **PagoPA – MiC Online Payments**: click **on this link**; select the Parco archeologico del Colosseo institute from the drop-down menu; select the "Accreditamento guide" service from the drop-down menu; indicate quantity 1; indicate the unit cost of 20 euros; enter in the reason for payment "Accreditation of Guides year 2025", as well as the name and surname of the person who is requesting the Pass.
- The application available via the PICA platform, duly completed **and signed**.

Once the application has been sent, the candidate will receive an e-mail confirming the delivery, without which the procedure cannot be considered concluded and the request for the Pass will not be evaluated.

5. Technical problems in filling out the application

For the purpose of **reporting technical problems**, it is possible, after registering on the PICA platform, to click on the compilation support link at the bottom of the page <https://pica.cineca.it/parcocolosseo>

6. Issuance and rules of use of the Pass

Accreditation requests will be handled according to the order of submission on the PICA online platform.

During the preliminary investigation, the Parco archeologico del Colosseo reserves the right to carry out checks on the documentation received, including thorough investigations with other competent institutions (Ministry of Tourism, Regions and Provinces, etc.). The investigations will take place in accordance with the provisions of the processing of personal data as established by the GDPR and in full compliance with professional and official privacy.

In the case of applications submitted with incomplete or insufficient documentation, pursuant to art. 10 bis L. 241/1990, the necessary additions for the completion of the accreditation procedure.

Once the completeness of the necessary documentation has been verified and the relevant findings have been completed, the PICA platform will send the communication of acceptance of the application and the procedures for collecting the Pass to the accredited guides to the e-mail address entered during registration.

The Pass issued is strictly individual and can only be used by the accredited tour guide, whose name is shown on the Pass itself. Their transfer and/or loan to third parties is prohibited. In the event that unauthorized uses are found or do not comply with the regulations in force at this Institute, the Management of the Parco archeologico del Colosseo reserves the right to suspend and/or revoke it.

The Pass must **always and exclusively be used in its original format**. Access to the Parco archeologico del Colosseo will not be allowed to the guide who presents the pass in photocopy and/or in any other format other than the original one issued.

The Pass must also **be displayed and clearly visible at all times**, from the moment the access Pass are checked and for the entire duration of the stay inside the Parco archeologico del Colosseo, to facilitate the verification of the competence of the staff on duty at the PARCo.

In the event of **theft or loss of the Pass**, it is the obligation of the tour guide to notify the Parco archeologico del Colosseo no later than five working days. To request the new issue of the pass, a report of theft or loss must be made to the police, to be sent to the email address pa-colosseo.accreditoguide@cultura.gov.it.

Tour guides accredited at the Parco archeologico del Colosseo undertake to maintain – for the entire duration of the accreditation – a valid enabling license, under penalty of suspension and/or withdrawal of the Pass.

7. Newsletter

The procedure, with the purposes referred to in Article 1) of this notice, provides for the user's right to take advantage of the inclusion in the newsletter of the Parco archeologico del Colosseo, a service made available free of charge by the Park.

Subscribing to the newsletter is optional, it does not bind or condition in any way the achievement of the PASS referred to in Article 1 and Article 2, but it still presupposes its issue.

You can unsubscribe from the newsletter at any time via the unsubscribe link found within each newsletter received.

The newsletter is managed in compliance with the European Regulation (EU) 2016/679 on personal data (GDPR). More information is available in the Privacy Policy section of the website ([Privacy Policy - Colosseum Archaeological Park](#))

8. Final provisions

Accredited guides adhere to the Regulations of the Parco archeologico del Colosseo, and to the guidelines for a good visit, as detailed at this link: <https://colosseo.it/decalogo-per-la-buona-visita/> as well as the laws in force to guarantee good behavior, safety and legality.

The Pass must be used, like a free access ticket, when entering the Park, and can be requested by ticketing, surveillance and security staff during their stay inside the Park itself.

The Pass issued by the Parco archeologico del Colosseo **replaces those issued until 2019** by the former Concessionaire for ticketing services. These access tickets must be understood as automatically disabled and no longer valid for use.

The acquisition of the candidacy and the activation of the accreditation do not imply the assumption of any specific obligation by the Administration, nor the attribution of any right to the interested parties, with regard to the possible delegation of assignments.

The entry/finalization of the application does not provide for the preparation of any merit ranking of the professional figures.