

## CHECKLIST FOR ITALIAN PASSPORT APPLICATION/RENEWAL BY ADULT APPLICANTS:

1. Old Italian passport (original + copy of the picture page only);
2. AZ driver's license (original + photocopy). NOTE: the address on your driver's license MUST match the address on file with the Consulate. **You can check your own consular file here: <https://serviziconsolari.esteri.it/ScoFE/index.sco#>**
3. Recent utility bill in your name (the address must match the one on file with the Consulate in LA as well as on your AZ driver's license)
4. Italian passport application form completed, to be signed and dated before the Honorary Consul of Arizona;
5. Money order or cashier's check of \$124.40 payable to the "Consulate General of Italy – Los Angeles" [note: this amount is valid only from **April 1, 2023 through June 30, 2023**];
6. 2 passport-size pictures;
7. If you were born in the U.S.A.: photocopy of your US passport;
8. If you were born outside of the USA:
  - 8.a If you live in the USA as a legal resident: US Visa or Green Card issued after August 16th, 1992. If these documents cannot be provided you will need to provide a US Immigration declaration confirming you never became an American Citizen or show the US entry stamp on the passport. Without the above NO PASSPORT will be issued;
  - 8.b If you live in the USA as a US citizen: copy of your naturalization certificate [or Consular Report of Birth Abroad] + copy of your US passport;
9. If you (the applicant) have minor children: bring a copy of the minor's birth certificate + the "Atto di assenso/Authorization form" signed by the other parent. **Note:**
  - 9.a If other parent is a citizen of Italy or of the European Union: the consent form signed by the other parent must include a photocopy of his/her Italian or E.U. passport (page with passport holder's information AND signature).
  - 9.b If other parent is NOT a citizen of Italy of the European Union: the signature of the other parent on the consent form must be authenticated by a notary public and must include a copy of the other parent's passport.
  - 9.c If other parent is deceased: provide a photocopy of the death certificate.

**Please note:** The parental consent is ALWAYS necessary even if the applicant is the parent, and not the minor. The "atto di assenso" form must be typewritten [no handwriting] and must be provided regardless of whether you and the other parent were never married/are now separated/divorced. The consent cannot be older than 6 months and it must bear a wet signature [no printed PDF sent by email]. The other parent will need to complete and sign also the bottom portion of your Italian passport application (same as above: notarization + copy of passport attached for non EU citizens).
10. 2 pre-paid USPS Priority Express envelopes (flat rate of **\$28.75** each way, for a total of **\$57.50**): one from you to the Consulate in Los Angeles [**Consulate General of Italy, Passport Department, 1900 Avenue of the Stars, Suite # 1250, Los Angeles, CA 90067-4404**]; one where your address appears on the sender's as well as the recipient's box [example: from Roberta Gentili, 1 Befana Way Phoenix, AZ 85001; to: Roberta Gentili, 1 Befana Way - Phoenix, AZ 85001];
11. Authorization to ship back to you your new and old Italian passports by mail.

*On the day of the appointment each applicant 12 years old and up will have to appear in person [1 slot per applicant]. The appointment does not imply any obligation of this office to process your application. We reserve the right to reject incomplete applications.*