

## CHECKLIST FOR ITALIAN PASSPORT APPLICATION/RENEWAL FOR MINORS:

**Attention: new preliminary review applicable to young adults between 12 and 18 before they come in in person here in Phoenix for their fingerprints:**

- STEP 1:** Drop off the entire application in a sealed envelope to the front desk (no appointment needed at this stage) or mail it in by USPS First class [items 1-13 listed below as applicable **minus** the original Italian passport] for a preliminary review. Include a new envelope (if you will come by to pick it up in person) or a USPS First class large envelope to return it to you.
- STEP 2:** Wait to hear back from us by email. Do not make an appointment yet on our calendar.
- STEP 3:** If the application is complete, we will email you to confirm that you can make an appointment. If the application is not complete, it will be made available to you at the front desk or mailed back to you with the pre-paid USPS First class with instructions on what are the missing/wrong parts. You will need to submit it again before securing an appointment for a new approval.

### ITEMS TO PREPARE:

1. Disclaimer signed by Italian parent on behalf of the minor (specify name);
2. Application form for minors completed (**note:** EU parent does not need to notarize his/her signature but we will need a copy of the EU passport; non-EU parent must have his/her signature notarized along with a copy of his/her non-EU passport). **Staple together** the application form + copies of the passports.
3. Money order or cashier's check payable to the "Consulate General of Italy - Los Angeles" for **\$126.10** [note: this amount is valid **only from April 1, 2024, through June 30, 2024**];
4. 2 passport-size pictures of the minor;
5. Old Italian passport (bring the original only at the time of the appointment for the fingerprints, do not include it in the initial review) + photocopy of the same (page with the personal data and picture only), if any;
6. If the minor child was born in the US: copy of his US passport;
7. If the minor child was born in Italy or outside the US and later moved to the US: copy of the child's green card or visa OR copy of your naturalization certificate + US passport if the child acquired so-called "derivative US citizenship";
8. If the minor has more than one passport(s), copy of the minor's other passport(s) (page with the personal data and picture only), even it's old and expired;
9. Photocopy of the child's birth certificate [no translation needed] **stapled together with the 2 "atto di assenso"** (1 for each living parent: see more details under point 10).

10. "Atto di assenso" prepared and signed by each of the parents [must have 2 in total] + photocopy of the signer's passport (regardless of whether the parents were never married/are now separated/divorced, and regardless of their respective nationality). The form must be signed within the **6 months** prior your appointment. Please note:
  - 10.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 valid Italian or E.U. passport (page with passport holder's information AND signature); NO need to notarize this parent's signature
  - 10.b. **If other parent is NOT a citizen of Italy of the European Union:** his/her signature on the "atto di assenso" must be notarized by a notary public and it must include a photocopy of his/her passport (page with passport holder's information AND signature);
  - 10.c. **If the other parent is deceased:** please provide a photocopy of his/her death certificate and passport [no translation needed].
11. Italian parent's original AZ driver's license + photocopy;
12. Recent utility bill under the Italian parent's name (if the minor child has nothing in his name such as a phone bill);
13. 2 pre-paid USPS Priority Express envelopes (flat rate of **\$30.45** each way, for a total of **\$60.90**): one from you to the Consulate in Los Angeles [**Consulate General of Italy, Passport Department, 12424 Wilshire Blvd., Suite # 1400, Los Angeles, CA 90025**]; one where the parent's address appears on the sender's box 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];
14. Authorization to return you minor child's Italian passport by mail [which you must sign on behalf of the minor child].

**NOTE:** Children **12 and older** must make an appointment before our office because we need to capture their fingerprints; children between **0-12 years** old are exempt from fingerprints and therefore you can apply for their Italian passport by mail directly with Passport Department of the General Consulate of Italy in Los Angeles.

**WE DO NOT MAKE PHOCOPIES FOR YOU AT THE CONSULATE. UNCOMPLETE APPLICATIONS WILL BE REJECTED AND THE INTERESTED PERSON WILL NEED TO BOOK A NEW APPOINTMENT. Anyone who has difficulties accessing a computer or needs individual assistance** with the preparation of the entire passport application is kindly asked to contact this Honorary Consulate by phone at **(602) 692-8127**: leave a message specifying the above with your name and a call-back number and we will contact you to make a separate appointment just to prepare your passport application.

*Thank you for your understanding.*