

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

1. Old Italian passport (original + copy of the picture page only);
2. If you have more than one citizenship(s): copy of every other passport(s) to which you are entitled to (copy of the picture page only), even if it's old and expired;
3. AZ driver's license (original + photocopy). NOTE: the address on your driver's license MUST match the address on file with the Consulate. Be sure to update the address before you come to the Consulate if not current;
4. Recent utility bill in your name (same as no. 2: the address must match the one on file with the Consulate in LA as well as on your AZ driver's license);
5. Italian passport application form completed, to be signed and dated before the Honorary Consul of Arizona;
6. Money order or cashier's check of **\$126.10** payable to the "Consulate General of Italy - Los Angeles" [note: this amount is valid **only from April 1, 2024 through June 30, 2024**];
7. 2 recent passport-size pictures;
8. If you were born in the U.S.A.: photocopy of your US passport;
9. If you were born outside of the USA:
  - 8.a If you live in the USA as a legal resident: original + photocopy of your 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 that you never became an American Citizen or show the US entry stamp on the passport. Without the above we cannot proceed.
  - 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. 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 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];
10. 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 DO NOT MAKE PHOCOPIES FOR YOU AT THE CONSULATE.*** *If we want to try to satisfy the high demand, we have no choice but to reduce the time allotted to each applicant and demand that anyone approaching this Honorary Consulate to receive this service must present all the supporting documents in order along with the completed application forms, the pictures and the consular fee. **FOR THIS REASON, UNCOMPLETE APPLICATIONS WILL BE REJECTED AND THE INTERESTED PERSON WILL NEED TO BOOK A NEW APPOINTMENT.** Thank you for your understanding.*

***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 an appointment just to prepare your passport application.***