

## CHECKLIST FOR PASSPORT APPLICATION – ADULTS -

**Please kindly note: we are more than happy to answer any questions regarding the application process but please we invite you to read the checklist before. Due to the high volume of emails and calls we won't answer questions regarding topics clearly listed in the checklist.**

PLEASE BRING ORIGINALS AND **PHOTOCOPIES** OF ALL THE REQUIRED DOCUMENTS ( NOT THE APPLICATIONS FORMS) LIKE PASSPORT, GREEN CARD ecc...

MAKE SURE YOU HAVE PHOTOCOPIES FOR EACH APPLICATION.

FAILURE TO BRING COPIES WILL RESULT IN A \$1 CHARGE PER PHOTOCOPY (ONLY PAYABLE BY CASH).

FAILURE TO PRESENT ALL THE NECESSARY DOCUMENTS WILL RESULT IN THE LOSS OF YOUR APPOINTMENT SLOT AND IN A RESCHEDULE

**PASSPORT PHOTOS ARE TAKEN IN OUR OFFICE.**

**OUR ADDRESS IS 750 MAIN ST, HARTFORD, SUITE 500.**

PARKING AVAILABLE ALONG MAIN ST OR IN THE PARKING GARAGE WITH ENTRANCE FROM PEARL ST.

IF YOU RECENTLY ACQUIRED ITALIAN CITIZENSHIP PLEASE BRING A COPY OF THE EMAIL CONFIRMING THE CITIZENSHIP'S ACQUISITION.

ALWAYS WRITE DATES IN THE EUROPEAN FORMAT ( DAY /MONTH/ YEAR)

PLEASE WRITE THE HEIGHT OF THE APPLICANT IN Cm. .

☐ **1.** Completed Application form (DOMANDA PER IL RILASCIO DEL PASSAPORTO); please **ALWAYS** include middle names if applicable.

IF YOU WISH TO HAVE THE LAST NAME OF THE HUSBAND ON PAGE 4 OF THE PASSPORT (AS LONG AS YOU HAVE REGISTERED THE MARRIAGE ), PLEASE BRING A COPY OF THE MARRIAGE CERTIFICATE

☐ **2.** Expired Italian passport (or current passport which is expiring in less than 6 months);

☐ **3.** Original Certificate of Naturalization (**if applicable**) to compare to photocopy;

#### **4.Proof of legal residency in the United States, in the form of**

- ☐ A). US Passport (for applicants with dual citizenship); **or,**
- ☐ B). **Valid Permanent Resident( Green ) Card** which must exhibit an expiration date at least 30 days beyond the date of appointment; If the Green card is expired bring the expired Green card along with the USCIS proof of the pending application and payment receipt. **IN CASE OF AN OLD GREEN CARD WITH NO EXPIRATION DATE AND A PASSPORT EXPIRED FOR MORE THAN 20 YRS PLEASE BRING THE PASSPORT THAT WILL SHOW THE STAMP OF THE LAST DATE OF ENTRY IN THE U.S**
- ☐ **5.** Application fee of USD 121.90 in the form of a Money Order or Bank Tellers Check [no cash & no personal checks] payable to: "CONSOLATO GENERALE D'ITALIA – N.Y." (In the case of multiple family members applying at the same time it is acceptable to provide one money order for the combined fee (i.e., husband and wife may provide one money order for the combined fees);
- ☐ **6.** A USPS PRIORITY MAIL FLAT RATE ENVELOPE( 12.5"x9.5") with TRACKING NUMBER label and prepaid postage of \$9.85. In the "TO" section please write your name and address or where you want your passport to be mailed to. (up to three passports can be delivered in one envelope). The " FROM" sections will be completed by the NY Consulate.