

## Italian Passport Information for Honorary Consulate of Italy in Honolulu

### ANNOUNCEMENT TO ITALIAN CITIZENS LIVING IN HAWAII

The Honorary Consulate of Italy in Honolulu is pleased to announce that Italian citizens registered in [A.I.R.E.](#) as living in Hawaii can now obtain their passport biometric information in Honolulu. This means that Italian citizens renewing their passports or obtaining new passports for their children can be fingerprinted by the Honorary Consul.

This new process means that Italian citizens living in the Hawaii Consular district no longer need to fly to San Francisco in order to obtain passports. However, all of their paperwork must still be sent to the [Consulate General of Italy in San Francisco](#) for processing, and the new passports will be sent to them by US Postal Mail after all paperwork has been duly processed.

Note: This service is offered IN ADDITION to standard processing of passports in San Francisco, that can still be used as needed. If you still need a rush service to obtain a new passport, you will need to set up an appointment through the Passport office at the Consulate General of Italy in San Francisco.

If you need to renew your passport or obtain a new passport for your minor child, please see the following instructions.

**IMPORTANT:** The first step for this process is that you must create an account in **Fast It**, and then **make sure your address is up-to-date**. If it is not up-to-date, submit an A.I.R.E. registration request and wait until the status of the request is listed as "Trasmessa al Comune."

#### Steps Required to Obtain a Passport

1. **Submit an AIRE REGISTRATION / UPDATE REQUEST through the FAST IT online system (see [AIRE web page for instructions](#)):**
2. **Click "*VISUALIZZARE LA PROPRIA SCHEDA ANAGRAFICA*"**
  - Ensure that the field "*Iscrizione all'AIRE*" shows the status "*ISCRITTO*" - [click here to see an example](#)**
  - We remind you that after this Consulate submits the AIRE request to your Italian Comune, the final registration is completed by the Comune and NOT this Consulate
  - If the field still shows "*Trasmessa al Comune*" you must CONTINUE CHECKING your *Scheda anagrafica* until the status shows *ISCRITTO*
3. **Send an email to [info@italianconsulatehawaii.com](mailto:info@italianconsulatehawaii.com) only AFTER your AIRE status shows "*ISCRITTO*" – [click here for information](#)**
  - Email Subject should be **New/Renewed Passport Request**
  - Attach a **scanned** version of the Scheda Consolare to your email message
4. **Your Honorary Consul will schedule an appointment for you to come to the office for the biometric scanning.**

5. **You must bring the following documents to the appointment.**

- Scheda Consolare printed** from the Fast It online portal \*login and click on “Visualizzare la propria scheda anagrafica”) that shows:
  - i. Current/updated address
  - ii. Iscrizione all’AIRE: ISCRITTO
- Consent form** (atto di assenso) – You must include this document in order to issue YOUR passport **if you have any children under 18 years old** (Law 21 November 1967 paragraph 3).

Please note: Consent form must be filled out and signed by the other parent of your minor children.

  - i. Read the rules listed here for details of the documents you must bring for the appointment if you have minor children (under 18 years old):  
[https://conssanfrancisco.esteri.it/consolato\\_sanfrancisco/en/i\\_servizi/per\\_i\\_cittadini/passaporti/passaporti-per-adulti.html](https://conssanfrancisco.esteri.it/consolato_sanfrancisco/en/i_servizi/per_i_cittadini/passaporti/passaporti-per-adulti.html)
  - ii. Photocopy of birth certificates for minor children
- Passport Request form**
  - ADULT Request Form -  
[https://conssanfrancisco.esteri.it/consolato\\_sanfrancisco/resource/doc/2016/05/all\\_01\\_-\\_modulo\\_di\\_richiesta\\_passaporto\\_adulti\\_-\\_inglese.pdf](https://conssanfrancisco.esteri.it/consolato_sanfrancisco/resource/doc/2016/05/all_01_-_modulo_di_richiesta_passaporto_adulti_-_inglese.pdf)
    - Consent form for Adults with Minor Children -  
[https://conssanfrancisco.esteri.it/consolato\\_sanfrancisco/en/i\\_servizi/per\\_i\\_cittadini/passaporti/furo-e-smarrimento-del-passaporto.html](https://conssanfrancisco.esteri.it/consolato_sanfrancisco/en/i_servizi/per_i_cittadini/passaporti/furo-e-smarrimento-del-passaporto.html)
  - MINOR Request Form -  
[https://conssanfrancisco.esteri.it/consolato\\_sanfrancisco/en/i\\_servizi/per\\_i\\_cittadini/passaporti/passaporti-per-minori.html](https://conssanfrancisco.esteri.it/consolato_sanfrancisco/en/i_servizi/per_i_cittadini/passaporti/passaporti-per-minori.html)
- Authorization Form for Mailing Passports -**  
[https://conssanfrancisco.esteri.it/consolato\\_sanfrancisco/resource/doc/2016/05/autorizzazione\\_alle\\_rispedizione\\_del\\_passaporto\\_10\\_febbraio\\_2016.pdf](https://conssanfrancisco.esteri.it/consolato_sanfrancisco/resource/doc/2016/05/autorizzazione_alle_rispedizione_del_passaporto_10_febbraio_2016.pdf)
- Expired/expiring Italian passport**
- 2 passport photographs** (*click here for specifications*)
- PHOTOCOPY of proof of legal stay in the United States** - Provide photocopy of ONE of the following:
  1. Visa for the United States, or E.S.T.A.
  2. or Permanent Resident Card issued AFTER August 15th,1992.

IMPORTANT: If a Permanent Resident Card issued before August 15th, 1992 was renewed, a copy of the payment receipt issued at the time of renewal is sufficient. To request a renewal of the Permanent Resident Card, visit [www.uscis.gov](http://www.uscis.gov). If the card has never been renewed, applicants must present a certificate of no record of naturalization issued by the United States Citizenship and Immigration Services. Otherwise the applicants expiring/expired Italian passport must show on one of its pages a US Immigration

stamp confirming entry into the United States after August 15th 1992.

PLEASE NOTE: Without this documentation a passport cannot be issued.

3. or United States Passport AND copy of USA Certificate of Naturalization(Certificate of Naturalization is required only for Italian citizens who were naturalized as United States citizens after birth)
4. Or Copy of Consular Report of Birth Abroad (only for United States Citizens born outside of United States)

- Payment for the TOTAL COST in \$USD of the passport** (*click here for current Consular fees*)

PLEASE NOTE: payment must be a MONEY ORDER, already filled out, and made out to Consulate General of Italy - San Francisco