Please check the updates version online of this how-to at this address: http://conssydney.esteri.it

**Note:** The following general information is intended for **PERSONS WHOSE ITALIAN CITIZENSHIP STATUS HAS ALREADY BEEN DETERMINED.**

### APPLICATION FOR A NEW PASSPORT

The Consulate General of Italy in Sydney is competent for the issue of passports to Italian nationals residing in New South Wales and, **only in case of evident urgency or necessity**, to Italian nationals residing in Italy or in another Country but temporarily living in NSW.

### DURATION OF THE PROCEDURE

- **Unless technical problems incur,** passports will be issued **the same day of the application.** If your citizenship was recently recognized by this Consulate, if you have **always** been living in NSW and you are applying for your first passport, or if your previous passport was issued/renewed from this Consulate, **you may fit in this category.**
- **In all other cases passports** will be issued only upon written authorization from the relevant Authority (Police Headquarter in Italy and/or other Italian Consulate). The acquisition of such authorization may require a variable waiting period (15 days). If you hold a previous passport issued in Italy or by another Consulate, or if you have lived in Italy or abroad, **you may fit in this category.**

### IMPORTANT INFORMATION ABOUT THE PROCEDURE:

- All minors are required to have individual passports.
- Validity of the passport: Adults: **10 years**, Minors between 3 and 18: **5 years**, Minors under 3 years: **3 years**.
- To issue a passport to a minor the application **must** be signed by both parents, **in person**, at the offices of this Consulate General. Photo ID is required for both parents together with the child’s Australian/Foreign passport if the minor is a dual citizen. If one of the parents cannot be present, he/she **will** sign the consent form before a Police Officer at any Police Station in NSW.
- If the child’s birth has not yet been registered in Italy, the parents must provide the child’s full Birth Certificate, issued by the Registry of Births Deaths and Marriages, legalized by means of an Apostille and translated into Italian by an accredited NAATI translator (see information on Registration of Certificates). **Please note that passports will not be issued on the same day of lodging of documents (birth certificate).**

**IMPORTANT:** E.U. CITIZENS DO NOT NEED TO SIGN IN FRONT OF THE POLICE OFFICER. THEY ONLY NEED TO SIGN THE CONSENT FORM AND ATTACH A COPY OF THEIR VALID EUROPEAN PASSPORT. **PLEASE NOTE THAT THE CONSENT FORM HAS A VALIDITY OF 6 MONTHS ONLY.**

### LOST, STOLEN OR DAMAGED PASSPORTS

- The loss/theft of a passport must be reported immediately to the local Police (in the Country where the loss/theft has taken place). It is then necessary to come in person to the Consulate and provide details of the police report (report number). The procedure to follow will then be the same as outlined under the section “Application for a New Passport”.
- In the event that a valid passport has been damaged, it must be presented to this Consulate, following the same procedure outlined under “Application for a New Passport”.
REQUESTING A NEW PASSPORT: STEP BY STEP GUIDE

STEP 1: PRE-REQUISITES - PLEASE MAKE SURE TO HAVE THESE PRE-REQUISITES BEFORE STARTING THE PROCESS.

1. You already have an Italian passport (please note: you may apply for a new passport ONLY within the last 6 months of validity of the current passport), or a citizenship certificate and/or your citizenship status has already been determined in Italy or by any Italian Consulate and
2. You are residing in New South Wales (1)
3. Online booking is not required to obtain a new passport

(1) If you are temporarily living in New South Wales and you reside in Italy or any other Country and your passport has been stolen, lost or is damaged, please skip pre-requisite n. 2

STEP 2: FORMS REQUIRED

- Adults: Passport application. Must be completed by every person requiring a passport. (2)

(2) Italian law requires that applicants who have children under the age of 18 need the written consent of the other parent of the child. Passport applications for minors also require the consent of both parents before the passport can be issued. The consent form can be signed in person at this Consulate General OR before a Police Officer (***). The Police Officer must affix the stamp of the Police Station alongside his/her signature on the consent form and certify as a true copy an enclosed photocopy of any ID. of the person signing the consent form (driver's licence or passport).

IMPORTANT: E.U. CITIZENS DO NOT NEED TO SIGN IN FRONT OF THE POLICE OFFICER. THEY ONLY NEED TO SIGN THE CONSENT FORM AND ATTACH A COPY OF THEIR VALID EUROPEAN PASSPORT.

(***). THE POLICE OFFICER MUST AFFIX THE STAMP OF THE POLICE STATION ALONGSIDE HIS/HER SIGNATURE ON THE CONSENT FORM AND CERTIFY AS A TRUE COPY AN ENCLOSED PHOTOCOPY OF ANY I.D. OF THE PERSON SIGNING THE CONSENT FORM (DRIVER'S LICENCE OR PASSPORT)

Download here the consent form.
PLEASE NOTE CONSENT FORM HAVE A VALIDITY OF 6 MONTHS ONLY.

STEP 3: WHAT TO BRING AT THE CONSULATE

- Previous passport or/photo ID (Driver’s license or other passport with photocopy);
- Two color passport size photographs 3.5cm x 4.5cm, with white background;
- If the applicant is not an Australian citizen, original and copy of the Australian visa if issued after 16.8.1992 or Certificate of Evidence of Resident Status (from the Department of Immigration) or VEVO. Otherwise the applicant must show his/her Australian passport, together with the Certificate of Naturalization.

STEP 4: AT THE CONSULATE

1. At the information desk ask for a ticket to request a new passport;
2. All children up to the age of 12 who do not hold an Australian Passport need to be present in person for identification, accompanied by both parents and with any photo ID. All children over 12 MUST attend in person in any case.
3. Unless technical problems occur, passports will be issued on the same day.
4. For information on the cost of the passport please consult our webpage. Payments are by cash only at the Consulate.

For any question or all other issues regarding Italian passports please write to info.sydney@esteri.it

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