



# Consulate Appointments GUIDE

# CONSULATES IN THE U.S.

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There are 10 Consulates of Italy in the US. You must reside in the jurisdiction of the Consulate you are applying with. The Consulates are:

## **Consulate General of Italy, Boston**

Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

## **Consulate General of Italy, Chicago**

Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming

## **Consulate General of Italy, Detroit**

Indiana, Kentucky, Michigan, Ohio, Tennessee

## **Consulate General of Italy, Houston**

Arkansas, Louisiana, Oklahoma, Texas

## **Consulate General of Italy, Los Angeles**

Arizona, California (Counties of Imperial Valley, Kern, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, San Luis Obispo, Ventura), New Mexico, Nevada

## **Consulate General of Italy, Miami**

Alabama, Bahamas, British Virgin Islands, Cayman Islands, Florida, Georgia, Jamaica, Mississippi, \ Puerto Rico, Saba, St. Maarten, St. Eustatius, South Carolina, Turks & Caicos, U.S. Virgin Islands

## **Consulate General of Italy, New York**

Connecticut, New Jersey (Counties of Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren), New York

## **Consulate General of Italy, Philadelphia**

Delaware, Maryland (except for the counties of Montgomery and Prince George), New Jersey (Counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, and Salem), North Carolina, Pennsylvania, West Virginia, Virginia (except for the Counties of Arlington and Fairfax, and the Cities of Alexandria, Falls Church, and Fairfax)

## **Consulate General of Italy, San Francisco**

Alaska, California (except the counties listed above under Los Angeles), Hawaii, Idaho, Montana, Oregon, Utah, Washington, and the American territories: Guam and Samoa, Johnston Atoll, Midways Islands, Northern Mariana Islands, Wake Island

## **Consulate General of Italy, Washington DC**

District of Columbia, Maryland (Counties of Montgomery and Prince George), Virginia

# CREATE AN ACCOUNT

Prenot@mi is the platform that the Consulates use to book their appointments for Italian citizenship and Passports. You will need to create an account before you are able to book an appointment. The following are instructions to assist with setting up your account:

- 1 Visit the website <https://prenotami.esteri.it/>



(Note, the website is in Italian. To switch to English, simply click “EN” located in the top right next to “ITA”).

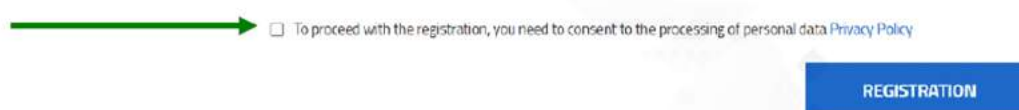
- 2 Click on “REGISTER YOUR ACCOUNT”



- 3 Complete the personal data, account, contacts, and Consulate jurisdiction (Note, the dropdown options are in Italian).



- 4 Check the consent to Privacy Policy box and click on “REGISTRATION”



# CREATE AN ACCOUNT

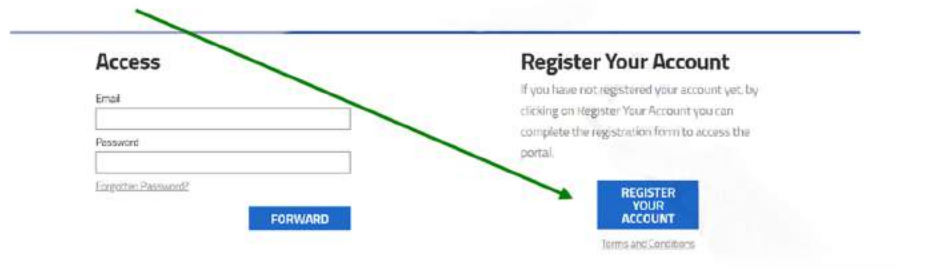
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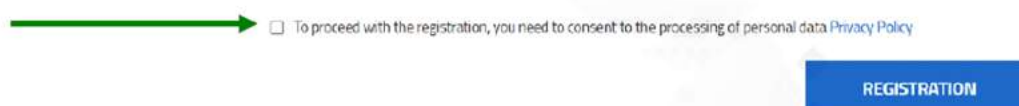
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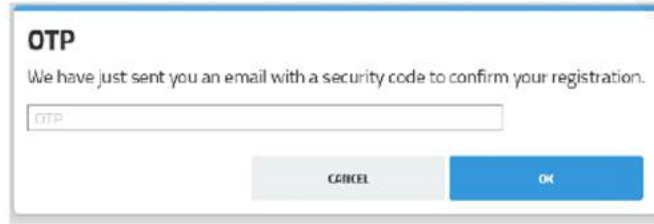
- 3 Complete the personal data, account, contacts, and Consulate jurisdiction (Note, the dropdown options are in Italian).



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**5** An OTP pop up will require a security code from your email

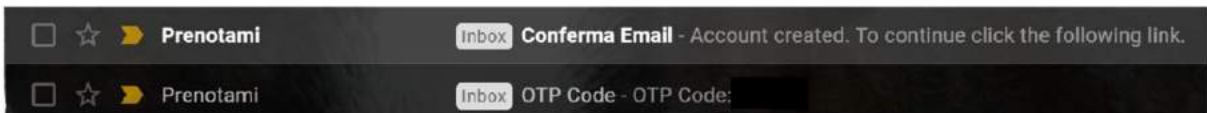


**6** Type the code from your email in the OTP pop up box and click “OK”

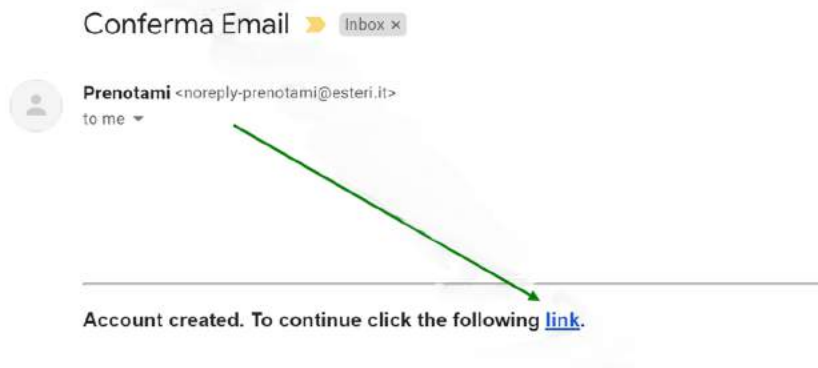


**7** Registration successful! **However, you are not done yet**

**8** Check your email again for another email from “Prenotami” with a subject line of “Conferma Email”



**9** Click the link in the email to confirm your email address



**Your account is activated! Congratulations!**

# BOOK YOUR APPOINTMENT

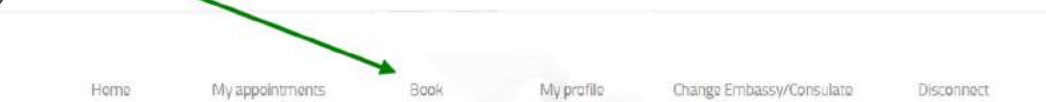
Now that you have an account, you are ready to book your appointment through the Prenot@Mi system. The following are instructions for booking your appointment:

- 1 Visit the website <https://prenotami.esteri.it/>

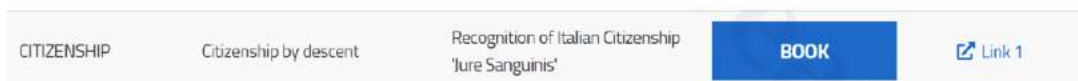


(Note, the website is in Italian. To switch to English, simply click “EN” located in the top right next to “ITA”).

- 2 Click on “**Book**”



- 3 Select “Book” next to **Citizenship by Descent**



- 4 Select “**Individual booking**” in the drop down for Booking Type and any applicable information your Consulate may require (i.e. citizenship, address, upload your ID in a compressed PDF format) (Note, all 10 Consulates have different required fields)

### Booking information

Booking Type

- 5 Check “**I have read and accept the Privacy Policy**” box and click “**Forward**”



**PLEASE NOTE:** The calendar uses color coding to show which dates are available to you. The different colors are:

**Green** — All slots are available for that day

**Yellow** — There are a few slots available for the day

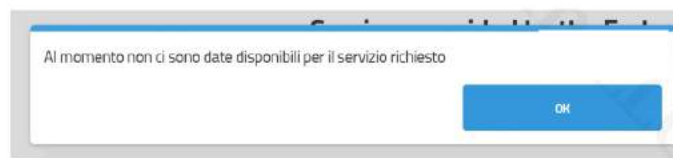
**Red** — All slots for the day are already booked

**Black** — No appointments allowed for the day. For example for public holidays, etc.

Once you open the Prenota calendar, it will automatically show you the first available date for your consular appointment in the current month. If no dates are available, it will switch to the first possible slot for next month.

6

If there are no appointments available you will be directed back to the book page with a message or you will be asked to join a waiting list<sup>1</sup>. If the consulate doesn't have a waiting list, you will need to check back often for available appointments.



7

If there are appointments available, you will be directed to a Calendar where you are required to click the “>” button until you find a month with available appointments.



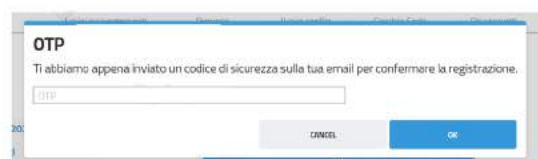
8

The dates with appointments will be in green boxes. Select the date, an available appointment, and then click the “Prenota” button



9

Some Consulates will require a security code be entered after selecting the appointment. If the code is required, an OTP pop up will require a security code that is emailed to you. (Note, if your Consulate does not require a security code, skip numbers 9 and 10)



**10**

Type the code from your email in the OTP pop up box and click “OK”

OTP Code  



**Prenotami** <noreply-prenotami@esteri.it>  
to me ▾

OTP Code:230935

**Your appointment is booked! Congratulations!**

*<sup>1</sup>The New York Consulate has made available a “waitlist” option that you can select if their calendar is full at the time of booking. With this new system you will be able to easily book your own appointments as new slots are made available.*

# TROUBLESHOOTING

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## 1. What If I Can't Find an Appointment?

If you are not able to find an appointment on Prenot@mi, there is a little trick: The platform refreshes at exactly midnight Italy time.. That is the exact time when new openings pop up, mostly due to cancellations from the day before. Keep in mind that people cancel consular appointments all the time, so it is worth checking. At around 6:01 PM EST, you will see the new available dates and hours. If you are in the process of booking an appointment there, the platform will automatically highlight the new openings in green. However, depending on the people waiting in the queue, you might not be able to find any appointment.. After all, Prenot@mi has a lot of users all logged on at the same time, so a queue is in order.

We do not advise you to refresh your browser while using the platform since it might send you to the back of the queue.

## 2. Can I Book Multiple Appointments?

The system does not allow you to schedule a second appointment with the same account if you already have booked one but you can always create a second account with another email. You will have to use a different email address and a different valid ID document. Once you are set, you can use the new account to make your new appointment. You might not be able to create a second account on the same computer, simply use another device. If that is not an option, you could try a different Internet browser.

# IMPORTANT TIPS

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1. Create two different accounts under the same name. This way, you can book an appointment on the first account and keep looking for an earlier date without losing your booking.
2. Log in five minutes before 12AM in Italy (6 PM EST) on weekdays. The system will reset every day at that time for new appointments.
3. Check the calendar for appointments regularly. If appointments are not confirmed, they will become available again in the system, so be extra patient!
4. Ten days prior to your appointment, you will receive a confirmation email. Make sure to check your email, including your spam folder, and confirm the appointment up to three days before the scheduled date.
5. If you need further assistance with this process, do not hesitate to contact us at **[services@speakitalynyc.com](mailto:services@speakitalynyc.com)**