

## PRENOT@MI FOR PASSPORT SERVICE: HOW TO BOOK

STEP 1 : Accedere al proprio Account [Prenot@mi](#). Se non si è già registrati, è necessario procedere con la registrazione, convalidare il proprio indirizzo email e accedere. *Log in to your [Prenot@mi](#) Account. If you do not have an account, you must register first and confirm your email, following the instructions of the system. Once you are registered, you can log in.*

STEP 2: Dal menu orizzontale, selezionare “Prenota”. *From the horizontal menu, select the option “Book”.*

STEP 3: Vedere immagine di seguito. *See the picture below.*


The screenshot shows the Prenot@mi website interface. At the top, there is a header with the Ministry of Foreign Affairs and International Cooperation logo and the text "Prenot@mi". Below the header, there is a navigation bar with the text "CONSOLATO GENERALE DI PRIMA CLASSE D'ITALIA A TORONTO, CANADA". The main content area displays a list of booking options for passport services. Each option includes a category (e.g., IDENTITY/TRAVEL DOCUMENTS, VISAS), a service type (e.g., Passport, Schengen), a description of the service, a "BOOK" button, and a "Link 1" icon. The options are organized into sections for 2023 and 2024. A callout box points to the "2024 Calendar" section, indicating that appointments can be booked starting from January 2024.

Category	Service Type	Description	Action	Link
IDENTITY/TRAVEL DOCUMENTS	Passport	2023 Calendar: This appointment is for the acquisition of fingerprints and signature required for the issuance of the passport. The appointment is personal.	BOOK	Link 1
VISAS	Schengen	Visa Schengen for Tourism (2023)	BOOK	Link 1
VISAS	Schengen	Visa Schengen for Business, Study, Mission, Religious reasons, Self employment, Relatives of E.U. citizen (2023)	BOOK	Link 1
IDENTITY/TRAVEL DOCUMENTS	Passport	2024 Calendar: Appointment for biometric data acquisition (fingerprints, photos) aimed at passport issuance. The reservation can also be made by parents of minor children, in the interest of the latter. Only those who are already Italian citizens can obtain a passport with this reservation.	BOOK	Link 1
VISAS	Visas	This service allows you to book an in-person appointment at the Consulate to apply only for a Schengen Visa (short-stay visas, up to 90 days).	BOOK	Link 1


Selezionare questo calendario per prenotazioni da gennaio 2024. *Click here to book an appointment starting from January 2024.*

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STEP 4: Una volta selezionato il calendario 2024, apparirà la schermata di seguito. Once you choose the option “book” referred to 2024 Calendar, the following will appear.




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**2024 Calendar. Appointment for biometric data acquisition (fingerprints, photos) aimed at passport issuance. The reservation can also be made by parents of minor children, in the interest of the latter. Only those who are already Italian citizens can obtain a passport with this reservation.**

**Booking information**

Booking Type

Individual booking

**Applicant's Data**

Other citizenship/s \*

**Notes for the Embassy/Consulate**

**Privacy Policy**

☐ I have read and accept the [Privacy Policy](#)

**Individual booking**

You are booking for 1 Appointment

1.

BACK TO LIST


FORWARD


## PRENOT@MI FOR PASSPORT SERVICE: HOW TO BOOK





STEP 5: Per la prima volta con il calendario 2024 è possibile effettuare prenotazioni multiple (per sé più un familiare) o prenotazioni per terzi (genitori per i figli minori). Selezionare il tipo di prenotazione (individuale, multipla o in conto terzi) dal menu a tendina. *For the first time with calendar 2024, it is possible to make multiple reservations (for self plus a family member) or third-party reservations (parents for minor children). Select the type of reservation (individual, multiple, or third-party) from the drop-down menu.*


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**2024 Calendar. Appointment for biometric data acquisition (fingerprints, photos) aimed at passport issuance. The reservation can also be made by parents of minor children, in the interest of the latter. Only those who are already Italian citizens can obtain a passport with this reservation.**

**Booking information**

Booking Type

Individual booking

Individual booking

**Multiple booking**

Reservation for other people

**Individual booking**  
You are booking for 1 Appointment  
1

**Notes for the Embassy/Consulate**

**Privacy Policy**  
☐ I have read and accept the [Privacy Policy](#)


BACK TO LISTFORWARD


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STEP 6: Completare i campi obbligatori (è necessario indicare eventuali altre cittadinanze o specificare “nessuna”) e inserire eventuali note. Selezionare la casella relativa all’informativa sulla Privacy, dopo aver letto l’informativa. Poi, cliccare su “Avanti”. *Complete the required fields (you must indicate any other citizenships or specify "none") and enter notes, if any. Check the box regarding the Privacy Policy, after reading the policy. Then, “Forward”.*


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**2024 Calendar. Appointment for biometric data acquisition (fingerprints, photos) aimed at passport issuance. The reservation can also be made by parents of minor children, in the interest of the latter. Only those who are already Italian citizens can obtain a passport with this reservation.**

**Booking information**  
Booking Type  
Individual booking

**Applicant's Data**  
Other citizenship/s \*  
Canadian

**Notes for the Embassy/Consulate**

**Privacy Policy**  
☒ I have read and accept the [Privacy Policy](#)

BACK TO LIST FORWARD

**Individual booking**  
You are booking for 1 Appointment  
1

## PRENOT@MI FOR PASSPORT SERVICE: HOW TO BOOK

STEP 7: Se si visualizza la finestra di dialogo come nell'immagine di seguito, controllare i dati e, se tutto è corretto, cliccare su OK. *If you see the pop-up window as in the image below, check the data and, if everything is correct, click OK.*

The screenshot shows the website for the Italian Consulate General in Toronto. A confirmation dialog box is displayed in the center, asking for confirmation of the appointment. The dialog box contains the following text:

**prenotami.esteri.it dice**  
Do you want to confirm this appointment?  
Individual booking  
You are booking for 1 Appointment  
Giulia Romani

Buttons: OK, Annulla

The background page shows the following information:

Ministry of Foreign Affairs and International Cooperation  
CONSOLATO GENERALE DI PRIMA CLASSE D'ITALIA A TORONTO, CANADA

ITA ENG

Home My appointment

**2024 Calendar. Appointment for biometric data acquisition (fingerprints, photos) aimed at passport issuance. The reservation can also be made by parents of minor children, in the interest of the latter. Only those who are already Italian citizens can obtain a passport with this reservation.**

**Booking information**  
Booking Type  
Individual booking

**Applicant's Data**  
Other citizenship/s \*  
Canadian

**Notes for the Embassy/Consulate**

**Privacy Policy**  
☒ I have read and accept the [Privacy Policy](#)


Buttons: BACK TO LIST, FORWARD


## PRENOT@MI FOR PASSPORT SERVICE: HOW TO BOOK





STEP 8: Il Sistema visualizzerà il calendario. **ATTENZIONE:** sono visibili anche i mesi di novembre e dicembre 2023 MA NON sono prenotabili. È necessario **clickare sulla freccia a destra del calendario per scorrere e arrivare fino al mese di gennaio 2024**. *The System will display the calendar. PLEASE NOTE: The months of November and December 2023 are also visible BUT they are NOT bookable. You need to click on the arrow to the right of the calendar to scroll and get to the month of January 2024.*


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**2024 Calendar. Appointment for biometric data acquisition (fingerprints, photos) aimed at passport issuance. The reservation can also be made by parents of minor children, in the interest of the latter. Only those who are already Italian citizens can obtain a passport with this reservation.**

Select an available date and time slot

< novembre 2023 >

lu	ma	me	gi	ve	sa	do
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

● Available

● Not available

● Day selected

● Days not configured


BOOK


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STEP 9: Arrivati al mese di gennaio, il calendario mostra in verde le date con posti disponibili. Selezionare il giorno prescelto. Al momento, e fino all'esaurimento delle prenotazioni degli utenti che si sono iscritti nella Lista d'Attesa 2023, è disponibile un'unica fascia oraria. *Once you have reached January, the calendar shows in green the dates with availabilities. Select the day of your choice. At the moment, and until the reservations of users who have registered on the 2023 Waiting List are exhausted, appointments can only be booked between 9.00 and 10.30am.*


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### 2024 Calendar. Appointment for biometric data acquisition (fingerprints, photos) aimed at passport issuance. The reservation can also be made by parents of minor children, in the interest of the latter. Only those who are already Italian citizens can obtain a passport with this reservation.

Select an available date and time slot

<gennaio 2024>

lu	ma	me	gi	ve	sa	do
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

● 09:00 - 10:30

(8)

● Available

● Not available

● Day selected

● Days not configured


BOOK


## PRENOT@MI FOR PASSPORT SERVICE: HOW TO BOOK





STEP 10: Una volta prenotato l'appuntamento, il sistema restituirà la schermata di seguito. La schermata può essere stampata. La prenotazione risulterà comunque nell'elenco delle prenotazioni dell'account Prenot@mi. **ATTENZIONE: è importante CONFERMARE la prenotazione quando il sistema Prenot@mi invia l'email con richiesta di conferma.** Se non si conferma, il sistema cancellerà l'appuntamento. **Si raccomanda di monitorare regolarmente la propria casella di posta elettronica, inclusa la cartella SPAM.**

*Once the appointment is booked, the system will show the screen below. The booking page can be printed. The reservation will still show up in the booking list of your Prenot@mi account. **CAUTION: It is important to CONFIRM the reservation when the Prenot@mi system sends the email requesting confirmation.** If you do not confirm, the system will cancel the appointment. It is recommended that you regularly monitor your email inbox, including your SPAM folder.*

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### Appointment Detail \*

**Booking Details**

Consulate : CONSOLATO GENERALE DI PRIMA CLASSE D'ITALIA A TORONTO, CANADA

Consular service : Passport

Service provided : 2024 Calendar. Appointment for biometric data acquisition (fingerprints, photos) aimed at passport issuance. The reservation can also be made by parents of minor children, in the interest of the latter. Only those who are already Italian citizens can obtain a passport with this reservation.

Booking Code : CONTORO-20231115-759945


Booking Type : Individual booking

Date : 02 January 2024

Time : 09:11

**\* Status: To be confirmed**

Attention! This print does not proof the booking.. You can show up at the Embassy only if the appointment has been confirmed, from the tenth to the third day before the booking date, by clicking on CONFIRM in your Personal Area!



**Applicant's Data**