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Ministero degli Affari Esteri
e della Cooperazione Internazionale

Guide for PC

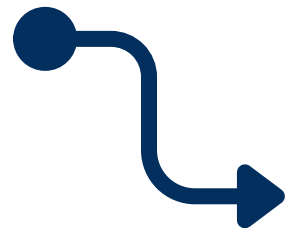
**Follow the instructions in this guide to book an
appointment to apply for a Passport**

[Click here to access the portal](#)



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If you already have an account, enter your e-mail and password to log in



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Access

LOG IN TO ACCESS THE PORTAL

[Forgotten Password?](#)

[Resend activation email](#)

Register Your Account

If you have not registered your account yet, by clicking on Register Your Account you can complete the registration form to access the portal.

REGISTER YOUR ACCOUNT

Otherwise register



* An e-mail address is required to book an appointment!



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REGISTRATION



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Registration

Personal Data

Name*

Mario

The name must be a First Name (for instance Mary, Joseph, Anne, Anthony etc.).

Surname*

Rossi

The Surname must be the Family name (Smith, Jones, Brown etc.).

Place of birth*

Milano

Date of birth*

07/16/1998



Account

Email*

mario.rossi@gmail.com

Password*

.....

The password must contain between 8 and 20 characters, at least one capital letter and one number (0 to 9).

Confirm Password*

.....

Contacts

Address*

Postcode/ZIP code*

Consulate

Consulate*

SLOVENIA LUBIANA AMBASCIATA D'ITALIA

[Consular Office Website](#)
[Retrieve relevant Consulate](#)
[See services provided by offices](#)

☒ To proceed with the registration, you need to consent to the processing of personal data [Privacy Policy](#)

 Success!


Privacy • Help

REGISTRATION

ATTENTION! Make sure you have selected the correct Consulate/Embassy, then consent to the processing of personal data before clicking "Registration"

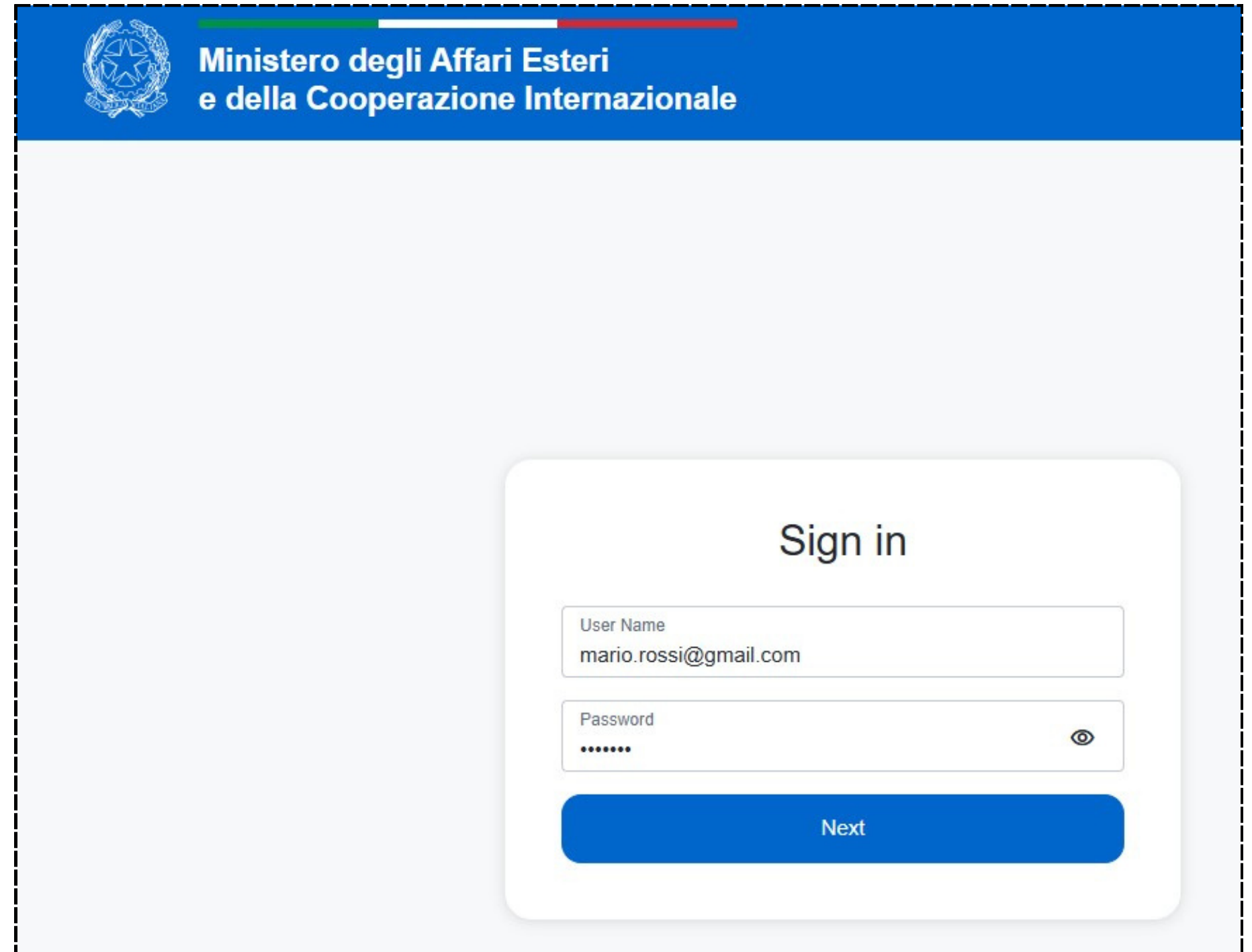
Enter the required fields marked with an asterisk *



LOGIN

At this point, you can go back to the home page and log in with the email and password you provided during registration

Once you have entered your credentials, click "Next"



The screenshot shows a web interface for the Ministry of Foreign Affairs and International Cooperation of Italy. At the top, there is a blue header with the Italian coat of arms on the left and the text "Ministero degli Affari Esteri e della Cooperazione Internazionale" on the right. Below the header, the main content area is light gray. In the center-right, there is a white rounded rectangle containing the "Sign in" form. The form has two input fields: "User Name" with the value "mario.rossi@gmail.com" and "Password" with masked characters ".....". To the right of the password field is an eye icon for toggling visibility. Below the fields is a blue button labeled "Next".



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Once logged into the portal, you will find the menu bar at the top



From here, you can access a range of features

To book an appointment, click "Book"



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Now you can choose the service you're interested in,
for example "Passport," then click "Book"



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Home My appointments Book My profile Change Embassy/Consulate Disconnect

Services provided by the Embassy/Consulate

Select the service you wish to book and click on the "Book" link

Search:

Type	Service	Description	Booking	Link	Email
IDENTITY/TRAVEL DOCUMENTS	Passport	Issuance of Italian passport.	BOOK	Link 1	consolare.lubiana@esteri.it



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Issuance of Italian passport.

Booking information

Booking Type

Individual booking

Multiple booking

Remember that you can always book for multiple people by clicking on "Booking Type"

Enter the required information



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Issuance of Italian passport.

Booking information

Booking Type

Individual booking

Holder of Italian expired/soon-to-be expired passport (Y/N) *

Yes

Passport number *

yc0984334

Passport expiry date (dd/mm/yyyy) *

09/24/2026

Full residence address *

Slovenka cesta 10, 1000

Marital status *

Single o Unmarried

Individual booking

You are booking for 1 Appointment

1. Mario Rossi



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Once you have filled in the required fields marked with an asterisk, before proceeding you will need to enter an OTP code, which will be sent to the email address you used to register

If you haven't received any code, click "Send new code"

Finally, check the Privacy Policy box and click "Forward"

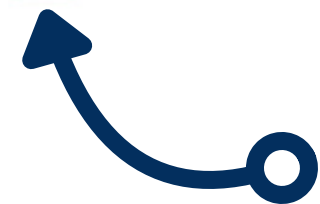
OTP

OTP

SEND NEW CODE

Privacy Policy

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



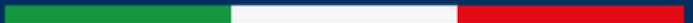
 Success!


CLOUDFLARE
[Privacy](#) • [Help](#)

BACK TO LIST

FORWARD




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Issuance of Italian passport.

Select an available date and time slot

<	agosto 2026						>
lu	ma	me	gi	ve	sa	do	
27	28	29	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	
31	1	2	3	4	5	6	

- Available
- Not available
- Day selected
- Days not configured

● 09:15 - 10:30
(2)

BOOK

Now you can view the calendar with
available dates shown in **green**

The calendar is updated on a two-week
basis, and new appointments are
published every day at 9:00 AM

Select one of the available days and click
"Book"



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**Your booking is
complete!** 😊

Home

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Appointment Detail *

Booking Details

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Consular service : Passport

Service provided : Issuance of Italian passport.

Booking Code : AMBLUBI-20260729-561356

Booking Type : Individual booking

Date : 04 August 2026

Time : 09:15

*Status: Confirmed



**You will find a printable
summary with a QR code,
along with the date and
time of your appointment**

**You will also receive an email containing the information about the documents
you need to bring to the appointment, as well as payment details for the service**



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You can also find your booking on the portal and manage it by clicking "My appointments" in the menu bar



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List of Appointments

Booking Code	Office/Department	Service	Date	Time	Status	Applicant's Data	
AMBLUBI-20260729-561356	Passport	Issuance of Italian passport.	04 August 2026	09:15	Confirmed	Mario Rossi	Cancel operation



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