

## **PASSPORT APPLICATION GUIDELINES**

### **GENERAL PROCEDURE FOR PASSPORT APPLICATION**

1. CLICK ON THE PASSPORT APPLICATION
2. SELECT THE TYPE OF PASSPORT YOU WANT
3. CLICK START APPLICATION BUTTON TO START THE PROCESS
4. FILL THE PASSPORT APPLICATION, CHECK THE 'I AGREE' CHECK BOX, THEN CLICK THE 'SUBMIT APPLICATION' BUTTON
5. PRINT ACKNOWLEDGEMENT SLIP
6. CLICK 'PAY ON LINE' BUTTON TO MAKE PAYMENT
7. CLICK 'PROCEED', TO PRINT OUT RELEVANT DOCUMENTS INCLUDING THE GUARANTOR'S FORM WHERE APPLICABLE

### **GENERAL DOCUMENTS REQUIRED FOR INTERVIEW:**

#### **STANDARD PASSPORT**

1. BIRTH CERTIFICATE/AGE DECLARATION
2. PARENTS LETTER OF CONSENT FOR MINORS UNDER 16 YEARS
3. MARRIAGE CERTIFICATE WHERE APPLICABLE
4. POLICE REPORT INCASE OF LOST PASSPORT AND \$350.00 (MONEY ORDER) PENALTY FOR LOSS OF PASSPORT
5. SUBMIT APPLICATION WITH SUPPORTING DOCUMENTS TO NIGERIAN MISSIONS/CONSULATE POSTS, INCLUDING \$20.00 (MONEY ORDER) AS ADMINISTRATIVE CHARGES IF PROCESSED AT THE CONSULATE IN NEW YORK, OR \$50.00 (MONEY ORDER) AS ADMINISTRATIVE CHARGES IF PROCESSED OUTSIDE NEW YORK.

#### **NOTE:**

AKNOWLEDGEMENT SLIP AND PAYMENT RECEIPT PLUS PHOTOGRAPHS ARE APPLICABLE .

PRINT OUT COPY OF DULY COMPLETED APPLICATION FORMS.  
TAKE PRINTED AND SIGNED APPLICATION FORMS TO NIGERIAN  
MISSIONS/CONSULATE POSTS FOR FURTHER PROCESSING ALONG  
WITH:-

A) PHOTOCOPY OF DATA PAGE OF NIGERIAN STANDARD PASSPORT

B) DRIVER'S LICENSE OR NATIONAL IDENTITY CARD

- i) APPLICANTS MUST ADHERE STRICTLY TO INTERVIEW  
DATES
- ii) APPLICANTS MUST ADHERE STRICTLY TO COLLECTION  
DATES AND TIME