

GUIDE ON PASSPORT APPLICATION PROCEDURE

HOW TO APPLY FOR A NIGERIAN PASSPORT:

APPLICANTS ARE REQUIRED TO VISIT THE NIGERIA IMMIGRATION SERVICE WEBSITE AND FILL THE ONLINE FORM :

<https://portal.immigration.gov.ng/passport/epassport>

APPLICANTS ARE ADVISED TO APPLY SIX MONTHS BEFORE THE EXPIRATION OF THEIR PASSPORTS

PLEASE READ THE GUIDELINES FULLY BEFORE BEGINNING THE APPLICATION

THE SCHEDULE OF FEES FOR THE NIGERIAN E-(ECOWAS) PASSPORT ARE AS FOLLOWS:

	32 pages	64 pages
Minor (0 to 17 years old)	\$77.00	\$137.00
Adult (18 to 59 years old)	\$106.00	\$137.00
Senior (60 and above)	\$77.00	\$137.00

PLEASE NOTE THAT THE 10-YEAR PASSPORT BOOKLET WOULD SOON BE AVAILABLE! PLEASE WATCH OUT FOR FURTHER INFORMATION.

To begin the application,

- Have a Credit Card ready or Purchase the amount of Post Office money order required.

- Go to the website

<https://portal.immigration.gov.ng/passport/epassport>

for the electronic application.

- Select Standard E-PASSPORT – **The Official E-Passport is ONLY for Government Officials travelling abroad**
- Select UNITED STATES as processing country and New York as Office of Application.

PLEASE READ IN FULL THE GUIDELINES REGARDING PAYMENT ON THE START APPLICATION PAGE

- Click on "START APPLICATION". Choose from GOOGLE or YAHOO and create an account or if you have one, SIGN IN.
- Complete the application online and print out a copy of the completed application before you submit for payment.

- Complete the application form – PRINT (2) copies – and click **submit**
- On successful submission of your application, you will come to a page that will contain your **Reference ID** which will also be emailed to you from the Nigeria Immigration Service (NIS) –

Close the screen to proceed to payment or to input further applications (up to 6 applications)

- Select method of payment (Money Order, Visa or American Express) and follow relevant steps.

Note: You may choose to exit the application to **make payment** at a later stage.

To return, go to www.innovate1.com and sign in.

- Upon making your electronic payment or after having entered and submitted your (USPS) money order details, you will first be e-mailed an acknowledgement. Please allow 1-2 business days for receipt of a confirmation payment e-mail from Innovate1.

For assistance, **contact Innovate1 on telephone number: +1(315)-203-8942**

Note: Money orders should be purchased from the US Postal Service, this allows for immediate processing.

- To print out your receipt/acknowledgement slip, go to

[http://portal.immigration.gov.ng/visa/OnlineQuerySt](http://portal.immigration.gov.ng/visa/OnlineQueryStatus)

[atus](#) enter your application type, Reference No.,

Application ID and click SEARCH RECORD

THE PAYMENT CONFIRMATION SLIP WILL CONTAIN AN INTERVIEW DATE. EVERY APPLICANT MUST BRING THIS DOCUMENT IN PERSON ON THE GIVEN INTERVIEW DATE BETWEEN 9am – 11am (Monday-Friday).

Please take note that **NO APPLICATION WILL BE ACCEPTED AFTER 11AM.**

Note: ALL APPLICATIONS ARE VALID FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF SUBMISSION ONCE THE TIME HAS LAPSED, APPLICANTS WILL BE REQUIRED TO RE-APPLY AND MAKE ANOTHER PAYMENT.

SUBMISSION OF APPLICATION AT THE CONSULATE

DOCUMENTS REQUIRED TO BE SUBMITTED BY EACH APPLICANT ON INTERVIEW DATE:

- **(1)** Copy of online application form (signed and dated)
- **(2)** Copy of Payment Confirmation Slip
- **(3)** Copy of Acknowledgement Slip
- **(4)** Expired Nigerian passport (if not presented, will be considered lost passport)
- **(5)** Photocopy of the data page (which clearly shows photograph, full name and date of birth)

NOTE:

- Photographs are not required as these will be taken at the Consulate on the interview date.
- Every applicant must appear in person at the Consulate for biometric capture (finger and thumb printing), which are necessary to produce the E-passport.

FOR MINORS (FIRST TIME APPLICANTS):

Note: THE E-PASSPORT DOES NOT ALLOW CHILD ENDORSEMENT! PARENTS SHOULD APPLY FOR INDIVIDUAL PASSPORT FOR EACH CHILD, THIS INCLUDES NEWLY BORN INFANTS.

DOCUMENTS REQUIRED TO BE SUBMITTED FOR A MINOR ON INTERVIEW DATE:

- Copy of online application form (signed and dated)
- Copy of Payment Confirmation Slip
- Copy of Acknowledgement Slip
- Signed letter of authorization from BOTH PARENTS – signatures should match the signatures on their respective passports and names should match those on the child's birth certificate
- Copy of parents' passports (Data Pages)
- Copy of the child's birth certificate

Note: In case where only the mother appears on the birth certificate, she will have to present an affidavit from the court that she has full custody of the child/children.

Note: In case both parent's names are on the birth certificate but only one has full custody, a copy of a legal document should be provided to this effect.

FOR ADULT (FIRST TIME APPLICANT)

DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT ON INTERVIEW DATE:

- Copy of online application form (signed and dated)
- Copy of Payment Confirmation Slip

- Copy of Acknowledgement Slip
- Non-Nigerian born applicants must provide a copy of the Nigerian passport and letter of authorization from a Nigerian parent that appears on his/her birth certificate as right of citizenship.
- Applicant's birth certificate

PASSPORT AMENDMENTS

- Applicants wishing to amend the details on their Nigerian passport should follow the same application process as when applying for the standard E-Passport for the first time.
- Depending on the reason(s) for amendment, copies of all legal documents should be submitted in addition to the usual application requirements.

LOST PASSPORTS

- Lost or stolen passports attract a penalty fee and a police report must be obtained.

- To obtain the letter, applicants should come to the Consulate between **9am-1pm** on business days and submit the following:
 - a. 2 colored Passport size photographs (on white background)
 - b. \$50.00 US Postal money order or Certified Bank Cheque made payable to - The Consulate General of Nigeria, New York
 - c. All available evidence of the lost or stolen passport and/or proof of citizenship (i.e. birth certificate)
 - d. After obtaining the Police Report, applicants may then begin the passport application steps as detailed above (HOW TO APPLY.....)
 - e. Copy of online application form (signed and dated)
 - f. Copy of Payment Confirmation Slip
 - g. Copy of Acknowledgement Slip
 - h. Police Report
 - i. Penalty fee of \$370.00 payable in US Postal money order to the Consulate General of Nigeria, New York.

RESCHEDULING OF PASSPORT INTERVIEW DATE

The Consulate General of Nigeria, New York, will strictly adhere to the interview date on the payment confirmation slip. Applicants are advised to come to the Consulate **only** on their interview dates. The Consulate is closed on weekends and public holidays. However, if an interview date falls on a holiday, the applicant may come the next working day.

Applicants who are willing to reschedule their interview dates should fill the **PASSPORT ENROLLMENT INTERVIEW RESCHEDULE REQUEST** form and attach copy of the **Payment Confirmation Slip** to the Consulate using the email address: **switchboard@nigeriahouse.com**

Alternatively, applicant can call the **Help Desk** on telephone number **(212)808-0301**

The Help Desk is opened Monday – Friday from 9am – 1pm

**CONSULATE GENERAL OF NIGERIA
NEW YORK
OCTOBER 22ND, 2019**