

PASSPORT APPLICATION PROCEDURE

Application

- i) Complete online application form at <https://portal.immigration.gov.ng/passport/epassport> ;
- ii) Make online payment to www.innovate1services.com;
- iii) Applicants who encounter the occasional difficulty with online payments with credit or debit cards may utilize the option of payment by Money Order to Innovate1. You will then be given instructions on how to fill out and mail the money order to Innovate1 Services.
- iv) Applicants who pay with Money Order will have to wait confirmation from Innovate before proceeding with scheduling appointment;
- v) Schedule appointment for biometric capture at the Consulate at <http://nigeriahouse.com/interviewappointment.aspx> and Print out the confirmation;
- vi) To Reschedule your appointment please go to <http://nigeriahouse.com/searchappointment.aspx> ;
- vii) Print out completed passport application form, payment confirmation, acknowledgement slip and appointment slip;

Appointment

- i) On scheduled appointment date for biometric capture, visit the Consulate between 9am and 12 noon with the following:
 - a) Expired Nigerian passport;
 - b) Photocopy of data page of expired passport;
 - c) Printed passport application form, payment confirmation, acknowledgement slip and appointment slip;
 - d) \$30 Administrative Charge (payable with Credit/Debit Card)
 - e) Return USPS Priority/Express Mail Envelop (with tracking) addressed to applicant; (UPS/Fedex not accepted);
 - f) First time applicants born in the United States are required to submit the following additional documents:
 - Birth Certificate;

- Data page of parents' Nigerian passports;
 - Consent letter by parents authorizing issuance of passport;
- g) "Lost Passport" Applicants are to submit a police report indicating the circumstances of the loss;
- h) Requests for change of data (names, date of birth) must be accompanied by relevant supporting documents (marriage certificate, Court Order and newspaper publication);

Please note the following:

- i) Applicants are enjoined to carefully read regularly updated information on the Consulate's website on procedure for accessing services and office closures;
- ii) Passport applicants are processed in the order they arrive at the Consulate;
- iii) Applicants who arrive the Consulate after 12:00 noon will not be processed that day;
- iv) All processed passports will be mailed to applicants within the period indicated on the slip issued after biometric capture, using the return envelope submitted by applicant; In-person pick-up is not allowed;
- v) The Consulate encourages applicants to commence application for passports at least six (6) months before expiration date/intended date of travel;
- vi) All enquiries should be directed to: **cgunny@nigeriahouse.com**