



THE CONSULATE GENERAL OF NIGERIA NEW YORK

HOW TO APPLY FOR A NIGERIAN PASSPORT

START BY:

1. Have a Credit Card ready or Purchase a \$65.00 Post Office money order.

2. Please prepare necessary documents:

•If you are applying for A PASSPORT FOR THE FIRST TIME

- *Photo copy of the proof of address. For Minors, please provide proof of address of the parents and birth certificate.*

SEE DETAILS FOR E-PASSPORT APPLICATION FOR MINORS.

•If you are applying for passport renewal

- *The original passport and Photocopy of the data page (which clearly shows photograph, full name and date of birth)*

3. Go to our website www.immigration.gov.ng for the E-passport application.

4. Click on "E-PASSPORT FORM"

5. Drop down and select "STANDARD E-PASSPORT" Choose UNITED STATES as processing country and New York as Office of Application.

6. Click on "START APPLICATION". Choose from GOOGLE or YAHOO and create an account or if you have one, SIGN IN.

7. Complete the application online and print out a copy of the completed application before you submit for payment.

8. Submit application online and TAKE NOTE AND PRINT YOUR ID AND REFERENCE NUMBERS

9. For payment with money order -- PRINT OUT THE PAYMENT INSTRUCTION PAGE and with your money order

follow the payment procedure. Take note of your TRACKING NUMBER (You will be asked to mail in the completed original money order via overnight express mail) TO SW GLOBAL LLC

10. WAIT for PAYMENT CONFIRMATION!! (For payments made with money order, please allow a few days - Depending on how and when you mailed in your money order)

11. To **check payment status**, use your ID AND REFERENCE NUMBER at www.immigration.gov.ng Click on "QUERY YOUR APPLICATION STATUS". Next page should say "PAYMENT.UPDATED."*** PRINT OUT AND SEE INTERVIEW DATE on the payment confirmation.

12. Bring the **OLD PASSPORT** and a **PHOTOCOPY OF THE INFORMATION PAGE, APPLICATION FORM PRINT OUT, PAYMENT CONFIRMATION** and **\$30 MONEY ORDER**, ADDRESSED TO THE CONSULATE GENERAL OF NIGERIA NEW YORK (processing fee) ON YOUR INTERVIEW DATE.

13. **ALL APPLICANTS MUST COME TO THE CONSULATE GENERAL IN NEW YORK STRICTLY ON INTERVIEW DATE.**

14. If you reside outside the Tri-State area (New York, New Jersey and Connecticut), you may bring with you a **self-addressed, stamped express mail envelope** for mailing of your passport.

+FOR CHILDREN BORN ABROAD WHO ARE TAKING PASSPORT

FOR THE FIRST TIME

- Items 1-12 above
- A letter of consent signed by the Nigerian Father and Mother (signatures should match the ones on their respective passports)
- A copy of Bio Data page of the Nigerian Father's and Mother's Passport and copy of the Child's birth certificate should be attached to the application

+LOST PASSPORT

- Items 1-12 above
- Police Report for the missing passport
- Penalty of \$370.00 for Missing Passport (payable in money order addressed to the Consulate General of Nigeria, New York)

+CHANGE OF NAME

- Bring a copy of your marriage certificate or
- Court Judgment indicating Separation/Divorce and or change of name for any addition or deletion.