

GENERAL GUIDELINES FOR NIGERIAN E-PASSPORT APPLICATION

(A) ELIGIBILITY FOR NIGERIAN E-PASSPORT APPLICATION

Nigerian E- Passport is strictly for Nigerian citizens. The citizenship of Nigeria is either by:

- (i) Birth
- (ii) Naturalization or
- (iii) Registration

(B) GENERAL REQUIREMENTS FOR NIGERIAN E-PASSPORT APPLICATION (STANDARD E-PASSPORT)

1. FOR NIGERIAN CITIZENS BY BIRTH (ADULT 18 YEARS & ABOVE)

- (i) Local /State Government Indigene Certificate
- (ii) Completed Passport Application Form and 2 passport-size photographs
- (iii) Completed Guarantor's Form duly signed by Commissioner for Oaths attached with a copy of the Guarantor's E-Passport data page and one passport-size photograph of the Guarantor.
- (iv) Marriage Certificate where applicable.
- (v) Birth Certificate issued by National Population Commission for date of Birth with effect from December (1992) or Age Declaration attached with one (1) passport-size photograph endorsed by a Commissioner for Oaths.
- (vi) Acknowledgement slip and evidence of payment.

2. MINOR (UNDER 18 YEARS OF AGE)

- (i) Completed Passport Application Form attached with one (1) passport-size photograph of the minor and endorsed on the reverse side by consenting parents.
- (ii) Evidence of Nigerian Citizenship of the parents.
- (iii) Birth Certificate (must be issued by the National Population Commission for minors born in Nigeria) (must be issued by the proper authorities for minors born outside of Nigeria).
- (iv) Letter of Consent from the birth parents.
- (v) Acknowledgement slip and evidence of payment
- (vi) Court Order or Letter of Approval from the Ministry of Women

Affairs of child endorsement (for adopted children)

- (vii) Passport of both parents
- (viii) Acknowledgement slip of the appointment issued by the website portal.immigration.gov.ng not Embassy's website (copy or original)

3. FOR NIGERIAN CITIZENS BY NATURALIZATION

- (i) Certificate of Naturalization duly issued by the President of the Federal Republic of Nigeria.
- (ii) Completed Passport Application Form with two (2) passport-size photographs endorsed at the back by the Guarantor.
- (iii) Completed Guarantor's Form duly signed by a Commissioner for Oaths, attached with photocopy of Guarantor's Nigerian E-Passport data page and one (1) passport-size photograph of the Guarantor.
- (iv) Marriage Certificate, where applicable.
- (v) Evidence of Age (Birth Certificate/Age Declaration)
- (vi) Acknowledgement slip and evidence of payment.

4. FOR NIGERIAN CITIZENS BY REGISTRATION.

- (i) Certificate of Registration duly issued by the President of the Federal Republic of Nigeria.
- (ii) Completed Passport Application Form and two (2) passport-size photographs endorsed at the back by the Guarantor.
- (iii) Completed Guarantor's Form signed by a Commissioner for Oaths attached with photocopy of Guarantor's Nigerian E-Passport and one (1) passport-size photograph of the Guarantor.
- (iv) Birth Certificate
- (v) Acknowledgement slip and evidence of payment.

(C) TYPES OF NIGERIAN E- PASSPORT APPLICATION.

There are two (2) mode of Nigerian E-Passport Application:

- Fresh application
- Re-issue application

- (1) **FRESH APPLICATION:** In this type of Application an applicant (s) applies for E- Passport for the first time.

REQUIREMENTS

The requirement is as stated in item B of the General Guideline for

Nigerian E-Passport Application above.

(2) **RE-ISSUE APPLICATION:** In this type of application, an applicant (s) applies for Nigerian E-Passport for either of the underlisted reasons:

- (a) Expired passport
- (b) Exhausted visa page
- (c) Change of data
- (d) Damage
- (e) Correction of error
- (f) Loss

REQUIREMENTS

(i) **EXPIRED PASSPORT (Renewal)**

- Application letter
- Passport booklet
- Photocopy of data page of applicant's E-Passport
- Acknowledgement slip and evidence of payment

(ii) **EXHAUSTED VISA PAGE**

- Application letter
- Passport booklet
- Photocopy of data page of applicant's E-Passport
- Acknowledgement slip and evidence of payment

(iii) **DAMAGED PASSPORT**

- Application letter stating circumstances of damage.
- Damaged passport booklet
- Photocopy of data page of the passport
- Sworn affidavit of damaged passport from a Magistrate or High Court deposed by applicant.
- Acknowledgment slip and evidence of payment.

(i) **CHANGE OF DATA DUE TO MARRIAGE**

- Application letter
- Copy of Marriage Certificate or Declaration of Marriage

- Sworn Affidavit of change of name from a Magistrate or High Court deposited by applicant
- Copy of Newspaper publication of change of name (21 days after publication)
- Statutory evidence of change of name (if resident outside Nigeria) in lieu of affidavit or newspaper publication.
- Passport booklet and photocopy of data page of passport
- Acknowledgement slip and evidence of payment.

(ii) CHANGE OF DATA DUE TO CORRECTION OF ERROR

- Application letter stating reasons for correction
- If more than one (1) alphabet, attach evidence of payment of non- refundable administrative charges of 73.26 USD.
- Previous documentary evidence to support request
- Sworn affidavit for correction of error from a Magistrate or High Court deposited by applicant.
- Passport booklet and photocopy of data page of the passport.
- Acknowledgement slip and evidence of payment of Passport fee, if application is approved.

(iii) LOSS

- Application letter stating circumstances/place of loss.
- Extract of police report of lost Passport.
- In case of loss due to fire outbreak, fire service report is mandatory.
- Acknowledgment slip and evidence of payment.

(D) NIGERIA E-PASSPORT APPLICATION PROCESS.

- Visit Nigeria Immigration Service portal: portal.immigration.gov.ng
- Fill the form online and select your processing country (Jamaica).
- Choose payment option i.e. either Google, Open ID or Yahoo.
- Make payment online as generated by the system
- Book an appointment for biometric enrolment at the Embassy.

- Proceed for enrolment on your scheduled date along with your required documents.
- Wait for your passport production and pick up.

(E) METHOD OF PAYMENT

- The payment method available for E-Passport application is by card (ATM).
- In case of difficulty in making payment, kindly contact the Embassy for further directives.

(F) ADMINISTRATIVE FEE

All applicants of E-Passports would be required to pay an Administrative Fee of \$50.00 (Fifty USD), in cash, at the Embassy, and obtain receipts appropriately.

(G) CONDITIONS FOR NIGERIAN E-PASSPORT APPLICATION

- a) Nigerian E-passport payment lapses after six (6) months from the date of payment.
- b) Multiple application is invalid and not acceptable.

If you have once obtained Nigerian E-Passport, do not assume you are a fresh applicant because your previously captured data would expose you (this is very important to note as no officer would be held responsible for any shortcomings that may arise).

- c) Applicants for expired passport should apply six (6) months before the expiration of the Passport.

YOU MUST PAY THE AMOUNT OF 600 PESOS IN CASH ON THE DAY OF YOUR VISIT FOR ADMINISTRATIVE CHARGES.