

**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).

- (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)

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.
- 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.
- 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).

(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).

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