



STANDARD PASSPORT: REQUIREMENTS FOR ISSUE

Read carefully before applying for a passport, and submit the following:

First Issue / Dual Nationality

- Long Birth Certificate;
- Original and Photocopy of pages 1-5 and the photo page of both parents' valid Nigerian Passports;
- Resident permit in the United Kingdom (for non-British citizens) OR
- Original and photocopy of valid British Passport;
- Letter of consent duly signed by both parents (father and mother of applicant) and authenticated by a Solicitor or Notary Public if applicant is a minor OR proof of sole legal custody by either parent OR
- If the applicant is an adult, proof that the applicant has Nigerian parentage. E.g. original and photocopy of father's Nigerian passport.

If the applicant meets the above requirements, then read and print out the Guidelines for E-Passport Application processing.

You are advised to:

- **Print a copy of this document;**
- To view the guidelines for online processing on e-passport, [Click here](#)



GUIDELINES FOR ONLINE PROCESSING OF E-PASSPORTS

If you satisfy the requirements for the processing of e-passports ([click here](#) to view the requirements), then read carefully AND print a copy of these guidelines for your reference.

- Register with googlemail (www.gmail.com) if you do not have one already;
- After registration with googlemail, and while you are still logged in to your google e-mail, go to www.immigration.gov.ng to start online e-passport application processing; and Click Close
- Under Passports, click on “ePassport Application Form”;
- Under the Select Passport Type, select Standard ePassport and then Click Start Application;
- Fill the Form in all its parts, and under Processing Country, select United Kingdom, Under Processing Embassy, select “London”, and then Click I accept...
- First Click “Print” to print out a filled application, afterwards Click “Submit Application”;
- Print out a copy of the Acknowledgement Slip (It contains your Application ID and Reference Number), which are required to track the application. **(VERY IMPORTANT)**.
- Click Start Payment and then follow the online guidelines.

PAYMENT CONFIRMATION AND INTERVIEW DATE

You will need to check your payment status and interview date after some hours to confirm that your payment has gone through and your interview date has been assigned..

Go to www.immigration.gov.ng ; Under Application,

- Click on Query Your Application Payment Status
- Select “Passport”
- If you have attempted payment, Select Yes;
- From your Acknowledgment Slip, read and type in your Reference No and Your Application ID, then Click Search;
- If your payment has successfully gone through, you will receive Payment Confirm Page and Interview Date;
- Print the Payment Receipt which contains your Interview Date. **(VERY IMPORTANT)**

(IMPORTANT: DO NOT COME TO THE CHANCERY BEFORE THIS DATE).

ON THE INTERVIEW DATE

Bring along the following documents.

- All the requirements relevant to your type of application ([View Requirements](#));
- Online Printed Application;
- Acknowledgement Slip;
- Payment Confirmed Receipt.

After the acquisition processes, the applicant will be given a computer-generated date of collection.

Please Note:

- Old MRP passports are valid till December 2010;
- Children can now apply for separate passports, and are no longer to be endorsed on mothers' passports.
- **You are advised to print these guidelines.**

Customer Services:

020 7556 8131

020 7556 8160

020 7839 1244 Ext. 231; Ext. 360

Email: immigrationservices@nigeriahc.org.uk

Complaints: chancery@nigeriahc.org.uk



Ref:

Date:

PUBLIC NOTICE : BEWARE OF TOUTS

MEMBERS OF THE PUBLIC ARE HEREBY ADVISED TO DESIST FROM PATRONISING TOUTS WHO OPERATE ILLEGALLY AND CHARGING EXHORBITANT FEES FOR PASSPORTS AND OTHER TRAVEL DOCUMENTS. FEES REMAIN AS INDICATED ON THIS SITE.

WITH THE ON-GOING REFORMS OF IMMIGRATION SERVICES AT THE HIGH COMMISSION, THERE IS ABSOLUTELY NO NEED TO PATRONISE TOUTS OR SO-CALLED AGENTS. PASSPORT APPLICANTS, WHATEVER THEIR CIRCUMSTANCES, SHOULD THEREFORE SEEK THE SERVICES OF THE MISSION DIRECTLY RATHER THAN GOING THROUGH THIRD PARTIES. THEY ARE ASSURED OF ATTENTION AND ASSISTANCE.

FOR THOSE WITH VALID OR EXPIRED PASSPORTS, ISSUANCE OF NEW PASSPORTS TAKE A MAXIMUM OF 10 WORKING DAYS FROM THE DAY APPLICANTS ARE ENROLLED ON THE SYSTEM AT THE HIGH COMMISSION.

FOR THOSE WHOSE PASSPORTS ARE LOST, THEY SHOULD NOT GO THROUGH TOUTS OR SO-CALLED AGENTS. HOWEVER, THEY WILL CONTINUE TO BE INTERVIEWED, TO ASCERTAIN THEIR TRUE NATIONALITY BEFORE THEY CAN PROCEED TO APPLY. FOR REQUIREMENTS ON REPLACEMENT OF LOST PASSPORTS, VISIT THE RELEVANT SECTION OF THE HIGH COMMISSION SITE AT www.nigeriahc.org.uk

ALL APPLICANTS FOR E-PASSPORTS ARE TO APPLY AT www.immigration.gov.ng

APPLICANTS WHO DO NOT RECEIVE THEIR PAYMENT CONFIRMED SLIPS AND INTERVIEW DATES SHOULD VISIT THE IMMIGRATION SITE GIVEN ABOVE. CLICK ON 'QUERY APPLICATION PAYMENT STATUS AND SEARCH FOR PAYMENT RECORD BY TYPING YOUR REFERENCE NUMBER AND APPLICATION ID NUMBER, THEN CLICK ON "SEARCH RECORD" AND YOUR APPLICATION DETAILS WILL POP UP WITH PAYMENT STATUS UPDATED. THEREAFTER CLICK ON "RECEIPT SLIP" BUTTON AT THE BOTTOM OF THE PAGE TO GET "PAYMENT CONFIRMED SLIP" AND PRINT A COPY.

THE HIGH COMMISSION IS COMMITTED TO SERVING YOU MUCH BETTER. WE DEEPLY APPRECIATE YOUR UNDERSTANDING AND COOPERATION.

**HEAD OF CHANCERY
FOR: HIGH COMMISSIONER**

**For complaints:
chancery@nigeriahc.org.uk**

10 SEPTEMBER, 2009