

NIGERIA IMMIGRATION SERVICE HEADQUARTERS

OFFICE OF THE ASSISTANT COMPTROLLER GENERAL

SAUKA, AIRPORT ROAD, ABUJA-OPERATIONS/PASSPORTS
P.M.B 38

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Directorate

Ref: NIS/ACG-PPT/H/R/18908/16.....

Date:.....30th August, 2016.....

INTERVENTION AND ROLLOUT SECTION

REQUIREMENTS FOR FRESH E-PASSPORT ISSUANCE ABROAD

A. ADULT

- Application form
- Two recent passport photographs
- Birth certificate
- Local government of origin
- Duly signed guarantor form with one recent passport photograph, data page of the guarantor's e-passport, National Identity card or Drivers licence
- Stipulated fees by the Mission

B. MINORS

- Application form
- Two recent Passport photographs
- Birth certificate
- Letter of consent by both parents attaching data pages of their e-passports
- Stipulated fee by the Mission

C. REQUIREMENT FOR FRESH E-PASSPORT FOR MARRIED WOMEN

- Application form
- Consent letter from the husband
- Birth certificate
- Two recent passport photographs
- Birth certificate
- Local government of origin certificate
- Marriage certificate
- Data page of husband passport
- Duly signed guarantor form with one recent photograph and drivers licence or national ID card

NOTE: If marriage was contracted in Nigeria, the following also applies:

- a) Sworn court affidavit of change of name due to marriage
- b) Newspaper Publication for change of name

D. CHANGE OF NAME DUE TO DIVORCE: In addition to the requirements of marriage above, there is the need to bring the following evidence of marriage dissolution:

- Decree Nisi and Decree absolute dissolution of marriage that is when the marriage is dissolved in Nigeria but if it is dissolved abroad, the only requirement is to forward the Authentic court ruling by both respondents on the dissolution of their marriage.

E. REQUIREMENTS FOR EXTENSION OF VALIDITY OF E-PASSPORT

- Personal request from the applicant stating his/her reason for the extension of the validity of his/her passport
- Evidence of the extension e.g letter from his/her school and admission letter for students or visa page and data page of the passport in the case of non-students.

F. REQUIREMENTS FOR LOST CASES

- Personal request from the applicant stating how his/her e-passport got lost
- Police report and court affidavit for the lost e-passport obtained from the applicant country resident
- Evidence of payment issued by the Mission
- Data page of the e-passport(s) of the said lost passport(s)

G. CHANGE OF NAME DUE TO FAMILY RESOLUTION

- Personal request of applicant stating why the family resolution to change their name
- Evidence of deed poll of change of name due to family resolution obtained from the country of residence
- Data page/pages of their e-passports
- Birth certificate
- Evidence of administrative charge of change of data (to be source locally in Nigeria)
- Any other supporting documents to buttress his/her claims

H. CHANGE OF DATE OF BIRTH

In addition to the above requirement, applicant desiring to change his/her date of birth shall note the following:-

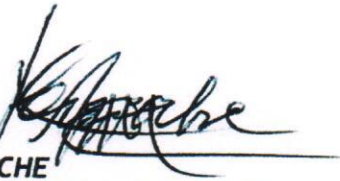
- Change of date of birth should be reasonable in the age difference
- That change of date of birth can only be changed based on genuine and proven facts submitted as document
- That request of change of date of birth from United Kingdom and USA will not be entertained if date of birth has already been submitted to both countries/ it can be changed only if the date of birth submitted to these countries is the one that applicant desires to change based on its genuinely and proving facts and truly attracts administrative charge.

I. CHANGE OF DATA ON A LOST E-PASSPORT

- Encompasses all requirements for change of data but inclusive the police report and court affidavit of loss of e-passport.

J. CHANGE OF DATA DUE TO CRIMINAL INTENT

- It is punishable under Passport Miscellaneous Offences Act and Penalty in Immigration Act of 2015 as amended, Section 10, Sub Section A to G



S.O IGOCHE
ASSISTANT COMPTROLLER GENERAL (PASSPORTS)
FOR: COMPTROLLER GENERAL OF IMMIGRATION SERVICE.