

Frequently Asked Questions

Passport Program Overview

Only the standard e-passports will be processed during the ENAW convention in Dallas. The e-passport is an ECOWAS passport and it is valid for 5 years. Four major steps to obtain an e-passport:

1. Complete & submit passport application online
2. Pay \$215.00 (\$65 application, \$100 Processing & \$50 Administrative fees)
3. Provide SAE - Self Addressed Envelope
4. Be present in Dallas for photographs and finger prints

\$30 / \$100 Processing Fee explanation

The Nigerian Embassy website includes these two fees: \$30 for normal processing and \$100 for interventions. We were informed yesterday that the Dallas Processing Center (a temporal center) is considered an intervention and as such, will attract \$100 fee. This fee goes to the Embassy. Consequently, we are amending the Administration fee from \$50 per person to \$50 for first family member and \$30 for every other family member (same last name.)

Special Notes:

1. All above steps can be completed while in Dallas (bring fee and appropriate information)
2. Processing Embassy is Washington DC
3. All applicants must be present at Dallas Temporal Processing Center (DPC) for finger prints & photographs
4. Processing of passport applications in Dallas is considered an **intervention**
5. Processing fee is paid to Embassy Officers and it is \$30 for normal processing or \$100 for intervention.
6. Passport Photographs are NOT required as these will be taken at the DPC
7. All passport applications are good for 6-months
8. NIGERIAN PASSPORT (CURRENT OR EXPIRED) is best proof of Nigerian Citizenship
9. Expired Passports not presented during interview in Dallas are treated as lost passports
10. Average processing time is 2 weeks to 3 weeks

New Passports

1. Copy of completed online application with confirmation #
2. Total fee of \$215.00 detailed as:
 - a) \$65.00 online payment to Nigerian Immigration Service, with confirmation #
 - b) \$100.00 money order for processing fee for interventions (payable to the Consulate General of Nigeria)

- c) \$50.00 check/money order/visa/master card/American Express payable to DPC
- 3. Applicant's expired passport, birth certificate or other document (affidavit of birth, etc)
- 4. Non Nigerian born applicants must be sponsored by Nigerian parent (parent to provide copy of Nigerian passport and letter of request/authorize issuance of passport)
- 5. Provide SAE for mailing passport to you

Renewal of Passports

- 1. Copy of completed online application with confirmation #
- 2. Total fee of \$215.00 detailed as:
 - a) \$65.00 online payment to Nigerian Immigration Service, with confirmation #
 - b) \$100.00 money order for processing fee for interventions (payable to the Consulate General of Nigeria)
 - c) \$50.00 check/money order/visa/master card/American Express payable to DPC
- 3. Expired Nigerian passport and copy of bio-page (which shows photograph, full name and date of birth) needed for renewals
- 4. Provide SAE for mailing passport to you

MINORS which includes new born infants

- 1. Copy of completed online application with confirmation #
- 2. Total fee of \$215.00 detailed as:
 - a) \$65.00 online payment to Nigerian Immigration Service, with confirmation #
 - b) \$100.00 money order for processing fee for interventions (payable to the Consulate General of Nigeria)
 - c) \$50.00 check/money order/visa/master card/American Express payable to DPC
- 3. Copy of the child's birth certificate
- 4. Copy of parents' Nigerian Passports (bio-page)
- 5. Letter of introduction of minor signed by BOTH parents (about 3 - 5 sentences)
- 6. Provide SAE for mailing passport to you

Amendment of Passport Information (such as name, date of birth, etc)

- 1. Copy of completed online application with confirmation #
- 2. Total fee of \$215.00 detailed as:
 - a) \$65.00 online payment to Nigerian Immigration Service, with confirmation #
 - b) \$100.00 money order for processing fee for interventions (payable to the Consulate General of Nigeria)
 - c) \$50.00 check/money order/visa/master card/American Express payable to DPC

3. Reason(s) for amendment, copies of all legal documents supporting reason(s)
4. Provide SAE for mailing passport to you

Lost Passports

Lost Passports will **NOW** be processed at ENAW convention. This is the process:

1. Copy of completed online application with confirmation #
2. Total fee of \$215.00 detailed as:
 - a) \$65.00 online payment to Nigerian Immigration Service, with confirmation #
 - b) \$100.00 money order for processing fee for interventions (payable to the Consulate General of Nigeria)
 - c) \$50.00 check/money order/visa/master card/American Express payable to DPC
3. Police Report (need 2 passport photos, \$50 police report fee payable to consulate, Certificate of Birth or other documentation & evidence of loss)

Culled from Nigerian Embassy Website by Nosa Agho (214) 549-8160