



Consulate General
of Nigeria
Atlanta, GA - USA



THE NIGERIAN AMERICAN FOUNDATION PRESENTS...

FLORIDA PASSPORT ISSUANCE AND RENEWAL

(MAY 8-10, 2015)

VENUE: SCOTT PARK COMMUNITY HALL, 17710 NW 15th COURT, MIAMI GARDENS FL 33169

Fellow Nigerians,

On behalf of the Nigerian American Foundation (NAF), we are pleased to invite you to a Passport Renewal Exercise in Miami, Florida. This program is being organized by the Consulate General of Nigeria in Atlanta in collaboration with NAF.

The tentative schedule is as follows:

DATE	TIME		
	9AM-12PM	12-2PM	2-6PM
Friday, May 8, 2015			Passport Issuance/Renewals
Saturday, May 9 th	Passport Issuance/Renewals	Lunch	Passport Issuance/Renewals
Sunday, May 10 th	Passport Issuance/Renewals	Lunch	Passport Issuance/Renewals
Monday, May 11 th	Departure		

**PLEASE CAREFULLY READ AND ADHERE STRICTLY TO THE FOLLOWING
STIPULATED INSTRUCTIONS TO AVOID DELAY**

Nigerian Passport Application Procedures

Step 1:

General Procedures for Passport Application:

- Go online: <https://portal.immigration.gov.ng> to apply
- Locate and click e-Passport Application Form
- Select “**Standard e-Passport,**” then click ‘start Application’ button
- Complete Application form; check the ‘**I ACCEPT FULL RESPONSIBILITY FOR THE INFORMATION PROVIDED IN THIS FORM**’ then **PRINT** completed form before proceeding.
- Click on ‘**SUBMIT APPLICATION**’ button to view ‘Application detail page’
- Click on ‘**Proceed to Online Payment**’; select ‘**Credit/Debit card** and pay
- After payment, the “**Validation Number**” is generated; store it and use it to confirm the payment
- **Print payment slip**

After completing step #1, proceed to step #2 and follow the requirements applicable to your peculiar situation. ***Ensure to make 2 sets of photocopies of all your documents. Keep one set for your records and drop-off the second set with the required money orders to a NAF-approved drop-off center no later than May 2, 2015.***

Step 2:

Current Nigerian e-Passport Holder:

The following items will be required for e-Passport application:

- Copy of completed e-Passport Application Form
- Printed Payment receipt and Acknowledgment form
- One (1) passport-sized photograph
- Photocopy of expired e-Passport

- Two (2) separate Money Orders: \$100 made payable to the Nigerian Consulate and \$50 made payable to the Nigerian American Foundation (NAF) per individual (\$30 per person for families of 3 or more) for Processing & Handling

Step 2a:

First Time/New Application (17 Years and above):

- Applicant's Birth certificate
- One (1) passport-sized photograph
- Copy of completed e-Passport Application Form
- Printed payment slip and Acknowledgement form
- Two (2) separate Money Orders: \$100 made payable to the Nigerian Consulate and \$50 made payable to the Nigerian American Foundation (NAF) per individual (\$30 per person for families of 3 or more) for Processing & Handling

Step 2b:

Infant and Minor (Less than 17 years):

- Copy of Birth certificate
- Copy of completed e-Passport Application Form
- Printed Payment receipt/Acknowledgement Form
- Consent letter from both parents
- One passport-sized photograph
- Photocopy of parent's current Nigerian e-Passport
- Two (2) separate Money Orders: \$100 made payable to the Nigerian Consulate and \$50 made payable to the Nigerian American Foundation (NAF) per individual (\$30 per person for families of 3 or more) for Processing & Handling)

Step 2c:

Name Change (Marriage/Divorce):

- Copy of completed e-Passport Application Form
- Printed Payment Slip /Acknowledgement Form
- Supporting document for the said change (marriage/divorce certificate; if marriage was conducted in Nigeria and certificate not available, a Newspaper publication announcing/documenting the marriage is acceptable).
- One passport-sized photograph
- Photocopy of current/expired e-Passport
- Two (2) separate Money Orders: \$100 made payable to the Nigerian Consulate and \$50 made payable to the Nigerian American Foundation (NAF) per individual (\$30 per person for families of 3 or more) for Processing & Handling

Step 2d:

Lost Passport:

- Copy of completed e-Passport Application Form
- Additional \$370.00 fee and Police Report
- One passport-sized photograph
- Two (2) separate Money Orders: \$100 made payable to the Nigerian Consulate and \$50 made payable to the Nigerian American Foundation (NAF) per individual (\$30 per person for families of 3 or more) for Processing & Handling

IMPORTANT! To be eligible for this exercise, you must first apply online at <https://portal.immigration.gov.ng> and pay the necessary application fees. After payment, a “**Validation Number**” is generated. Store this number and use it to confirm the payment: **Print the payment slip**. Ensure to make 2 sets of photocopies of all your documents. Keep one set for your records and **drop-off the second set with separate** Two (2) separate Money Orders: \$100 made

payable to the Nigerian Consulate and \$50 made payable to the Nigerian American Foundation (NAF) per individual (\$30 per person for families of 3 or more) respectively, to one of ***the following NAF approved drop-off centers no later than Monday, April 27, 2015.*** PLEASE CALL AHEAD FOR DROP-OFF!

NAF APPROVED PASSPORT APPLICATION DROP-OFF/COLLECTION CENTERS:

MIAMI DADE COUNTY

Unique African Boutique
1607 NW 183 Street
Miami Gardens, FL 33169
Tel: 305-625-7500

BROWARD COUNTY

Rise N Shine Pharmacy Inc.,
17913 NW 7 Street, Suite 104
Pembroke Pines FL 33029
Tel: (954)447-7784

PALM BEACH COUNTY

45th Street Pharmacy
5335 N. Military Trail, Suite 44
West Palm Beach, FL 33407
Tel: (561)670-2001

Dr. Yinka Tella
President
(954)736-6676

Dan Suleman
Chair, Consulate Visit Organizing Committee
(754)234-7217