

NIGERIA PASSPORT PROCESSING IN HALIFAX 2019
Detailed Guidelines

Date: Saturday, May 11, 2019
Time: 8:00am to 11:00pm Atlantic Time
Venue: Loyola Rooms 296 and 297. Saint Mary's University, Halifax, Nova Scotia

STEPS TO OBTAIN OR RENEW YOUR NIGERIAN PASSPORT:

- Step 1:** Complete the official online passport application, pay the applicable fees government fees and print your completed online application, payment receipt and application confirmation page.
- Step 2:** Mail the documents gathered in step 1, along with other supporting documents to the Association of Nigerians in Nova Scotia (ANNS).
- Step 3:** Pay the applicable processing fees levied by ANNS.
- Step 4:** Receive your appointment date and time from ANNS.
- Step 5:** Present yourself for biometric data capture.
- Step 6:** Receive your new Nigerian passport.

DETAILED STEP-BY-STEP INSTRUCTIONS

- Step 1: Complete the official online passport application, pay the applicable fees government fees and print your completed online application, payment slip and acknowledgement slip.**

Passport application and payment are to be made through the Nigeria immigration website portal.immigration.gov.ng/pages/welcome

1. In the Passport menu, choose the E-Passport Application Form Option. If you have a Yahoo or Google account, you may use it to log into the system, otherwise select the Open ID option and create an account for the application process.
2. Please complete the form and print. Thereafter, click on the Submit Button.
3. Once the application has been successfully submitted, you will be provided with a Reference Number and Application ID. Please print it out, as you will need it later in the application process
4. Click on the close button to continue the application process. At the bottom of the page, click on the Proceed to checkout button to begin the payment process.
5. On the Cart page, double check to make sure that name in the cart corresponds to the appropriate applicant. Click on the Proceed to Online Payment Button.
6. Choose the credit card payment option or the money order payment option and click next. If the money order payment option is selected, please follow the on screen instructions for mailing the money order. Once the money order is received, you will receive a confirmation email. If the credit card option is used, allow 30 minutes for the payment to register, and proceed to the next step. For credit card payments, the applicant may only use his or her credit for payment of fees. No third party credit cards will be accepted.

7. Once the payment confirmation email is received, go to <https://portal.immigration.gov.ng/pages/welcome>

8. In the application menu, click on the Query Your Application Payment Status option. Select E-Passport in the application menu and enter the Reference Number and Application ID. Click on the Search Record button. The next page will be the Online Application Confirmation page.

9. On the Online Application Confirmation page, scroll to the bottom of the page and print the Payment Receipt and also print Application Confirmation. Attach these documents to the expired passport, or to the rest of the application documents (outlined in step 2).

Please note that payment is handled by Innovate1 Services, a US-based service providers. For any payment issues encountered in step 1, kindly contact innovate 1 directly on +13152038942 or support@innovate1services.com

Step 2: Mail the documents gathered in step 1, along with other supporting documents to the Association of Nigerians in Nova Scotia (ANNS).

ANNS Mailing Address:

Association of Nigerians in Nova Scotia
P.O. Box 883
Bedford Row
Halifax, Nova Scotia B3J 2V9
Canada

COMPULSORY DOCS (REQUIRED FOR ALL)

- i. **Duly completed ANNS Checklist (See Appendix 1).** This should be placed on top of your document packet and mailed to ANNS along with your other documents.
- ii. **Canada Post Prepaid National Envelope.** Your new passport will be dispatched using this envelope. Be sure to buy National and not Regional, in a size that's big enough to contain all your passports. This is how you will receive your new passport. Do not mail this in. Bring it with you to the biometrics collection center.

Requirements for New Passport

- i. Passport Application form completed online and printed out.
- ii. Payment Slip print out upon completion of form online.
- iii. Acknowledgement Slip print out.
- iv. Photocopy of birth certificate.
- v. Photocopy of passport page of Nigerian parent(s).
- vi. Other acceptable proof of eligibility for Nigerian citizenship.
- vii. Two current passport-size photographs with white background.

Requirements for Passport Renewal

- I. Passport Application form completed online and printed out.
- II. Payment Slip print out.
- III. Acknowledgment Slip print out.
- IV. Expired Nigerian passport (Bring this with you on day of biometrics).
- V. Photocopy of Bio data page of current/expired passport.
- VI. Two current passport-size photographs with white background.

Requirements for minors (persons under age 18)

- I. Completed online application.
- II. Acknowledgment Slip.
- III. Payment Slip.
- IV. Copy of child's birth certificate.
- V. Typed Letter of Consent jointly signed by child's both parents.
- VI. Copies of the parents' passports data page, one of which must be a Nigerian Passport.
- VII. Additional documents for single parents (proof of custody of the child/children).
- VIII. Child's current two passport-size photographs preferably with white background.
- IX. Applicant will be required to appear in person for biometrics.

Requirements for Replacement of Lost Passport

- I. Passport Application form to be completed online and printed out.
- II. Payment Slip print out.
- III. Acknowledgement Slip print out.
- IV. Police Report.
- V. Penalty fee of \$250USD in Money Order payable to the Nigeria High Commission Ottawa.
- VI. Two (2) passport-size photographs with white background.
- VII. Passport Number of lost e-Passport.
- VIII. Applicant will be required to appear in person for biometric.

Requirements for Change of Name

- I. Passport Application form completed online and printed out.
- II. Payment Slip print out.
- III. Acknowledgment Slip print out.
- IV. Expired Nigerian passport (Bring this with you on day of biometrics).
- V. Photocopy of Bio data page of current/expired passport.
- VI. Acceptable proof of name change.
- VII. Two current passport-size photographs with white background.

Please do not mail any original documents to ANNS. We will not be liable for any original documents. All documents outlined in Step 2 must be mailed to ANNS, with the exception of your current/expired passport and your Canada Post prepaid national envelope. Bring these with you for your biometrics.

Step 3: Pay the applicable processing fees levied by ANNS.

The ANNS processing fees are detailed below:

- ANNS Members - \$CAD170 per person.
 - ANNS Non-Members - \$CAD220 per person.
- I. Once we receive the documents you sent in step 2 above, we will issue you an electronic invoice.
 - II. Make payment directly from your inbox following the instructions in the electronic invoice.
 - III. Print your payment receipt and bring it along for your biometrics.
 - IV. You will need the ANNS Checklist (see appendix 1) to determine how much you will pay.

Step 4: Receive Your Appointment Date and Time from ANNS.

- i. Appointments will be scheduled on a first-come-first-served basis.
- ii. The earlier you complete steps 1 - 3, the earlier appointment date you will get.
- iii. If applying for multiple people in your family, please indicate on the ANNS Checklist.

Step 5: Present Yourself For Biometric Data Capture.

Please arrive at least **30 minutes** before your scheduled appointment time. Bring the following documents with you.

- i. Bring your original documents for sighting, e.g. original expired or about-to-expire passport, original birth certificates, original parent's passport for minors, original name change documents, etc.
- ii. Printout of your payment receipts from step 3 above.
- iii. Your Canada Post Prepaid National Envelope.
- iv. During your biometrics, ensure your details are correctly captured on the machine.

Step 6: Receive Your New Nigerian Passport.

It will take 2 – 5 weeks for you to receive your new passports in the mail.

- i. Ensure your return address as written on the prepaid envelope is correct and valid for the next 60 days.
- ii. Write a valid phone number in the space provided on the prepaid envelope to facilitate easy communication in the unlikely event of a delivery issue .
- iii. Your Canada Post Prepaid National Envelope.

APPENDICES

Appendix 1 – ANNS Checklist for Passport Processing

Appendix 2 – Frequently Asked Questions

ANNS CHECKLIST FOR PASSPORT PROCESSING

Name _____ Phone No _____

Email _____ Where Are You Applying From? (City and Province) _____

LIST ALL APPLICANTS AND TICK THE APPLICABLE PASSPORT TYPE. INCLUDE ONLY FAMILY MEMBERS.

S/N	Surname	First Name	Middle Name	Date of Birth DD/MM/YY	Please Tick Applicable Category			
					New Issuance	Renewal	Lost Passport	Change of Name
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Total Number of Passports Requested _____

Fee Calculation (Residents of other provinces are not required to pay ANNS Member Dues)

Passport Processing Fee - \$220 for non-members, \$170 for members

ANNS Member Dues – Regular \$50, Students \$20. (Please submit valid proof of student status with this checklist).

Only one family member needs to pay ANNS member dues for the entire family to benefit from the \$170.

PAYMENT CALCULATOR

TOTAL (\$CAD)

=

Member Name

Email Address

Member Dues
(\$CAD)

X

=

Total No of Passports
Requested

Amt Due Per
Passport (\$CAD)

Total Payment Due to ANNS
(\$CAD)

PRINT THIS CHECKLIST AND MAIL IT IN WITH YOUR OTHER DOCUMENTS

FREQUENTLY ASKED QUESTIONS

Why are you charging \$220 for non-members and \$170 for members?

We anticipate a much larger turnout than last year's exercise. Consequently, we have invested in technology and personnel to improve the customer experience. We have also booked the event venue for a much longer period of time. All these are reflected in the pricing. Its still a much better deal than flying to Ottawa to renew your passport.

Must everyone in my family pay the membership dues?

Only one adult in the family is encouraged to pay member dues for the entire family to benefit from the \$170 reduced pricing.

Will i get the new 10-year passport recently introduced by the Nigerian government?

This is a very recent development and there are no guarantees that these new 10-year passports will be available in Canada by May 11, 2019. Prepare your mind for the regular 5-year passports. If you end up getting the 10-year passports, count it as a blessing. 😊

Will I receive my passport instantly?

You will not receive your passport instantly. It usually takes two to five weeks for your passports to be mailed back to you.

I don't live in Nova Scotia. Can I still be a part of this?

Absolutely! In the past, we've had people from other provinces such as New Brunswick, Prince Edward Island and Newfoundland & Labrador come to Halifax for their passport processing. We've even had people visiting from Nigeria who used the opportunity to renew their expiring passport!

Why Are There No Discounts on Processing Fees for Minors and Students?

Well, a passport is a passport, and the exact same level of effort (if not more) is needed to process a child's passport as well as an adult's passport. In fact, maybe we should charge more for the really little ones because it's not easy to get them to look into the camera! 😊