



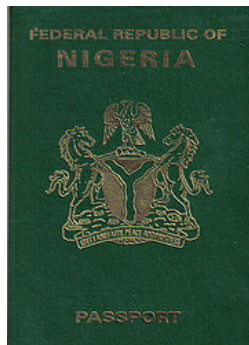
# The Consulate General Office of Nigeria, New York & The Nigerians in Diaspora Organization (NIDO), Indiana Chapter

**PRESENT**

**GET YOUR NEW E-PASSPORT IN INDIANAPOLIS**

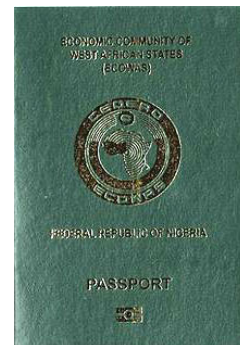
**New E-Passport AND Renewals!**

**HAVE OLD PASSPORT?**



**Get the new E-Passport**

**ALREADY HAVE E-PASSPORT?**



**You can RENEW!**

**This is a three-step process**

1. Fill out the application online and pay processing fee online
2. Send your application to Gbile Adewunmi in Indiana no later than **Sat. 9/21/2013**
3. Appear **IN PERSON** for processing on **10/4/2013** or **10/5/2013**



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## FILLING OUT AND THE ONLINE APPLICATION

### Step 1 – Online Application

- A. Click on the E-Passport application hyperlink below –  
<https://portal.immigration.gov.ng/passport/epassport>
- B. For the Passport type drop down box, select “STANDARD PASSPORT”, and click Start Application.
- Fill in all the required information
  - Processing Country is “United States”
  - **Processing Embassy is “New York”**
  - Click the “I accept full responsibility for the information provided in this form” check box.
  - Double-check your information!!
  - Click the Submit Application button
  - **Print out the completed form (2 copies), then sign and date your application**
  - Minors should not sign, they will be thumb-printed

### STEP 2

- In the next page click “**Print Acknowledgment Slip**” and print.

### STEP 3

- Then click “Proceed to online Payment”
- At this point, you will need to create a Gmail account, if you don’t already have one. You can create one at <http://www.gmail.com>
- Only Credit/Debit card payment is acceptable for online application
- The cost is \$65.00 for each passport application
- Payment is done via “Google Checkout”



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- Use your Gmail username and password to sign into Google Checkout
- After paying at Google Checkout. You must wait a minimum of “**1hr – 24 hrs**” before a receipt is available for printing

**STEP 4**

- After 1hr to 24 hours, go to <https://portal.immigration.gov.ng/Payments/ApplicationsPayments.aspx>
- And type in your **Application #** and **Reference #** available on the “**Acknowledgment Slip**” printed previously
- **Print your Payment Receipt and updated Acknowledgement Slip**
- All applicants must conform to all the 4 steps above for the online application to be considered complete



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## SUBMITTING YOUR APPLICATION

Send the following information to: **Gbile Adewunmi**  
**6639 Capricorn Drive, Apt 2011**  
**Indianapolis, IN 46237**

**OR**

Scan and email information to: **nido.indy@gmail.com**

1. Completed Passport Application Form (signed and dated – remember that minors should not sign as they will be thumb-printed)
2. **Payment Receipt and Acknowledgement Slips from Nigeria Immigration Website**
3. Your email and phone number on a separate sheet of paper for further communications

### Notes

- **Forms MUST be received no later than Saturday September 21**
- Applicants in the same area are encouraged to work together to send one package to Indiana
- If you mail your forms, please use Fed Ex, UPS or Priority Mail with a tracking number
- Your forms, in addition to all those collected in Indiana will be sent to the Nigerian Consulate in New York in one package



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## APPEARING FOR PROCESSING

Officials from the Nigerian Consulate in New York will be in Indiana for the processing from **Friday October 4 to Saturday October 5 2013.**

1. All applicants **MUST** appear in person for processing
2. **All applicants must bring a \$60 money order payable to the Consulate General of Nigeria - NY**
3. You can sign up for a processing time slot **ONLY** after you submit your application
4. A final schedule will be emailed to qualified applicants by **Saturday September 27<sup>th</sup>**

## PROCESSING DETAILS

<b>Dates / Times</b>	Friday October 4: 8AM – 5PM Saturday October 5: 8AM – 12PM
<b>Location</b>	Anglican Cathedral Church of the Resurrection 8350 Ditch Road, Indianapolis IN 46260

### **Additional Documentation to bring to your Processing date**

#### Minors

- Signed letter of authorization from **BOTH PARENTS** – signatures should match the signatures on their respective passports and names should match those on the child’s birth certificate
- Copy of parents’ passports
- Copy of the child’s birth certificate

#### Adults

- Non-Nigerian born applicants must provide a copy of the Nigerian passport and letter of authorization from a Nigerian parent that appears on his/her birth certificate as right of citizenship
- Applicant’s birth certificate