



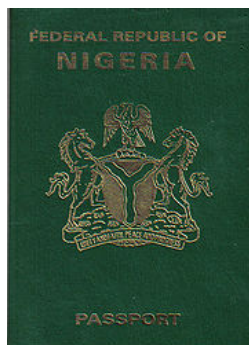
The Consulate General Office of Nigeria, New York & The Nigerians in Diaspora Organization (NIDO), Indiana Chapter

PRESENT

GET YOUR NEW E-PASSPORT IN INDIANAPOLIS

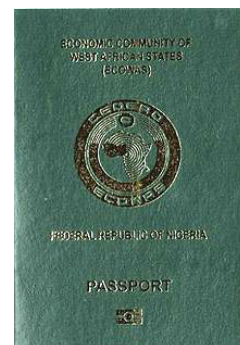
New E-Passport AND Renewals!

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. Submit your application to committee members no later than **Sat. 9/21/2013**
3. Appear **IN PERSON** for processing on **10/4/2013** or **10/5/2013**



NIDO Indianapolis Chapter
E-Passport in Indianapolis Event



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



SUBMITTING YOUR APPLICATION

You must submit the following to authorized NIDO Indiana-Chapter members

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 address to be used for further communications

Forms MUST be received no later than **Saturday September 21**. You can submit by:

- A. Scan and email your form and receipt to nido.indy@gmail.com
- B. Bringing your forms to the **collection point**

Collection Point

Authorized NIDO members will be available to receive your applications

Date	Saturday September 21, 2013
Time	10:00AM – 2:00PM
Location	Anglican Cathedral Church of the Resurrection 8350 Ditch Road, Indianapolis IN 46260

NOTE: Only these officers are authorized to collect completed applications.

Name	Phone	Email
Gbile Adewunmi	(765) 532 6905	gbilea@gmail.com
Wale Mafolasire	(317) 698 0201	walle@pushcontrolz.com
Sylvia Onyegiri	(317) 332 2273	o_maleafrique@yahoo.com



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 27th**

PROCESSING DETAILS

Dates / Times	Friday October 4: 8AM – 5PM Saturday October 5: 8AM – 12PM
Location	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