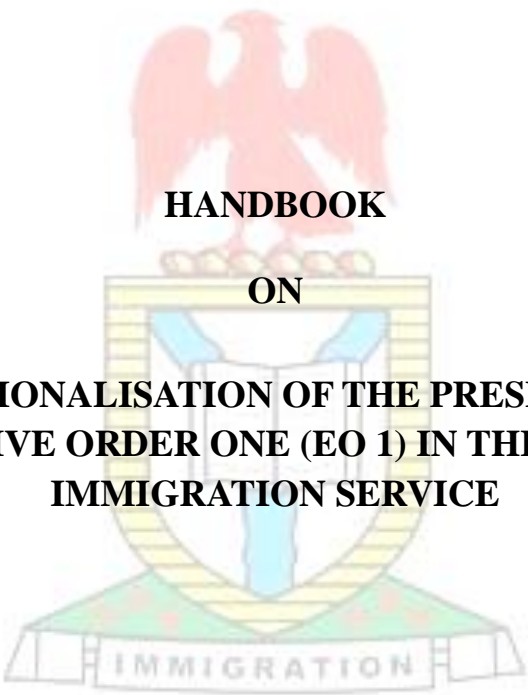


NIGERIA IMMIGRATION SERVICE



IMMIGRATION FACILITIES AND SERVICES AT A GLANCE



HANDBOOK
ON
OPERATIONALISATION OF THE PRESIDENTIAL
EXECUTIVE ORDER ONE (EO 1) IN THE NIGERIA
IMMIGRATION SERVICE

JUNE 2017



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PREFACE

By virtue of the provisions of the Immigration Act 2015 and complemented by the Immigration Regulations 2017 and other legal statutes, the Nigeria Immigration Service has performed its statutory responsibilities with the interest of prompt and timely delivery to our service seekers.

The Service therefore, sees the recent Presidential Executive Orders for the Promotion of Transparency and Ease of Business, Local Content and Budget as a welcome development and additional mechanism for improvements in Immigration service delivery, and creation of a more conducive environment for doing business in Nigeria.

This handbook outlines the various immigration services/facilities, the eligibility, requirements, fees, timelines and how to apply to ensure transparency in the provision of information to the public by which the Service and its personnel could be held accountable.

The document partly satisfies the requirements of the Freedom of Information Act as every member of the public can access information on Immigration services without recourse to a third party. These information have equally been replicated on the NIS website www.immigration.gov.ng

All Immigration Officers and service seekers are enjoined to be guided by the provisions of this handbook as any requirement not contained therein should be discountenanced.

This document is subject to review. Updates to support improvements to immigration service delivery shall be reflected in due course.

**MUHAMMAD BABANDEDE, MFR
COMPTROLLER GENERAL OF IMMIGRATION
NIGERIA IMMIGRATION SERVICE**



VISA

TYPES OF VISAS

- i. Transit
- ii. Tourist
- iii. Business
- iv. Temporary Work Permit (TWP)
- v. Subject to Regularization (STR)
- vi. Diplomatic

Transit Visa

Transit Visas may be obtained on arrival at International Airports without a pre-approval letter.

Eligibility

- Transit Visa is available to citizens of all countries except ECOWAS Nationals and other countries which Nigeria has visa abolition agreements with.
- Foreign travelers wishing to transit through Nigeria.

Requirements

Basic requirements for obtaining Transit Visa are:

a. On Arrival

- i. Passport valid for not less than 6 months with at least 2 blank visa pages for endorsement.
- ii. Two (2) recent passport sized (35/40mm) photograph.
- iii. Confirmed ticket of connecting flight within 48hrs
- iv. Evidence of sufficient funds

b. At Nigerian Missions

- v. Passport valid for not less than 6 months with at least 2 blank visa pages for endorsement.
- vi. Two (2) recent passport sized (35/40mm) photograph.
- vii. Confirmed ticket to destination outside Nigeria.
- viii. Evidence of sufficient funds.

Validity

- 48hrs for Transit Visa obtained on Arrival
- 7 days Maximum period of stay for Transit Visa obtained at the Nigerian Mission.

Caution: Note that this Visa is not valid for employment.

How to Apply for Transit Visa

Apply and obtain Transit Visa:

- a. On Arrival at International Airport in Nigeria.
 - Submit request for Transit Visa

- Make payment online

OR

b. At the Nigerian Embassies/High Commissions/Consulates through the following procedure:

Step 1: Apply online. Complete the online visa application www.immigration.gov.ng and print completed form.

Step 2: Pay online www.immigration.gov.ng and print payment receipt.

Step 3: Affix 2 passport sized (35/40mm) photographs on white background to completed Visa Form IMM22, along with the other

requirements and submit through any of the following:

- i. Via Post to the Embassy/High Commission/Consulate of Nigeria where applicant is Resident
- ii. In person at designated Visa Application Centre (where applicable) or,
- iii. In person at the Embassy/High Commission/Consulate of Nigeria where applicant is Resident

Note: Applicant may be invited for interview if necessary.

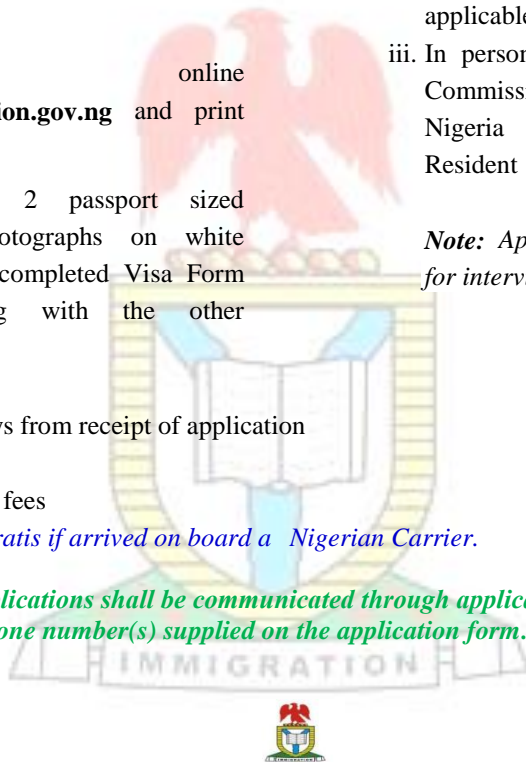
Timeline

2 – 3 working days from receipt of application

Fees: see table of fees

Note: Gratis if arrived on board a Nigerian Carrier.

**Decision on applications shall be communicated through applicant's email, postal address or telephone number(s) supplied on the application form.*



Tourist Visa

Eligibility

Tourist Visa is available to citizens of all countries except ECOWAS Nationals who do not require visa to visit Nigeria and other countries which Nigeria has entered into visa abolition agreements.

Categories:

1. Foreign Travellers who wish to visit Nigeria for the purpose of Tourism.
2. Foreign Travellers who wish to visit family and friends.

Requirements

- **For the purpose of Tourism.**
 - i. National Passport valid for not less than 6 months with at least 2 blank visa pages for endorsement.
 - ii. Valid return ticket.
 - iii. Evidence of sufficient funds.
 - iv. Evidence of Hotel Reservation.

- **To visit family and friends.**
 - i. Passport valid for at least 6 months with at least 2 blank visa pages for endorsement.
 - ii. Valid return ticket.
 - iii. Evidence of sufficient funds
 - iv. Address of host in Nigeria or Evidence of hotel reservation.
 - v. Invitation letter from host in Nigeria.

Fees

See table of fees

Validity

Valid for 90 days

Caution: Note that this Visa is not valid for employment.

Timeline

2 – 3 working days from receipt of application.

How to Apply for Tourist Visa

Step 1: Apply online.

Complete the online visa application via NIS official website www.immigration.gov.ng and print completed form.

Step 2: Pay online via NIS official website www.immigration.gov.ng and print payment receipt.

Step 3: Affix 2 passport sized photographs to completed Visa Form IMM22, along with the other requirements and submit through any of the following:

- i. Via Post to the Embassy/High Commission/Consulate of Nigeria where applicant is Resident
- ii. In person at designated Visa Application Centre (where applicable) or,
- iii. In person at the Embassy/High Commission/Consulate of Nigeria where applicant is Resident

Note: Applicant may be invited for interview if necessary.



Business Visa

*Obtainable at Nigerian Missions, except for special cases where **Visa is issued on Arrival** in Nigeria (See **VoA**)*

Business Visa is available to citizens of all countries except ECOWAS Nationals who do not require visa to visit Nigeria and other countries which Nigeria has entered into visa abolition agreements.

Eligibility

Foreign Travelers who wish to visit Nigeria for the purpose of Meeting, Conference, Seminar, Contract Negotiation, Marketing, Sales, Purchase distribution of Nigerian Goods, Trade Fairs, Job Interviews, Training of Nigerians (Humanitarian Services), Emergency/Relief work, Crew members, Staff of NGOs, Staff of INGOs, Researchers, Musical Concerts

Requirements

- i. Passport valid for at least 6 months with at least 2 blank visa pages for endorsement.³
- ii. Two (2) recent passport sized (35/40mm) photograph.
- iii. Return ticket.
- iv. Evidence of sufficient funds.
- v. Evidence of Hotel Reservation/host address in Nigeria.

Step 2: Pay online via www.immigration.gov.ng and print payment receipt.

Step 3: Affix 2 passport sized photographs to completed Visa Form IMM22, along with the other requirements and submit through any of the following:

- i. Via Post to the Embassy/High Commission/Consulate of Nigeria where applicant is Resident
- ii. In person at designated Visa Application Centre (where applicable) or,
- iii. In person at the Embassy/High Commission/Consulate of Nigeria where applicant is Resident

How to apply for Business Visa

Step 1: Apply online

Complete the online visa application via NIS official website www.immigration.gov.ng and print completed form.

Note: Applicant may be invited for interview if necessary.

Validity

Validity of stay is 90 days (not extendable)

Caution: Note that this Visa is not valid for employment.

Fees

See table of fees

Timeline

2 – 3 working days from receipt of application.



Temporary Work Permit (TWP) Visa

Eligibility

Experts invited by Corporate Bodies to provide specialized skilled services, such as after sales Installation/Commissioning/Upgrading/Maintenance/Repairs of equipment and machinery, Training /capacity building for Nigerian staff, Audit of machinery/ equipment and financial records

Requirements

- i. Visa approval Letter (pre-approved visa letter) valid for 90 days from the date of issuance
- ii. Passport with not less than 6 months validity and at least 2 blank pages for visa endorsement
- iii. Two (2) passport sized photographs (35/40mm) on a white background taken within the last 6 months.
- iv. Duly completed Visa Form IMM22
- v. Evidence of payment of Visa fee

How to Apply for TWP Visa

Applying through your representative in Nigeria

Step 1:

- **Corporate Body in Nigeria files a formal request to the CGI on your behalf stating the following:**
 - i. Name of Applicant indicating Nationality
 - ii. Passport number
 - iii. Nature of Job to be performed by Expert that is specialized and of temporary nature (outside quota)

- iv. The appropriate Nigerian Mission where the Visa is to be issued
- v. Acceptance of full Immigration Responsibilities

➤ **The application shall be attached with the following documents:**

- Company profile*
- Certificate of Incorporation*
- CAC 2 & 7. (Share Capital not less than ₦10m)*
- Copy of Data page of the Expatriate's Passport
- Evidence of existing contract or purchase / importation of machinery or equipment
- Any other relevant document

**Application for TWP can also be submitted via this email address:
oa@nigeriaimmigration.gov.ng**

NB: In the case of TWP, approval will be forwarded to the Mission receiving the application.

*These requirements are for first time applications only.

Step 2: Pay online via www.immigration.gov.ng and print payment receipt.

NB: Successful online payment is NOT AN APPROVAL for TWP

Step 3: Affix 2 passport sized photographs to completed Visa Form IMM22, along with the other requirements and submit through any of the following:

- i. Via Post to the Embassy/High Commission/Consulate of Nigeria where applicant is Resident
- ii. In person at designated Visa Application Centre (where applicable) or,
- iii. In person at the Embassy/High Commission/Consulate of Nigeria where applicant is Resident.

Validity

90 Days

Fees

See table of fees

Timeline for CGI's approval

Maximum of two (2) working days from receipt of application.



Subject to Regularization (STR) Visa

Eligibility

- Expatriate employees of Companies and their dependants
- Expatriate Technical officials of Missions
- Foreign Students
- Missionaries / Clerics and their dependants
- Research Fellows
- Expatriate Staff of Non Governmental Organisations (NGOs) and their dependants
- Expatriate Staff of International Non Governmental Organisations (INGOs) and their dependants
- Government Officials (GOs) and their dependants
- Expatriates employed by companies operating in Free Zones and their dependants

Requirements

For Principal

- i. Formal application for STR Visa from the Employer/Institution accepting Immigration Responsibility
- ii. Valid Passport with a minimum of 6 months validity and at least 2 blank pages for visa endorsement
- iii. Two (2) passport sized photographs (35/40mm) taken within the last 6 months on white background
- iv. Duly completed Visa Form IMM22
- v. Expatriate Quota Approval *
- vi. Evidence of financial support
- vii. Letters of Offer of Appointment and Acceptance of Offer
- viii. Educational qualifications and Curriculum Vitae
- ix. Extract of Board Resolution**

*Note: * Persons exempted from Quota: Expatriates of companies operating in the Free Zones, Foreign Students, Expatriate Technical Officials of Missions, Expatriates of International Non Governmental Organizations (INGO) and Government Officials*

*** Applicable to CEOs, MDs and GMs of Companies*

Important Note: Application for STR Visa should be made at Country of Residence

For Dependents

- i. Evidence of Regularization of Principal*
- ii. Marriage Certificate of Spouse
- iii. Birth certificate for children confirming nexus

NB: Applicant(s) may be invited for interview

How to Apply for STR Visa

Step 1: Apply online and complete the **online visa application form IMM22** and print two (2) copies of the completed form.

Step 2: Make online payment via www.immigration.gov.ng and print your payment receipt.

NB: Successful online payment is NOT AN APPROVAL for STR

Step 3: Affix 2 passport sized photographs to completed Visa Form IMM22, along with the other requirements and submit through any of the following:

- i. Via Post to the Embassy/High Commission/Consulate of Nigeria where applicant is Resident
- ii. In person at designated Visa Application Centre (where applicable) or,
- iii. In person at the Embassy/High Commission/Consulate of Nigeria where applicant is Resident.

Timeline

Maximum of seven (7) days from receipt of application.

Fees

See table of fees





Diplomatic Visa

Eligibility

- Visiting Heads of States and their families
- Top officials of Government and their families
- Accredited Diplomats and their families
- Holders of United Nations/International Agencies Diplomatic Passport and Laisser passez

Requirements

1. Diplomatic, Official or Standard (for dependants of Diplomats) passports valid for not less than six (6) months with at least two blank visa pages for endorsement.
2. Two (2) recent passport-sized (35/40mm) photograph
3. Note Verbale from Foreign Ministry of applicant's home country or appropriate International Organization.

How to Apply for Diplomatic Visa

Step 1: Apply online and complete the **online visa application form IMM22⁶** and print two (2) copies of the completed form.

Step 2: Make online payment via **www.immigration.gov.ng** and print your payment receipt.

NB: Successful online payment is NOT AN APPROVAL for Diplomatic Visa

Step 3: Affix 2 passport sized photographs to completed Visa Form IMM22, along with the other requirements and submit through any of the following:

- i. Via Post to the Embassy/High Commission/Consulate of Nigeria where applicant is Resident
- ii. In person at designated Visa Application Centre (where applicable) or,
- iii. In person at the Embassy/High Commission/Consulate of Nigeria where applicant is Resident.

Validity

Valid for 90 days

Fees

Issued "Gratis" at Nigeria's Missions Abroad

Timeline

2-3 working days from receipt of application.



Visa on Arrival (VoA)

Visa on Arrival is issued at a port of entry in Nigeria.

Note: Successful online payment is not an approval. Applicant should not proceed to Nigeria until receipt of 'Visa on Arrival Approval Letter'

The VoA facility is available to frequently travelled High Net Worth Investors and Intending Visitors who may not be able to obtain visa at the Nigerian Missions/Embassies in their countries of residence due to the absence of a Nigerian mission in those countries or exigencies of urgent business travels.

Eligibility

- Frequently travelled Business Persons of International Repute
- Executives of Multi-national Companies
- Members of Government Delegations
- Holders of United Nations Laissez-Passer
- Holders of African Union Laissez-Passer,
- Holders of ECOWAS Laissez-Passer,
- Holders of any other Official travel documents of other recognized International Organizations who intend to visit Nigeria.

Note: Visa on Arrival is available to citizens of all countries except ECOWAS Nationals who do not require visa to visit Nigeria and other countries which Nigeria has entered into visa abolition agreements.

How to Apply for Visa on Arrival

Step 1: Get Visa on Arrival Approval Letter

There are two methods to obtaining VoA approval letter: applying through email or in person application by representative in Nigeria.

Applying through Email

Applicant/Representative shall write an Application Letter to The Comptroller General of Immigration, NIS HQ, Abuja stating the following via this email address: oa@nigeriaimmigration.gov.ng

- Name of Applicant indicating Nationality
- Passport number of Applicant
- Purpose of visit
- Proposed date of visit
- Proposed port of entry
- Flight itinerary
- Address in Nigeria or Hotel Reservation

Attach the following documents:

- Copy of Passport Data Page
- Copy of Airline Return ticket reservation

Note: After Approval, a letter will be forwarded to your email with a copy sent to the Airline stated in your application and Immigration port of entry.

Applying through your representative in Nigeria

- i. Contact your Representative (Business partners, Company Representative, Protocol/Liaison Officer, etc) in Nigeria.
- ii. The Representative files a formal request for Visa on Arrival Approval on your behalf by writing an application letter to The Comptroller General of Immigration, NIS HQ, Abuja stating the following:
 - Name of Applicant indicating Nationality Passport number of visitor
 - Purpose of visit
 - Proposed date of visit
 - Proposed port of entry
 - Proposed airline
 - Flight itinerary
 - Address in Nigeria
 - Email address of the visitor
 - Acceptance of Immigration Responsibility
- iii. The representative shall attach the following documents in support of the application
 - Copy of visitor's passport data page
 - Copy of Airline Return ticket Reservation

Note: After an Approval Letter is obtained (Hard Copy) by your representative, copies of the same document will be forwarded to the Airline stated in the application and Immigration port of entry.

Step 2: Pay for Visa

Fill in the application form with your correct details and make payment online **via NIS official website, www.immigration.gov.ng**

Online Payment may also be made at point of arrival subject to presentation of Visa on Arrival Approval Letter. Master Card, Visa and American Express card are acceptable.

Step 3: Arrive at the Port of Entry and proceed for Immigration Clearance

Upon arrival at the Port of Entry, proceed to the desk marked 'Visa on Arrival' for issuance of entry Visa. Present the following documents in hard copy at the Port of Entry:

- Visa Approval Letter (Pre-approved visa letter), valid for 14 days from the date of issuance
- Evidence of online payment
- Valid Passport with minimum of six months validity
- Valid return ticket
- Two recent passport sized photographs

Timeline:

The request shall be processed and approval letter issued within 48hrs (2 working days).

**Table of Visa Fees**

COUNTRY	SINGLE ENTRY	MULTIPLE ENTRY	TWP FEES	STR VISA FEES
Afghanistan	Gratis	Gratis	Gratis	Gratis
Albania	US\$60	US\$200	US\$100	US\$100
Algeria	US\$50	US\$50	US\$50	US\$50
Andorra	US\$68	US\$68*	US\$68	US\$68
Angola	US\$2	US\$2*	US\$2	US\$2
Antigua and Barbuda	US\$148	US\$148*	US\$148	US\$148
Argentina	US\$60	US\$100	US\$125	US\$150
Armenia	US\$60	US\$200	US\$100	US\$100
Australia	US\$141	US\$176	US\$176	US\$176
Austria	US\$88	US\$110	US\$110	US\$110
Azerbaijan	US\$78	US\$78	US\$78	US\$78
Bahamas	US\$19	US\$19	US\$19	US\$19
Bahrain	US\$45	US\$45	US\$45	US\$45
Bangladesh	US\$253	US\$253	US\$253	US\$253
Barbados	Gratis	Gratis	Gratis	Gratis
Belarus	US\$68	US\$68	US\$68	US\$68
Belgium	US\$88	US\$110	US\$110	US\$110
Belize	US\$200	US\$200	US\$200	US\$200
Benin	US\$0	US\$0	US\$0	US\$0
Bhutan	US\$68	US\$68*	US\$68	US\$68
Bolivia	US\$2	US\$2*	US\$2	US\$2
Bosnia and Herzegovina	US\$50	US\$100	US\$100	US\$100
Botswana	US\$114	US\$114	US\$114	US\$114
Brazil	US\$20	US\$20*	US\$20	US\$20
Brunei	US\$45	US\$45*	US\$45	US\$45
Bulgaria	US\$50	US\$50*	US\$50	US\$50
Burkina Faso	US\$0	US\$0	US\$0	US\$0
Burundi	US\$100	US\$200	US\$250	US\$250
Cambodia	US\$68	US\$68*	US\$68	US\$68
Cameroon	US\$3	US\$3*	US\$111	US\$111
Canada	US\$75	US\$150	US\$150	US\$150
Cape Verde	US\$0	US\$0	US\$0	US\$0
Central African Republic	US\$67	US\$335	US\$335	US\$335
Chad	US\$3	US\$3*	US\$3	US\$3
Chile	US\$200	US\$200*	US\$200	US\$200
China	US\$64	US\$64	US\$64	US\$64
Colombia	US\$3	US\$3*	US\$3	US\$3
Comoros	US\$20	US\$20*	US\$20	US\$20
Congo	US\$111	US\$224	US\$224	US\$224

COUNTRY	SINGLE ENTRY	MULTIPLE ENTRY	TWP FEES	STR VISA FEES
Costa Rica	US\$20	US\$20*	US\$20	US\$20
Croatia	US\$50	US\$100	US\$100	US\$100
Cuba	US\$54	US\$54	US\$54	US\$54
Cyprus	US\$30	US\$30*	US\$30	US\$30
Czech Republic	US\$88	US\$110	US\$110	US\$110
Democratic Republic of the Congo	US\$3	US\$3*	US\$3	US\$3
Denmark	US\$88	US\$110	US\$110	US\$110
Djibouti	US\$3	US\$3	US\$3	US\$3
Dominica	US\$20	US\$20	US\$20	US\$20
Dominican Republic	US\$20	US\$20	US\$20	US\$20
Ecuador	US\$3	US\$3*	US\$3	US\$3
Egypt	US\$45	US\$45*	US\$45	US\$45
El Salvador	US\$3	US\$3*	US\$3	US\$3
Equatorial Guinea	US\$3	US\$3*	US\$3	US\$3
Eritrea	US\$2	US\$2* No	US\$2	US\$2
Estonia	US\$60	US\$200	US\$100	US\$100
Ethiopia	US\$2	US\$2*	US\$2	US\$2
Fiji	US\$2	US\$2*	US\$2	US\$2
Finland	US\$88	US\$110	US\$110	US\$110
France	US\$88	US\$110	US\$110	US\$110
Gabon	US\$2	US\$2*	US\$2	US\$2
Gambia	US\$0	US\$0	US\$0	US\$0
Georgia	Gratis	US\$200	US\$200	US\$200
Germany	US\$88	US\$110	US\$110	US\$110
Ghana	US\$0	US\$0	US\$0	US\$0
Greece	US\$88	US\$110	US\$110	US\$110
Grenada	US\$3	US\$3*	US\$3	US\$3
Guatemala	US\$3	US\$3*	US\$3	US\$3
Guinea	US\$0	US\$0	US\$0	US\$0
Guinea-Bissau	US\$0	US\$0	US\$0	US\$0
Guyana	US\$3	US\$3*	US\$3	US\$3
Haiti	US\$3	US\$3*	US\$3	US\$3
Honduras	US\$3	US\$3*	US\$3	US\$3
Hong Kong S.A.R., China	US\$64	US\$64	US\$64	US\$64
Hungary	US\$50	US\$100	US\$100	US\$100
Iceland	US\$68	US\$68	US\$68	US\$68
India	US\$253	US\$253	US\$253	US\$253
Indonesia	US\$245	US\$245	US\$245	US\$245
Iran	US\$3	US\$3*	US\$3	US\$3
Iraq	US\$3	US\$3*	US\$3	US\$3
Ireland	US\$170	US\$235	US\$170	US\$170

COUNTRY	SINGLE ENTRY	MULTIPLE ENTRY	TWP FEES	STR VISA FEES
Israel	US\$169	US\$169	US\$169	US\$397
Italy	US\$88	US\$110	US\$110	US\$110
Jamaica	US\$20	US\$20*	US\$20	US\$20
Japan	US\$36	US\$36	US\$36	US\$36
Jordan	US\$50	US\$100	US\$100	US\$100
Kazakhstan	US\$60	US\$200	US\$200	US\$200
Kiribati	US\$3	US\$3*	US\$3	US\$3
Kosovo	US\$50	US\$100	US\$100	US\$100
Kuwait	US\$3	US\$3	US\$3	US\$3
Kyrgyzstan	US\$60	US\$200	US\$100	US\$100
Laos	US\$4	US\$4	US\$4	US\$4
Latvia	US\$60	US\$200	US\$100	US\$100
Lebanon	US\$100	US\$200	US\$250	US\$250
Lesotho	US\$64	US\$64	US\$64	US\$64
Liberia	Gratis	Gratis	Gratis	Gratis
Libya	US\$26	US\$40	US\$100	US\$100
Liechtenstein	US\$68	US\$68	US\$68	US\$68
Lithuania	US\$60	US\$200	US\$100	US\$100
Luxembourg	US\$88	US\$110	US\$110	US\$110
Macedonia	Gratis	Gratis	Gratis	Gratis
Madagascar	US\$3	US\$3*	US\$3	US\$3
Malawi	US\$39	US\$39*	US\$39	US\$39
Malaysia	US\$6	US\$6	US\$6	US\$6
Maldives	US\$2	US\$2*	US\$2	US\$2
Mali	US\$0	US\$0	US\$0	US\$0
Malta	US\$26	US\$40	US\$100	US\$100
Marshall Islands	US\$65	US\$65*	US\$65	US\$65
Mauritania	US\$58	US\$58*	US\$58	US\$58
Mauritius	US\$2	US\$2*	US\$2	US\$2
Mexico	US\$32	US\$32	US\$32	US\$32
Moldova	US\$60	US\$200	US\$100	US\$100
Monaco	US\$2	US\$2*	US\$2	US\$2
Mongolia	US\$26	US\$72	US\$26	US\$26
Morocco	US\$89	US\$266	US\$266	US\$266
Mozambique	US\$50	US\$50	US\$50	US\$50
Myanmar	US\$2	US\$2*	US\$2	US\$2
Namibia	US\$66	US\$66	US\$66	US\$66
Nauru	US\$4	US\$4	US\$4	US\$4
Nepal	US\$39	US\$39	US\$39	US\$39
Netherlands	US\$88	US\$352	US\$139	US\$168
New Zealand	US\$2	US\$2	US\$2	US\$2
Nicaragua	US\$2	US\$2	US\$2	US\$2
Niger	US\$0	US\$0	US\$0	US\$0

COUNTRY	SINGLE ENTRY	MULTIPLE ENTRY	TWP FEES	STR VISA FEES
North Korea	US\$46	US\$46*	US\$46	US\$46
Norway	US\$4	US\$62	US\$4	US\$4
Oman	US\$46	US\$46	US\$46	US\$46
Pakistan	US\$68	US\$68*	US\$68	US\$68
Palau	US\$3	US\$3	US\$3	US\$3
Panama	US\$2	US\$2*	US\$2	US\$2
Papua New Guinea	US\$2	US\$2*	US\$2	US\$2
Paraguay	US\$2	US\$2*	US\$2	US\$2
Peru	US\$2	US\$2*	US\$2	US\$2
Philippines	US\$39	US\$78	US\$39	US\$39
Poland	US\$51	US\$102	US\$120	US\$120
Portugal	US\$73	US\$146	US\$146	US\$293
Qatar	US\$4	US\$4*	US\$4	US\$4
Romania	US\$100	US\$100*	US\$250	US\$250
Russia	US\$84	US\$200	US\$100	US\$100
Rwanda	US\$4	US\$4	US\$4	US\$4
Saint Kitts and Nevis	US\$19	US\$19*	US\$19	US\$19
Saint Lucia	US\$19	US\$19*	US\$19	US\$19
Saint Vincent and the Grenadines	US\$19	US\$19*	US\$19	US\$19
Samoa	US\$3	US\$3*	US\$3	US\$3
San Marino	US\$3	US\$3	US\$3	US\$3
Sao Tome and Principe	US\$50	US\$100	US\$50	US\$50
Saudi Arabia	US\$46	US\$46*	US\$46	US\$46
Senegal	US\$0	US\$0	US\$0	US\$0
Serbia	US\$50	US\$100	US\$100	US\$100
Seychelles	US\$4	US\$4	US\$4	US\$4
Sierra Leone	Gratis	Gratis	Gratis	Gratis
Singapore	Gratis	Gratis	Gratis	Gratis
Slovakia	US\$50	US\$100	US\$100	US\$100
Slovenia	US\$50	US\$100	US\$100	US\$100
Solomon Islands	US\$2	US\$2*	US\$2	US\$2
Somalia	US\$3	US\$3	US\$3	US\$3
South Africa	US\$58	US\$103	US\$205	US\$205
South Korea	US\$30	US\$30*	US\$30	US\$30
Spain	US\$95	US\$514	US\$514	US\$587
Sri Lanka	US\$40	US\$40	US\$40	US\$40
Sudan	US\$2	US\$2	US\$2	US\$2
Suriname	US\$40	US\$40	US\$40	US\$40
Swaziland	US\$58	US\$58*	US\$58	US\$58
Sweden	US\$78	US\$78	US\$78	US\$78
Switzerland	US\$68	US\$203	US\$76	US\$135

COUNTRY	SINGLE ENTRY	MULTIPLE ENTRY	TWP FEES	STR VISA FEES
Syria	US\$46	US\$46	US\$46	US\$46
Taiwan	US\$50	US\$100	US\$150	US\$150
Tajikistan	US\$68	US\$68	US\$68	US\$68
Tanzania	US\$29	US\$29	US\$29	US\$29
Thailand	US\$14	US\$39	US\$14	US\$14
Timor-Leste	US\$68	US\$68*	US\$68	US\$68
Togo	US\$0	US\$0	US\$0	US\$0
Tonga	US\$64	US\$64	US\$64	US\$64
Trinidad and Tobago	Gratis	Gratis	Gratis	Gratis
Tunisia	US\$32	US\$32*	US\$32	US\$32
Turkey	US\$32	US\$32*	US\$32	US\$32
Turkmenistan	US\$60	US\$200	US\$100	US\$100
Tuvalu	US\$3	US\$3*	US\$3	US\$3
Uganda	US\$2	US\$2*	US\$2	US\$2
Ukraine	US\$52	US\$52*	US\$52	US\$52
United Arab Emirates	US\$150	US\$300	US\$150	US\$150
Uruguay	US\$60	US\$100	US\$60	US\$60
Uzbekistan	US\$60	US\$200	US\$100	US\$100
Vanuatu	US\$3	US\$3	US\$3	US\$3
Vatican	US\$88	US\$110	US\$110	US\$110
Venezuela	US\$50	US\$50	US\$50	US\$50
Vietnam	US\$68	US\$68	US\$68	US\$68
Western Sahara	US\$2	US\$2	US\$2	US\$2
Yemen	US\$46	US\$46	US\$46	US\$46
Zambia	US\$6	US\$6	US\$6	US\$6
Zimbabwe	US\$50	US\$140	US\$140	US\$140

Table of Multiple Visa Fees

COUNTRY	Single Entry (within 6 months)	Multiple Entry 1 Year	Multiple Entry 2 Years	Multiple Entry 5 Years	TWP FEES	STR VISA FEES
United Kingdom	US\$144	US\$472	US\$944	US\$2360	US\$472	US\$472
United States	US\$160	US\$160	US\$160	N/A	US\$160	US\$160
Kenya	US\$25	N/A	N/A	US\$100	US\$25	US\$25



PASSPORT

TYPES OF PASSPORTS

- i. Standard Passport
- ii. Official Passport
- iii. Diplomatic Passport

Standard Passport

Fresh

Eligibility

Nigerian citizens by Birth, Registration or Naturalization

Requirements (Citizenship by Birth)

Adult (18 years and above)

- i. Letter of identification from Local Government/State of origin **or** residence **or** National Identity Card **or** Letter of introduction for employees of government as a Nigerian citizen stating Service Number, Length of Service and Designation/Rank. The letter must be accompanied with a valid staff identity card;
- ii. Completed passport application form and 2 passport sized photographs (passport photographs endorsed at the back by the Guarantor);
- iii. Completed Guarantors' form duly signed by a Commissioner for Oaths attached with Photocopy of Data page of Guarantor's Nigerian ePassport and one passport sized photograph of the Guarantor;
- iv. Marriage certificate, where applicable;
- v. Birth Certificate (certificate issued by the National Population Commission shall be required from applicants whose date of birth is with effect from Dec 1992) or Age Declaration attached with one passport-sized photograph and duly endorsed by a Commissioner for Oaths
- vi. Acknowledgement slip and evidence of payment

Minor (under 18 years of age)

- i. Completed passport application form attached with 1 passport sized photograph of minor to be endorsed on the reverse side by the consenting parent/s;
- ii. Evidence of Nigerian citizenship of parent/s;
- iii. Birth certificate (certificate must be issued by the National Population Commission for minors born within Nigeria);
- iv. Letter of consent from both parents (Court Order to support a parent's unavailability);

- v. Acknowledgement slip and evidence of payment;
- vi. In the case of **Adopted Children**, Court Order and Letter of approval from appropriate State Ministry are required in addition to the above stated requirements. It shall be processed within 20 working days.

Requirements (Citizenship by Registration)

- i. Certificate of Registration duly issued by the President of the Federal Republic of Nigeria;
- ii. Completed passport application form and 2 passport sized photographs (passport photographs endorsed at the back by the Guarantor);
- iii. Completed Guarantors' form duly signed by a Commissioner for Oaths attached with Photocopy of Data page of Guarantor's Nigerian ePassport; and one passport sized photograph of the Guarantor;
- iv. Marriage certificate where applicable;
- v. Birth Certificate or data page of previous passport as evidence of age;
- vi. Acknowledgement slip and evidence of payment.

Requirements (Citizenship by Naturalization)

- i. Certificate of Naturalization duly issued by the President of the Federal Republic of Nigeria
- ii. Completed passport application form and 2 passport sized photographs (passport photographs endorsed at the back by the Guarantor)
- iii. Completed Guarantors' form duly signed by a Commissioner for Oaths attached with Photocopy of Data page of Guarantor's Nigerian ePassport and one passport sized photograph of the Guarantor
- iv. Marriage certificate where applicable
- v. Birth Certificate or data page of previous passport as evidence of age
- vi. Acknowledgement slip and evidence of payment

How to Apply for Fresh Passport

1. Complete passport application form online, make payment and obtain Application ID and Reference Number.
2. Print out Guarantor's form (using Application ID and Reference number) to be signed by a guarantor and commissioner of oath in a competent court Submit completed passport application form with other **requirements** in person at passport office selected during online payment process for further processing.

*Note: Applicants are required to appear at chosen **Immigration Office** for photograph and biometric data capturing.*

Timeline

48 hours after enrolment of Biometric Data

Fees

Category	32-Page Booklets			64-Page Booklets		
	0-17 yrs	18-59 yrs	60 & above	0-17 yrs	18-59 yrs	60 and above
Passport Booklet fees	₦8,750	₦15,000	₦8,750	₦20,000	₦20,000	₦20,000
Address Verification fees	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000
Total	₦10,750	₦17,000	₦10,750	₦22,000	₦22,000	₦22,000

Note:

- All fees are exclusive of bank charges.
- No Age classification for 64 pages booklet

Standard Passport

Re-issue

Renewal

Requirements

Expired Validity

- i. Application Letter;
- ii. Passport Booklet;
- iii. Photocopy of Data Page of Passport;
- iv. Acknowledgement Slip and Evidence of Payment

Unexpired Validity

- i. Application Letter;
- ii. Passport Booklet;
- iii. If Validity is more than Six (6) Months, Applicant should state reason(s);
- iv. Photocopy of Data Page of Passport;
- v. Acknowledgement Slip and Evidence of Payment

How to Apply

1. Complete passport application online, make payment and obtain Application ID and Reference number.
2. Submit application letter with other **requirements** in person at the passport office chosen during online application.
3. Nigerians in the Diaspora are to submit application at the nearest

Nigeria Embassy/High Commission or Consulate.

*Note: Applicants are required to appear at chosen **Immigration Office** for photograph and biometric data capturing if current passport is more than six (6) months old.*

Timeline

72 hours after enrolment of Biometric Data

Fees

Category	32-Page Booklets			64-Page Booklets		
	0-17 yrs	18-59 yrs	60 & above	0-17 yrs	18-59 yrs	60 and above
Passport Booklet fees	₦8,750	₦15,000	₦8,750	₦20,000	₦20,000	₦20,000
Address Verification fees	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000
Total	₦10,750	₦17,000	₦10,750	₦22,000	₦22,000	₦22,000

Note:

- All fees are exclusive of bank charges.
- No Age classification for 64 page booklet



Exhausted Visa Pages

Requirements

- i. Application Letter;
- ii. Passport Booklet;
- iii. Photocopies of Data Page;
- iv. Acknowledgement Slip and Evidence of Payment.

How to Apply

1. Complete passport application online, make payment and obtain Application ID and Reference number.
2. Submit application letter with other [requirements](#) in person at the passport office chosen during online application.
3. Nigerians in the Diaspora are to submit application at the nearest Nigeria Embassy/High Commission or Consulate.

Note: Applicants are required to appear at chosen [Immigration Office](#) for photograph and biometric data capturing if current passport is more than six (6) months old

Timeline

72 hours after enrolment of Biometric Data

Fees

Category	32-Page Booklets			64-Page Booklets		
	0-17 yrs	18-59 yrs	60 & above	0-17 yrs	18-59 yrs	60 and above
Passport Booklet fees	₦8,750	₦15,000	₦8,750	₦20,000	₦20,000	₦20,000
Address Verification fees	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000
Total	₦10,750	₦17,000	₦10,750	₦22,000	₦22,000	₦22,000

Note:

- All fees are exclusive of bank charges.
- No Age classification for 64 pages.



Damaged Passport Booklets

Requirements

1. Application Letter stating circumstances of Damage;
2. Damaged Passport Booklet;
3. Photocopies of Data Page;
4. Sworn Affidavit from a Magistrate or High Court of damaged passport deposited to by applicant;
5. Acknowledgement Slip and Evidence of Payment

How to Apply

- i. Complete passport application online, make payment and obtain Application ID and Reference number
- ii. Submit application letter with other [requirements](#) at the Nigeria Immigration Service Headquarters Abuja
- iii. Nigerians in the Diaspora are to submit application at the nearest Nigeria Embassy/High Commission or Consulate.

*Note: Applicants are required to appear at chosen **Immigration Office** for photograph and biometric data capturing if current passport is more than six (6) months old.*

Timeline

72 hours after enrolment of Biometric Data

Fees: Same as in Renewal/Exhausted Visa Pages

Lost Passport

Requirements

1. Application Letter stating circumstances/place of loss;
2. Extract of Police Report of Lost Passport;
3. In case of loss due to fire outbreak, Fire Service Report is mandatory;
4. Sworn Affidavit from a Magistrate or High Court of lost passport deposited to by applicant and applicant's passport photo attached;
5. Acknowledgement Slip and evidence of payment.

****NB: Where a passport was declared lost and reissued, if recovered, the holder shall immediately notify the Nigeria Immigration Service of recovery and submit passport for cancellation***

*****It is an offence to hold two (2) valid passports of the same type at the same time***

How to Apply

- i. Complete passport application online, make payment and obtain Application ID and Reference number.
- ii. Submit application letter with other [requirements](#) in person at the passport office chosen during online application.
- iii. Nigerians in the Diaspora are to submit application at the nearest Nigeria Embassy/High Commission or Consulate.

Note: Applicants are required to appear at chosen [Immigration Office](#) for photograph and biometric data capturing if current passport is more than six (6) months old.

Timeline

Processing: 10 Working days after receipt of application

Collection: 72 hours after enrolment of Biometric Data

Fees

Category	32-Page Booklets			64-Page Booklets		
	0-17 yrs	18-59 yrs	60 & above	0-17 yrs	18-59 yrs	60 and above
Passport Booklet fees	₦20,000	₦20,000	₦20,000	₦20,000	₦20,000	₦20,000
Address Verification fees	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000
Total	₦22,000	₦22,000	₦22,000	₦22,000	₦22,000	₦22,000

Note:

- All fees are exclusive of bank charges.
- No Age classification for 64 page booklet



Change Of Name Due to Change in Marital Status

Requirements (Married)

1. Application Letter;
2. Copy of Marriage Certificate or Declaration of Marriage;
3. Sworn Affidavit from a Magistrate or High Court of Change of Name deposed to by Applicant;
4. Copy of Newspaper Publication of Change of Name (21 days after publication);
5. Statutory evidence of change of name (if resident outside Nigeria in lieu of 3 and 4);
6. Passport Booklet and Copy of Data Page of Passport;
7. Acknowledgement Slip & Evidence of Payment;

Requirements (Divorced)

1. Application Letter
2. Decree *Nisi* and Decree *Absolute* or Declaration of Divorce
3. Evidence of Maiden Name
4. In case of Re-marriage, Certificate of Marriage with Current Spouse
5. Sworn Affidavit from a Magistrate or High Court of Change of Name deposed to by Applicant;
6. Copy of Newspaper Publication of Change of Name (21 days after publication)
7. Statutory evidence of change of name (if resident outside Nigeria in lieu of 5 and 6)
8. Passport Booklet and Copy of Data Page of passport.
9. Acknowledgement Slip & Evidence of Payment

Requirements (Widowed)

1. Application Letter;
2. Certificate of Death of spouse from National Population Commission (NPC);
3. Evidence of Maiden Name;
4. In case of Re-marriage, Certificate of Marriage with Current Spouse; 18
5. Sworn Affidavit from a Magistrate or High Court of Change of Name deposed to by Applicant;
6. Copy of Newspaper Publication of Change of Name (21 days after publication);
7. Statutory evidence of change of name (if resident outside Nigeria in lieu of 5 and 6);
8. Passport Booklet and Copy of Data Page of passport;
9. Acknowledgement Slip & Evidence of Payment.

How to Apply

- i. Complete passport application online, make payment and obtain Application ID and Reference.
- ii. Submit application letter with other [requirements](#) in person at the passport office chosen during online application.
- iii. Nigerians in the Diaspora are to submit application at the nearest Nigeria Embassy/High Commission or Consulate.

Note: Applicants are required to appear at chosen Immigration Office for photograph and biometric data capturing if current passport is more than six (6) months old.

Timeline

Processing: 5 Working days after receipt of application

Collection: 72 hours after enrolment of Biometric Data

Fees

Category	32-Page Booklets			64-Page Booklets		
	0-17 yrs	18-59 yrs	60 & above	0-17 yrs	18-59 yrs	60 and above
Passport Booklet fees	₦8,750	₦8,750	₦8,750	₦20,000	₦20,000	₦20,000
Address Verification fees	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000
Total	₦10,750	₦10,750	₦10,750	₦22,000	₦22,000	₦22,000

Note:

- All fees are exclusive of bank charges.
- No Age classification for 64 page booklet

Change Of Date Due To Correction Of Error(S)

Requirements

1. Application Letter stating reason(s) for change;
2. If more than one [1] alphabet, attach evidence of payment of non-refundable Administrative Charge of N30,000.00 only;
3. Previous documentary evidences to support request;
4. Sworn Affidavit from a Magistrate or High Court of correction of error, deposited to by Applicant;
5. Passport Booklet and Copy of Data Page;
6. Acknowledgement Slip & Evidence of Payment of passport fees if application is approved;

How to Apply

- i. Complete passport application online and pay non refundable administrative charge. (1 alphabet correction and re-arrangement of names attracts no administrative charge)
- ii. Submit application letter with other requirements in person at the Nigeria Immigration Service Headquarters, Abuja for further processing
- iii. Nigerians in Diaspora are to submit application at the nearest Nigeria Embassy/High Commission or Consulate.
- iv. After approval, proceed to pay online for passport booklet via NIS official website

www.immigration.gov.ng

Note: Applicants are required to appear at the passport office chosen during online application for photograph and biometric data capturing if current passport is more than six month old.

Timeline

Processing: 10 Working days after receipt of application

Collection: 72 hours after enrolment of Biometric Data

Fees (One-Alphabet Correction only)

Category	32-Page Booklets			64-Page Booklets		
	0-17 yrs	18-59 yrs	60 & above	0-17 yrs	18-59 yrs	60 and above
Passport Booklet fees	₹8,750	₹8,750	₹8,750	₹20,000	₹20,000	₹20,000
Address Verification fees	₹2,000	₹2,000	₹2,000	₹2,000	₹2,000	₹2,000
Total	₹10,750	₹10,750	₹10,750	₹22,000	₹22,000	₹22,000

Two or More Alphabet Correction

Administrative Charge	₹30,000.00
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Category	32-Page Booklets			64-Page Booklets		
	0-17 yrs	18-59 yrs	60 & above	0-17 yrs	18-59 yrs	60 and above
Passport Booklet fees	₹20,000	₹20,000	₹20,000	₹20,000	₹20,000	₹20,000
Address Verification fees	₹2,000	₹2,000	₹2,000	₹2,000	₹2,000	₹2,000
Total	₹22,000	₹22,000	₹22,000	₹22,000	₹22,000	₹22,000

Note: All fees are exclusive of bank charges. * Administrative charges are non-refundable and payments of passport fees for such cases are subject to approval of application. * No Age classification for 64 pages.



Others

- **Replacement of names**
- **Addition of names**
- **Deletion of names**
- **Rearrangement of names**

Requirements

- i. Application Letter stating reasons for the request and attached with evidence of payment of non-refundable Administrative Charge of N30,000.00 only (administrative fee not applicable to re-arrangement)
- ii. Previous documentary evidences to support request
- iii. Sworn Affidavit from a Magistrate or High Court of Change of Name deposed to by Applicant with passport sized photograph attached
- iv. Copy of Newspaper Publication of Change of name 21 days after the publication
- v. Passport Booklet and Copy of Data Page of passport
- vi. Acknowledgement Slip & Evidence of Payment of passport fees if application is approved

How to Apply

- i. Complete passport application online and pay non refundable administrative charge.
- ii. Submit application letter with other requirements in person at the Nigeria Immigration Service Headquarters, Abuja for further processing
- iii. Nigerians in the Diaspora are to submit application at the nearest Nigeria Embassy/High Commission or Consulate.
- iv. After approval, proceed to pay online for passport booklet (click here to proceed to online payment)

Note: Applicants are required to appear at the passport office chosen during online application for photograph and biometric data capturing if current passport is more than six month old.

Timeline

Processing: 10 Working days after receipt of application

Collection: 72 hours after enrolment of Biometric Data

Fees

Administrative Charge	₦30,000.00
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Category	32-Page Booklets			64-Page Booklets		
	0-17 yrs	18-59 yrs	60 & above	0-17 yrs	18-59 yrs	60 and above
Passport Booklet fees	₦20,000	₦20,000	₦20,000	₦20,000	₦20,000	₦20,000
Address Verification fees	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000	₦2,000
Total	₦22,000	₦22,000	₦22,000	₦22,000	₦22,000	₦22,000

Note:

- All fees are exclusive of bank charges.
- Administrative charges are non-refundable and payments of passport fees for such cases are subject to approval of application.
- No Age classification for 64 pages.





OFFICIAL PASSPORT

Fresh

Eligibility

- Hon. Commissioners (members of the State Executive Council), Special Assistants and Special Advisors
- Senior Government Officials in the rank of Deputy Directors and above in the Federal Civil Service
- Senior Government Officials from the rank of Directors and above in the State Civil Service
- Deputy General Managers and above in Federal and State Parastatals
- Chairman, Deputy Chairman and Secretaries of Local Government Councils
- Staff from the rank of Deputy Director and above in CBN and their equivalent in Federal owned Banks and allied institutions
- Colonel and above in the Army and their equivalent in the Navy and Air force
- ACP and above (NPF), ACSIO in DSS
- AC and above in paramilitary Services
- Vice and Deputy Vice Chancellors of Federal and State Universities and their equivalents in the Polytechnics and Colleges of Education
- Immigration, Military and Police Officers on Peace keeping Missions
- 1st Class Traditional Rulers / Chiefs
- Senior Government Officials i.e. GL.08-14 on Official assignment abroad provided there is an SGF / SSG approval for such official trips

Requirements

- i. Letter of application / introduction from the Applicant's Organization
- ii. 2 passport photographs
- iii. Last promotion letter or Letter of Appointment
- iv. Photocopy of valid official identity card
- v. Evidence of Age
- vi. Certificate of returns from the Independent National Electoral Commission (INEC) or States Electoral Commission (SEC) (**For Political office holders**)

How to apply

Introduction/ application letter from the applicant's MDA should be submitted to the Office of the Comptroller General at the NIS Headquarters, Abuja. Applications from States and Local Government Authority shall be submitted through the offices of the Comptrollers of Immigration Service in the State Commands and the Local Government Divisional Immigration Officer respectively.

NOTE;

- *Letters of requests for Official Passports shall be signed by the Permanent Secretaries in the Federal Ministries/Heads of Agencies or the Secretaries to the State Governments (SSG) only*
- *No person shall hold two (2) valid passports of the same type concurrently*

- *At expiration of office, holding Diplomatic/Official Passport becomes unauthorized and must be returned to the Comptroller General of Immigration.*

Fees

N6, 750.00 (exclusive of bank charges)

Timeline

2 working days after enrolment of biometric data (if all requirements are met)



DIPLOMATIC PASSPORT

Fresh

Eligibility

Nigerian Diplomats and other top Government Officials as may be approved by the President

How to Apply

All requests for Diplomatic Passports shall be submitted to the office of the Comptroller General, Nigeria Immigration Service Headquarters, Abuja.

Requirement

- Letter of application / introduction from the Applicant's Organization
- 2 passport photographs
- Last promotion letter or Letter of Appointment
- Photocopy of valid official identity card
- Evidence of Age
- Certificate of return from the Independent National Electoral Commission (INEC) (In the case of eligible Political Office holders)

- *No person shall hold two (2) valid passports of the same type concurrently*
- *At expiration of office, holding Diplomatic/Official Passport becomes unauthorized and must be returned to the Comptroller General of Immigration.*

Fees

Gratis

Timeline

2 working days after enrolment of biometric data (if all requirements are met)



ECOWAS TRAVEL CERTIFICATE (ETC)

Fresh Application

Eligibility:

Nigerian Citizens

Requirements (Adults)

- i. Letter of identification from Local Government/State of origin **or** residence **or** Nigerian Passport **or** National Identity Card **or** Letter of introduction for employees of government as a Nigerian citizen stating Service Number, Length of Service and Designation/Rank. The letter must be accompanied with a valid staff identity card;
 - ii. Completed ETC application form and 2 passport sized photograph
 - iii. Marriage certificate, where applicable;
 - iv. Birth Certificate (certificate issued by the National Population Commission shall be required from applicants whose date of birth is with effect from Dec 1992) **or** Age Declaration attached with one passport-sized photograph and duly endorsed by a Commissioner for Oaths
 - v. Acknowledgement slip and evidence of payment
2. Evidence of Nigerian citizenship of parent/s;
 3. Birth certificate (certificate must be issued by the National Population Commission for children born in Nigeria);
 4. Letter of consent from both parents (Court Order to support a parent's unavailability);
 5. Acknowledgement slip and evidence of payment;
 6. In the case of adopted children, Court Order and Letter of approval from State Ministry of Women and Child Development are required in addition to the above stated requirements.

How to Apply

- i. Complete ETC application form online via NIS official website www.immigration.gov.ng, make payment online and obtain Application ID and Reference Number.
- ii. Submit completed ETC application form with other requirements at immigration office chosen during online application.

Requirements (Minor (under 18 years of age))

1. Completed ETC application form attached with 1 passport sized photograph of minor to be endorsed on the reverse side by the consenting parent/s;

Timeline

24 hrs after receipt of application

ETC Fees

~~N~~2, 600.00 (All fees are exclusive of bank charges)



Renewal of ETC After 2 years From Date of Issuance

Requirements

1. Duly completed and signed application form;
2. Expiring ETC booklet;
3. Photocopy of Data Page of ETC;
4. Acknowledgement Slip and Evidence of Payment

Application ID and Reference Number.

- ii. Submit completed ETC Renewal application form with other requirements at immigration office chosen during online application.

How to Apply

- i. Complete ETC Renewal application form online via NIS official website www.immigration.gov.ng, make payment online and obtain

Timeline:

24 hrs after receipt of application

Fees

₦1,300.00 (exclusive of bank charges)

Re-Issue of ETC

(Exhausted ETC booklet pages/Lost/Damaged/More than 4yrs old)

Requirements

1. Duly completed and signed application form
2. ETC (pages filled up)
3. Photocopy of data page of previous ETC
4. Two (2) copies of applicant's recent passport photograph
5. Evidence of e-payment i.e. printed payment confirmation page
6. Police Report and Sworn Affidavit (in case of lost ETC)

How to Apply

- i. Complete ETC Re-issue application form online via NIS official website www.immigration.gov.ng, make payment online and obtain Application ID and Reference Number.
- ii. Submit completed ETC Re-issue application form with other requirements at immigration office chosen during online application.

Timeline:

24 hrs after receipt of application

Fees

₦2,600.00 (All fees are exclusive of bank charge)



RESIDENCE PERMITS

ECOWAS RESIDENCE CARD (ERC)

Fresh Application

Eligibility

ECOWAS Citizens (Resident in Nigeria)

Requirements

1. Application letter for ECOWAS Residence Card by Individual/Employer/ Embassy/ High Commission/ Diaspora Union accepting Immigration Responsibilities.
2. ECOWAS Travel Certificate or National Passport valid for not less than 6 months
3. Photocopy of Bio-data page of ECOWAS Travel Certificate or National Passport
4. Two (2) copies of applicant's recent passport photograph
5. Evidence of e-payment i.e. printed payment confirmation page
6. Duly completed and signed application form

3. Applicant's credentials / CV where applicable.
4. Evidence of registration with professional bodies (where applicable)

How to Apply

- i. Complete ECOWAS Residence Card application form online via NIS official website www.immigration.gov.ng, make payment online and obtain Application ID and Reference Number.
- ii. Submit completed ECOWAS Residence Card application form with other requirements at immigration office chosen during online application.

Timeline

48 hrs after receipt of application

Fee

Togolese:	N25,000.00
Cote d'Ivoire	N6,580.00
Other ECOWAS Citizens:	N500.00

For Employees (the following are required in addition to i-vi above)

1. Letter of offer of employment
2. Letter of acceptance of offer of employment

Note: All fees are exclusive of bank charges



Renewal Of Residence Card After 2 years From Date of Issuance

Requirements

1. Application for Renewal of ECOWAS Residence Card from the Employer/ Embassy/ High Commission/ Diaspora Union/ Company accepting Immigration Responsibilities
2. Expired residence card
3. Duly completed signed application form
4. Photocopy of passport Bio-data page and expired residence card
5. Evidence of e-payment i.e. printed payment confirmation page

NIS official website www.immigration.gov.ng, make payment online and obtain Application ID and Reference Number.

- ii. Submit completed ECOWAS Residence Card Renewal application form with other requirements at immigration office chosen during online application.

Timeline

24 hrs after receipt of application

Fees

Togolese: N12,500.00

Cote d'Ivoire N3,290.00

Other ECOWAS Citizens: N250.00

How to Apply

- i. Complete ECOWAS Residence Card Renewal application form online via

Re-Issue Of ECOWAS Residence Card

(Exhausted ETC booklet pages/Lost/Damaged/More than 4yrs old)

Requirements

1. Application for re-issue of ECOWAS Residence Card from Employer/ Embassy/ Diaspora Union or Company accepting Immigration Responsibility
2. Applicant's previous ECOWAS Residence 'Card
3. ETC or National Passport valid for not less than 6months
4. Applicant's two(2) recent passport photograph
5. Applicant's evidence of e-payment
6. Duly completed application form

- ii. NIS official website

www.immigration.gov.ng, make payment online and obtain Application ID and Reference Number.

- iii. Submit completed ECOWAS Residence Card Re-issue application form with other requirements at immigration office chosen during online application.

Timeline

48 hrs after receipt of application

Fee

Togolese: N25,000.00

Cote d'Ivoire N6,580.00

Other ECOWAS Citizens: N500.00

How to Apply

- i. Complete ECOWAS Residence Card Re-issue application form online via



EXPATRIATE RESIDENCE PERMITS

Regularisation of Stay (Residence Permits)

Fresh Application

Eligibility

- i. Expatriate employees of Companies and their dependants
- ii. Expatriate Technical officials of Missions
- iii. Foreign Students
- iv. Missionaries / Clerics and their dependants
- v. Research Fellows
- vi. Expatriate Staff of Non Governmental Organisations (NGOs) and their dependants
- vii. Expatriate Staff of International Non Governmental Organisations (INGOs) and their dependants
- viii. Government Officials (GOs) and their dependants
- ix. Expatriates employed by companies operating in Free Trade Zones (FTZ) and their dependants

Requirements

- i. Letter of Application for Regularization of Stay and acceptance of Immigration Responsibilities by the employer / School / Embassies / High Commission / International Organizations / INGOs / NGOs / MDAs (for Government officials)
- ii. Passport bio-data page of the expatriate
- iii. Copy of the STR visa page and arrival endorsement page
- iv. Form IMM 22 (Visa Application Form)
- v. 2 recent passport photographs
- vi. Expatriate's valid National Passport
- vii. Evidence of purchase of CERPAC Form (Bank teller)

In addition to the general requirements above, the following shall be applicable to each category of applicants:

a. Expatriate employees of Companies and their dependants

- i. Letter of offer of employment
- ii. Letter of acceptance of employment
- iii. Vetted Academic Credentials / Qualifications
- iv. Curriculum Vitae
- v. Copy of valid Quota Approval
- vi. Certificate of Incorporation
- vii. Marriage Certificate (where applicable)
- viii. Board of Directors Resolution (for appointment of CEOs and Managing Directors)
- ix. Evidence of registration with relevant Professional Bodies (where applicable)
- x. Business Permit of the company

b. Expatriate Technical Officials of Missions

- i. Letter of offer of employment
- ii. Letter of acceptance of employment

c. Foreign Students

- i. Admission letter
- ii. Letter of acceptance of admission
- iii. Evidence of payment of school fees

d. Missionaries / Clerics and their dependants

- i. Letter of offer of employment
- ii. Letter of acceptance of employment

e. Research Fellows

- i. Letter of offer of Research Fellowship
- ii. Letter of acceptance of Research Fellowship

f. Expatriates employed by companies operating in Free Trade Zones (FTZ) and their dependants

- i. Letter from the FTZ management
- ii. Certificate of registration with the Nigerian Export Processing Zone Authority (NEPZA) or Oil & Gas Free Trade Zone Authority
- iii. Operating License
- iv. Letter of employment
- v. Letter of acceptance of employment.
- vi. Certificate of Incorporation
- vii. Marriage Certificate (where applicable)
- viii. Board of Directors Resolution (for appointment of CEOs and Managing Directors)
- ix. Evidence of registration with relevant Professional Bodies (where applicable)

How to Apply (for a-f above)

Fresh applications shall be submitted to the Office of the Comptroller General, Nigeria Immigration Service Headquarters Abuja or to the Office of the Comptroller of Immigration Service at the State Commands where the expatriate is resident accepting full Immigration Responsibilities

Fees

- \$1,000 per annum (Naira equivalent) for all categories of expatriates
- \$400 per annum (Naira equivalent) for students and Missionaries

Timeline

- Five (5) working days from the date of receipt of application (if all requirements are met)



Government Officials (GOs)

Eligibility

Expatriates in the employment of the Federal, State or Local Governments

- x. Form IMM 22 (Visa Application Form)
- xi. 2 recent passport photographs
- xii. Expatriate's valid National Passport

Requirements

- i. Letter of Application for Regularization of Stay and acceptance of Immigration Responsibilities by the MDAs
- ii. Letter of offer of employment
- iii. Letter of acceptance of employment
- iv. Vetted Academic Credentials / Qualifications
- v. Curriculum Vitae
- vi. Marriage Certificate (where applicable)
- vii. Evidence of registration with relevant Professional Bodies (where applicable)
- viii. Passport bio-data page of the expatriate
- ix. Copy of the STR visa page and arrival endorsement page

How to Apply

Applications for Residence Permit shall be submitted to the Office of the Comptroller General, Nigeria Immigration Service Headquarters Abuja or to the Office of the Comptroller of Immigration Service at the State Commands where the expatriate is resident

Fees

Gratis

Timeline

Five (5) working days from the date of receipt of application (if all requirements are met)



Accredited Diplomats

Multiple Journey Re-Entry Visa

Eligibility

Accredited Diplomats and their family members

Requirements

- Note Verbale from Ministry of Foreign Affairs
- Letter of request from the Embassy/High Commission/International Agency

- Form IMM 22 (Visa Application Form)
- Diplomatic Staff list
- Photocopies of relevant Bio-data pages of National Passport and Diplomatic entry Visa
- National Passport

How to Apply

Applications for Residence Permit shall be submitted by the MFA to the Office of the Comptroller General, NIS Headquarters Abuja

Ten (10) working days after receipt of application (if all requirements are met)

Fees

Gratis

Non-accredited Staff of Diplomatic Mission, consultants and contractors working for Missions

Applications for Residence Permit shall be submitted by the Employer to the Office of the Comptroller General, NIS Headquarters Abuja.

Timeline

Fees \$1,000 Per annum

Residence Permit for Staff of International non-Governmental Organizations (INGO) and Non-Governmental organizations

Eligibility

- Staff of International non-Governmental Organizations (INGO) and Non-Governmental Organizations (NGOs)

Requirements

- i. Letter of Accreditation from the Ministry of Budget and National Planning
- ii. Application letter from the organization accepting Immigration Responsibility
- iii. Duly completed Form IMM 22
- iv. Memorandum of Understanding /Corporation Agreement with National Planning Commission
- v. Letter of offer
- vi. Letter of acceptance of offer
- vii. Vetted credentials
- viii. Contract Validity
- ix. Photocopies of the relevant pages of National Passport and Visa (STR)
- x. 2 recent passport size photographs
- xi. National Passport

How to apply

Applications for Residence Permit shall be submitted to the Office of the Comptroller General, Nigeria Immigration Service Headquarters Abuja

Fees

INGO Gratis

NGO \$1,000 per annum

Timeline

Ten (10) working days after receipt of application (if all requirements are met)



Special Immigrant Status and Niger Wives

Eligibility

Foreign spouses of Nigerians

How to Apply

Applications for Special Immigrant Status / Niger-Wife shall be submitted to the Office of the Comptroller General, Nigeria Immigration Service Headquarters Abuja or to the Office of the Comptroller of Immigration Service at the State Commands where the expatriate is resident by the Nigerian spouse

Fees

Gratis

Timeline

Five (5) working days from the date of receipt of application (if all requirements are met)

Requirements

- i. Letter of Application for Residence Permit by the Nigerian spouse accepting Immigration Responsibility
- ii. Copy of Special Immigrant Status approval letter by the Minister of Interior
- iii. Husband's consent letter requesting for Special Immigrant Status / letter of consent from Niger-wife stating willingness to stay with husband in Nigeria
- iv. Nigerian passport bio-data page of spouse
- v. Copy of passport bio-data page of spouse
- vi. Marriage Certificate
- vii. CERPAC Form
- viii. Two (2) recent Passport photographs

Renewal of Residence Permits

Requirements

- i. Application for renewal of Residence Permits by employer accepting Immigration Responsibilities
- ii. Copy of the valid Quota Approval
- iii. Photocopy of Passport Bio-Data page of the applicant
- iv. Expatriate's current CERPAC
- v. Purchase of CERPAC form (bank teller)
- vi. Two (2) recent Passport photographs of the applicant
- vii. Valid National Passport

How to Apply

Applications for renewal of Residence Permit shall be submitted to the Office of the Comptroller General, Nigeria Immigration Service Headquarters Abuja or to the Office of the Comptroller of Immigration Service at the State Commands where the expatriate is resident

Fees

- \$1,000 per annum (naira equivalent) for all categories of expatriates
- \$400 per annum (naira equivalent) for students and Missionaries

Timeline

Three (3) working days from the date of receipt of application (if all requirements are met)



Change of Employment (Expatriates)

Eligibility

Expatriate who changed employment from one company to another company

Requirements

- i. Application for change of employment from new company accepting Immigration Responsibility
- ii. Letter of offer of Appointment from the company
- iii. Letter of acceptance of employment from Expatriate
- iv. Letter of no objection from previous employer
- v. Qualification/experience
- vi. Photocopy of Passport Bio-Data page and visa page
- vii. Current CERPAC
- viii. Copy of valid expatriate Quota Approval of the new employer
- ix. Evidence of purchase of CERPAC Form (bank teller)
- x. Valid National Passport
- xi. Two (2) recent passport photographs
- xii. Board of Directors Resolution (for appointment of CEOs and Managing Directors)

How to Apply

Applications for Change of Employment shall be submitted to the Office of the Comptroller General, Nigeria Immigration Service Headquarters Abuja or to the Office of the Comptroller of Immigration Service at the State Commands where the expatriate is resident

Fees

\$1,000 per annum

Timeline

Five (5) working days from the date of receipt of application (if all requirements are met)



Re-Designation of Position

Eligibility

Expatriate changing from one Quota position to another Quota position within the same Company

Requirements

- i. Formal letter of Application for re-designation from the company accepting Immigration Responsibility (IR)
- ii. Copy of passport Bio- Data Page of the expatriate
- iii. Current Residence Permit
- iv. Evidence of purchase of CERPAC Form (New)
- v. Copy of valid Expatriate Quota Approval
- vi. Qualifications for the new position
- vii. Two (2) recent passport photographs
- viii. Letter of appointment for the re-designation (for new position)
- ix. Acceptance of offer of the new position
- x. Board of Directors Resolution (for appointment of CEOs and Managing Directors)
- xi. Valid National Passport

How to Apply

Applications for re-designation of Position shall be submitted to the Office of the Comptroller General, Nigeria Immigration Service Headquarters Abuja or to the Office of the Comptroller of Immigration Service at the State Commands where the expatriate is resident

Fees

\$1,000 (naira equivalent) per annum

Timeline

Five (5) working days from the date of receipt of application (if all requirements are met)



AIR AND LAND PORT OF ENTRY OPERATIONS

General Entry Requirements for Migrants Upon Arrival To Nigeria

- i. Valid passport or any other approved travel document with not less than six (6) months validity
- ii. Valid Nigeria visa, except citizens of ECOWAS and nationals of countries Nigeria has Visa Abolition Agreement with, or Valid Residence Permit
- iii. Not a prohibited immigrant
- iv. Sufficient funds
- v. Return ticket (excluding holders of STR Visa)
- vi. Evidence of hotel reservation or address of residence

General Requirements for Nigerians to Depart Nigeria

- Nigerian passport with at least six (6) months validity
- Valid visa to onward destination except to countries Nigeria has Visa Abolition Agreement with
- Sufficient Funds





SEAPORT OPERATIONS

Rummaging/ Boarding of Vessels

TWP are not issued at Nigerian seaports or Ports of Entry

How to Apply

Applications are made to Command Headquarters

Eligibility

Arriving Vessels

Requirements

Advance copy of Arrival/ Departure Notification

Timeline

30mins./1hour is required to carry out Immigration Clearance depending on the number of Crew members and the size of the Vessel

General Entry Requirements for Migrants Upon Arrival To Nigeria

Eligibility

Crew members on board Arriving Vessels
Passengers where applicable

Discharge Certificate (CDC) as applicable

Requirements

- i. Crew list in duplicate
- ii. List of Port of Call on Inward Journey.
- iii. List of disembarking Passengers showing Port of embarkation
- iv. List of passengers in Transit showing the Port of embarkation
- v. List of all other persons on board including Stowaways
- vi. Possession of valid travel documents Passport/Continuous
- vii. Nil List
- viii. Valid Contract of Crew members and corresponding status
- ix. Valid Visa (passengers). If not a crew
- x. Evidence of last Port Clearance
- xi. Any other document that will aid the clearing/ boarding officer in discharging of his statutory duty Immigration Act 2015 (15) (3b) (3c).

General Requirements for Crew Members/Nigerians to Depart Nigeria

Eligibility

Crew members on board Departing Vessels. Passengers where applicable

Departure Requirements:

- i. List of embarking Crew/Passengers showing Port of destination.
- ii. List of outward Port of Call.
- iii. List of any crew member or other person missing from the Ship on departure
- iv. Evidence of Arrival Clearance.
- v. List of Sign-off crew members, if any.

Sign on / Off of Crew members and granting of Transit Pass

Requirements

a. Signing On of Crew:

An application from the authorized agent with Valid Visa on Crew Passport.

b. Signing Off of Crew/Transit Pass:

An application from the authorized agent with evidence of Onward Ticket.

How to Apply

Applications are made to Command Headquarters

Timeline

Upon satisfying the requirements, the facility is granted immediately

