



## Sacramento Association of Nigerians (SAN)

Mailing: PO Box 687  
Sacramento, CA 95812  
Website: [www.sanusa.org](http://www.sanusa.org)

### Nigerian Embassy Washington DC-Consular Services Coming Back to Sacramento to Process New Passports July 13<sup>th</sup> and 14<sup>th</sup> 2019

**Date: Saturday July 13<sup>th</sup> and Sunday 14<sup>th</sup>, 2019**

**Location: Scottish Rites Center  
[6151 H Street](#)  
[Sacramento, CA 95819](#)**

**Time: Saturday 9:00 AM to 7PM and Sunday 9:00 AM to 3:00PM**

***Hurry, and start your application process NOW!***

**Complete, and submit your completed applications with proof of online payment AS SOON AS POSSIBLE! Time is of the essence.**

**NOTE: THIS EVENT IS STRICKLY BY APPOINTMENT ONLY**

#### **STEP I**

Go to the Nigerian immigration website by Googling: Nigerian immigration service official website at <https://portal.immigration.gov.ng/passport/epassport>. Click on the second menu "The Nigeria Immigration Service". This will bring you into the Nigeria Immigration Service official portal.

Next:

1. Click on "Apply for E-Passport"
2. On passport type, select "standard e-passport"
3. On processing country, select United States, then click on start application
4. **Choose one of the three applications to use: Google, Yahoo, OpenID, and sign in with your password**
5. Choose **Washington DC office** as your processing center while filling out the online Application

6. Once you have completed the application, first, click on the “submit” button so that the system will generate an **Application ID number and a Reference number** at the top middle section of the first page, then scroll to the bottom of the application and click on “print”. First print out the entire application sheets (3 pages in most cases), before proceeding to payment. *You should scan and email the application and payment slips to us once you have completed your online payment. If you must pay with money order, please scan and email your applications first before proceeding to payment so as to secure appointment spot as soon as possible.*
7. If you find it difficult to make your online payment with a credit/debit card, please go to the US Postal office and purchase the appropriate amount of money order, and then come back to the Nigerian Immigration website and click on “Application Payment Status” follow the prompts and choose the money order payment option. Be sure to overnight the actual money order to Innovate 1 in Connecticut, in order to be appropriately credited for your application.  
  
*Do not mail your money order to Innovate after July 6th, 2019. You will need to bring the application fee with you to your appointment with a fee of \$25*
8. Once the payment confirmation email is received, go to:  
<https://portal.immigration.gov.ng/passport/passportPaymentStatus> and print out the Passport Payment Slip & Passport Acknowledgment Slip.

## STEP II

The following items are needed from you in order to be processed by the embassy officials:

- I. Application Data pages, with your application ID and reference numbers on the first page,
- II. Passport Payment Slip, and
- III. Passport Acknowledgment Slip,
- IV. Two passport photographs,
- V. Photocopy of your Nigerian Passport Data Page and Your old Nigerian passport Booklet
- VI. Copies of Birth Certificates for children born In the United State who are applying for Nigerian Passport for the first time.

**Please NOTE: If you have Children born in the United States but has never had a Nigerian Passport issued to them, You are required by the Embassy to submit a letter of Consent for children Ages 0 to 17 years, For Children 18 years and above , you are required to submit a letter of Support Signed by both Parents or Single Parents. You must submit the Data Pages of the Parents Nigerian Passport. Sample letter is attached to this Announcement. The Embassy will not process your Application if you are missing these documents.**

If you are not able to access the Nigerian immigration website and complete the application process, contact us and we will direct you to providers who can help you for a nominal fee. **NOTE: “Gate Crashers” OR Those without Appointments will NOT Be attended to.**

**Document Drop-off Procedure:**

1. You should scan all three pages of your application docs, including proof of online payment, photocopy of your Nigerian Passport Data Page and email to: [giekine@frontiernet.net](mailto:giekine@frontiernet.net) after which you will be notified for your appointment date and time once we start scheduling for processing.

Please email your application materials on time, Appointments are on a 1<sup>st</sup> come, 1<sup>st</sup> Serve basis.

2. You can also mail your completed application docs to:

**Godwin Ekiné**  
**8640 Lilypad Lane**  
**Elk Grove, CA 95624**

**Last day to submit applications is Saturday, July 6<sup>th</sup>, 2019.**

**STEP III**

Once we get your completed application in step II, we will send you an appointment notification through the email address provided in your application and call you on the contact number provided when we start setting up the appointments. Please adhere strictly to your appointment date and time. **You do not have a choice as to what date and time to come for processing, We will schedule the date and time for you.**

A. FEES: There are two separate fees in the entire e-passport exercise, and they are:

1. **Online Application Fees:**
  - a) Under 18 years & Above 60 years = \$77, (payable online only)
  - b) Between 18 years and 59 years = \$106 (payable online only)
2. **Organization Fees of \$150 Cash Only by each applicant:**

**Please Note: This is per applicant and not per family.**

This is payable at your scheduled processing appointment, so bring it with you to your appointment. Do not put in drop-off or mailing envelope.

Applicants who are unable to make their online application payment to Innovate1 Services, should bring it to the processing venue, with the appropriate application fee in **MONEY ORDER ONLY** and a **\$25 Money Order** surcharge for the Embassy staff to submit the payment for you.

3. **Lost/Missing Nigerian Passport**

Lost Passport will incur an additional \$350 with police report, together with all other required fees above

**\*The Embassy is No Longer Charging Processing Fee**

**B. What To Bring To Your Processing Appointment:**

- I. Copies of your application materials you sent to us
- II. Your Express or Priority Mail Envelope with the appropriate stamps, tracking slip, and address label
- III. Your old Nigerian Passport Booklet
- IV. Two passport photographs
- V. Organization fee of \$150, in cash preferably, No personal checks please.

It is your responsibility to arrive at the processing center with all required documents. Any assistance rendered to you with preparing, retrieving or photocopying any required items, will incur additional fees

If you have any other questions, please call:

**Godwin Ekine: 916 212 0439 or**

**Davies Ononiwu: 916 416 3240 or**

**Agiriga Onyegbule: 916 995 5753**

For Assistance with Visa-on-Arrival Application Preparation/information or questions, call

**Davies Ononiwu @ 916 416 3240**

Also check our website, [www.sanusa.org](http://www.sanusa.org), frequently for any additional updates

PLEASE SHARE WITH YOUR VARIOUS COMMUNITIES.