



NIGERIAN COMMUNITY IN MILWAUKEE, INC.

Fellow Nigerians:

The Nigerian Consulate General in New York is coming to Milwaukee.

DATE: August 26 – 27, 2022 | TIME: 10am – 6pm

Please perform the following tasks

Items 1 – 14 :- Steps to do when submitting your Application

Items 15 – 18:- Steps to do when you are coming for your Biometric Appointment

- 1 Click on <https://portal.immigration.gov.ng/passport/epassport>
- 2 Passport Type – Select “Standard ePassport”
- 3 Processing Country – Select “United States”
- 4 Click on “Start Application” at the bottom of the page.
- 5 Login using your Yahoo or Google Account. You can create an account if you don't have one.
- 6 Fill out the Application Form completely
- 7 Click on “Print Form” (Date and Sign form)
- 8 Click on “Submit Application”
- 9 For payment Option: *Choose Credit Card or Money Order*
(Pay to INNOVATE 1 by mail if you are paying with Money order)

Please note that if you are paying with money order, you are require to send your money order to the INNOVATE 1 ahead of time in other to be able to print your payment confirmation. It is not advisable to process your money order on a Thursday or Friday before the due date. If payment confirmation is not received with your application; your application will not be process.

10. Print Checkout Order Receipt: INNOVATE 1
11. Check your email for a confirmation receipt of your order from Google
12. Print out your payment confirmation- - Check your Application Status
13. Photocopy of your passport – Biometric Page
14. Click on <http://nigerianpassport.ncimusa.org> to complete your DATA before submitting your form

Please Submit your completed application and your payment confirmation to the Nigerian Community In Milwaukee by June 30th 2022 for your application to be processed ahead of time

15. Get **\$100 – Pay directly to the Consulate General of New York: Cash or Money Order.** Cash
16. If you want your passport mailed back to you: Get a self addressed, stamped, and REGISTERED return envelope with tracking Number (e.g. FedEx, UPS, USPS)
One Envelope per family.
17. To get new passport for your children, bring their birth certificates, parent letter of consent for minors under 16 years, and copies of parents Nigerian passports.
18. To get new passport for an adult, bring your birth certificate, copies of your parents Nigerian passports and any other document that shows that you are a Nigerian citizen.

Note that the Nigerian Community Center will be charging \$50 cash/Money Order per passport application for hosting this event. DUE when submitting your application

PLEASE SPREAD THE WORD BY PASSING THIS FLYER TO ALL YOUR FELLOW NIGERIANS

For any question, Please call 414- 939-0700 | nigerianpassport@ncimusa.org