



# NIGERIAN COMMUNITY IN MILWAUKEE, INC.

Fellow Nigerians:

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

Please perform the following tasks

Items 1 – 15 :- Steps to do when submitting your **Paid & Completed Application** on the date set below

Items 16 – 19:- Steps to do when you are coming for your Biometric Appointment

- 1 Click on <https://passportintl.immigration.gov.ng/>
- 2 Passport Type – Select “**Applying for Renewal/Re-Issue**” OR “**Applying for Fresh Passport**”
- 3 Login using your Google Account. *You can create an account if you don't have one*
- 4 Enter your NIN Number and your Date of Birth [DOB Must Match what is on your document]
- 5 Enter your Passport Number and your Date of Birth [DOB Must Match what is on your document]  
- Click On Confirm and Continue
6. Fill out the Passport Details [Select the Booklet Type [32/64 pages] | **Embassy - New York**]  
For your Biometric – *Select Visit Immigration Processing Office*
7. Upload your Passport Photo [*Make sure you follow the sample shown*]
8. Fill out the Application Form completely
9. Click on “Print Application” – Located at the bottom of the page
10. Click on “Submit Application”
11. For payment Option: *Choose one of the payment method* [HYDROGEN OR PAYSTACK]  
Pay with your credit card or debit card.  
NOTE: If payment is denied; call your card company to give the Authorization.
12. Check your email for a confirmation receipt of your Application
13. Print out your payment confirmation- - Check your Application Status
14. **Photocopy of your passport – Biometric Page**
15. Click on <http://nigerianpassport.ncimusa.org> to Enter your DATA before coming to submit your form

*Please Submit your PAID and completed Passport application and your payment confirmation to the Nigerian Community In Milwaukee by Saturday May 23rd 2026 from 10am to 6pm for your application to be sent to the Consulate for processing ahead of the Passport Intervention Day.*

16. Bring **\$150 per passport – Paid directly to the Consulate General of New York on the Passport Intervention Day.: Cash Only**
17. 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.**
18. To get new passport for your children, follow item 1- 15 and also bring their birth certificates, parent letter of consent for minors under 16 years, and copies of parent's Nigerian passports.
19. To get new passport for an adult, follow item 1- 15 and also 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 \$75 cash 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 Mr. Bunmi – 414.737.9837 | Mr. Tomi – 414.687.8699