**PASSPORT INTERVENTION, MELBOURNE**

**8 – 10 JANUARY 2021**

The standard process for the issue/reissue of Nigerian passport at the Nigeria High Commission in Canberra involves the following steps:

* Complete an online application at the immigration portal.
* Pay the prescribed fees through the Innovate1 payment system.
* Send a copy of the payment receipt to a dedicated passport processing email address to request an appointment for the capture of biometric data. **Please note that the automated date given by the system after payment is not valid. Canberra will confirm an appointment date on receipt of the email with payment receipt.**
* Travel to Canberra on appointed date, taking along relevant documents listed in the appendices.

Given the number of Nigerians in Victoria who need to have their Nigerian passports issued/reissued, the mission has arranged with the Nigerian Society of Victoria for a passport intervention exercise in Melbourne. With the passport intervention being conducted in Melbourne, applicants will be required to make a small contribution to NSV to cover the cost of the arrangements. Also, it should be noted that the team from Canberra will not be issuing the passports while in Melbourne. They will only collect the necessary biometric data and then return to Canberra to issue the passports and send to the applicants.

The supporting documents are still the same, but the actual process is modified from the standard process as follows:

1. Register for the passport intervention at nigeriansocietyvic.org.au/passport.
2. Pay the NSV contribution online at the NSV website through NSV payment system. Save the payment receipt.
3. Complete the official Nigerian online immigration passport application at the passport portal, portal.immigration.gov.ng. For change of name, complete the form at https://portal.immigration.gov.ng/passport/changeDetails. Print a copy of the completed form.
4. Pay the official passport processing fees through Innovate1 payment system. Save the payment receipt.
5. Send the Innovate1 payment receipt from step 4 above to Canberra, indicating that you will participate in the passport intervention in Melbourne – ordinarily, you would have been requesting an appointment to go to Canberra. The email address is: nhcc.passport@foreignaffairs.gov.
6. Send the NSV payment receipt (step 2 above) and the Innovate1 payment receipt (Step 4) to secretary@nigeriansocietyvic.org.au with the subject line Passport Intervention.
7. NSV will publish the intervention schedule, allocating a time slot for each applicant to present to the visiting team from Canberra for the biometric data capture.
8. On the appointed date, arrive at the venue at your allotted time.
9. You will first meet NSV officials and volunteers who will confirm that you have brought all necessary documents, **including the pre-pade trackable return self-addressed envelope, and the two payment receipts (steps 2 and 4 above), and a printout of the completed form (step 3)**.
10. You will then present to the Canberra team for biometric data capture.
11. The Canberra team will issue the passport on return to Canberra and send to you with the return envelope provided.

**Appendix 1: What to bring for reissue of expired/expiring standard e-passport**

1. Pre-paid trackable return envelope, (preferably, a platinum express envelope) addressed to yourself.
2. Receipt from Innovate1 payment system.
3. Receipt from NSV payment system.
4. A formal application letter signed and dated giving reasons for the reissue of passport. Use the letter template provided by Nigeria High Commission.
5. Photocopy of the data page of the expiring/old passport.
6. The old passport.
7. Two recent passport photographs.
8. Two copies of the data form – use the blank form provided.
9. For minors under 18 years of age:
	1. Birth certificate.
	2. Letter of consent from both parents.
	3. Photocopies of the data pages of the passports of both parents.

**Appendix 2: What to bring for issue of New standard e-passport**

1. Pre-paid trackable return envelope, (preferably, a platinum express envelope) addressed to yourself.
2. Receipt from Innovate1 payment system.
3. Receipt from NSV payment system.
4. A formal application letter signed and dated giving reasons for the issue of passport. Use the letter template provided by the Nigeria High Commission.
5. Duly completed guarantor’s form endorsed by a Justice of Peace (JP) or other persons who can certify legal documents. See https://portal.immigration.gov.ng/passport/PassportGuarantor. ***This form must be filled out by a Nigerian over the age of 18 who holds a Nigerian passport and Nigerian national ID or Driver’s license either Australian or Nigerian***
6. Two recent passport photographs.
7. Two copies of the data form – use the blank form provided.
8. For minors under 18 years of age:
	1. Birth certificate.
	2. Letter of consent from both parents.
	3. Photocopies of the data pages of the passports of both parents.