

## - Nigerian Embassy Passport Appointment - Requirements

### First Issue (Fresh)

#### ***Original and photocopies of:***

- Duly completed passport application form and 2 passport sized photographs.
- Payment acknowledgement slip/receipt.
- Guarantor's Form duly completed and signed by the Guarantor with the copy of his/her Nigeria passport data page and 2 passport photographs attached.
- Birth Certificate or Age Declaration or Attestation of Birth (as applicable) from National Population Commission duly legalized by the Ministry of foreign affairs Abuja (For applicants born in Nigeria).
- Certificate of Origin or Certificate of Identification from the applicant's LGA in Nigeria or National ID card.
- Copy of any other passport in possession.
- Resident Permit in Italy (as applicable).
- Residents' registration document (Italian Carta d'identita').

#### ***Additional requirements for children under 18 years***

- Letter of consent written and signed by both biological parents (whose names must appear on the birth certificate).
- Evidence of Nigerian citizenship of parent(s).
- Parents' passport data pages.
- Single parents must present evidence of total custody ( divorce court judgement or death certificate of the other parent).

### Reissue (Renewal)

#### ***Original and photocopies of:***

- Expired/expiring passport booklet.
- Duly completed passport application form and 2 passport sized photographs.
- Payment acknowledgement slip/receipt.
- Guarantor's Form duly completed and signed by the Guarantor with the copy of his/her Nigeria passport data page and 2 passport photographs attached.
- Resident Permit in Italy (as applicable).
- Residents' registration document (Italian Carta d'identita').

#### ***Additional requirements for children under 18 years***

- Letter of consent written and signed by both biological parents (whose names must appear on the birth certificate).
- Parents' passport data pages.
- Single parents must present evidence of total custody ( divorce court judgement or death certificate of the other parent).

### Lost/Stolen/Damaged passport

#### ***Original and photocopies of:***

- Formally written and signed application for reissue of lost/stolen/damaged passport.
- Damaged passport booklet/copy of lost or stolen passport's data page showing passport number and date of issue, OR
- Police report on the loss/stolen of passportExpired/expiring passport booklet. (must be translated in english and bring along the both versions)
- Duly completed passport application form and 2 passport sized photographs.
- Payment acknowledgement slip/receipt.
- Guarantor's Form duly completed and signed by the Guarantor with the copy of his/her Nigeria passport data page and 2 passport photographs attached.
- Resident Permit in Italy (as applicable).
- Residents' registration document (Italian Carta d'identita').

#### ***Additional requirements for children under 18 years***

- Letter of consent written and signed by both biological parents (whose names must appear on the birth certificate).
- Parents' passport data pages.
- Single parents must present evidence of total custody (divorce court judgement or death certificate of the other parent).

## **Change of Surname (due to marriage, divorce or death of spouse)**

### ***Original and photocopies of:***

- Formally written and signed application for reissue of passport with change of data as applicable.
- Expired/expiring passport booklet.
- Duly completed passport application form and 2 passport sized photographs.
- Payment acknowledgement slip/receipt.
- Guarantor's Form duly completed and signed by the Guarantor with the copy of his/her Nigeria passport data page and 2 passport photographs attached.
- Resident Permit in Italy or foreign passport
- Copy of residents' registration document (Italian Carta d'identita').
- Marriage certificate.
- Statutory evidence of change of name due to marital status (Affidavit etc.)
- Legalized Publication of name change in any Nigerian newspaper.
- Evidence of maiden name.
- Spouse's proof of ID such as International Passport or National Identity Card.
- Divorce certificate (for divorcees only)
- Death Certificate of spouse (for widows only)