



NEW PROCEDURE FOR DEALING WITH BACKLOG OF PASSPORT PROCESSING

The Nigeria High Commission wishes to inform that due to the lockdown occasioned by the COVID-19 pandemic, the Nigeria High Commission has put in place new procedures to deal with issues arising from backlog of appointments for biometric capturing and collection of Nigerian passports. The procedures which were instituted with a view to easing congestion are as follows:

BIOMETRIC CAPTURING

1. Applicants whose Nigeria Immigration Service (NIS) application date fall before or after the lockdown period are required to complete the online appointment form provided by Nigeria High Commission. New appointment dates will be fixed by the Mission and communicated to applicants either by email or text message.
2. Please note that applications will be dealt with in backlog batches with the following batches: January – July, August, and September.
3. Please note that **NO** applicants will be allowed entry into the Mission or attended to without appointment. Appointment is **STRICTLY** limited to applicants only unless a minor accompanied by a parent or guardian.
4. Applicants should ensure that they have all the required documents, including photocopies before coming to the High Commission (please visit the requirement page of the High Commission website for respective application).
5. Please note that appointment /interview dates can only be rescheduled once, via email.
6. Applicants **Must** come along with a pre-paid special delivery self-addressed envelope to enable the Mission mail back their passports as there would be **NO** physical collection once the biometric has been taken.
7. It is mandatory for applicants to wear face mask, hand gloves and sanitise their hands before coming into the High Commission and **PLEASE NOTE** that there is **NO** available space for storage of baggage.

COLLECTION OF PASSPORTS EFFECTIVE FROM 06TH OF JULY, 2020

Applicants should note the following collection roster:

- **January - March, 2020: Every Monday and Tuesday between 10:00am and 12:00pm.**
- **April - June, 2020: Every Wednesday and Thursday between 10:00am and 12:00pm**
- **Other collections before lockdown: Every Friday between 10:00am and 12:00pm**

Applicants are reminded to come with their collection slips and expired passport

PLEASE NOTE (POINT 2)

Applicants awaiting biometric capturing, whose NIS **application dates** fall between 2nd January to 31st July, 2020 should click on the link below for new appointment.

<http://www.nigeriahc.org.uk/appointment/>

EMERGENCY TRAVEL CERTIFICATE (ETC)

- Applicants applying for and collecting Emergency Travel Certificate (ETC) should do so on Fridays between 10:00am and 2:00pm.

The Nigeria High Commission hereby apologise for any inconvenience these new procedures may cause and will appreciate your understanding and cooperation please.

Immigration Section
Nigeria High Commission, London