



NIGERIAN INTERNATIONAL PASSPORT APPLICATION SUPPORT CHECKLIST

For new, renewal, lost, damaged, child and eligible contactless applications in the UK

This guide explains the information, documents, official fees and support arrangements for Nigerians residing in the United Kingdom who require help with a Nigerian international passport application. Riogrannde Travels provides administrative support only; passports are issued solely by the Nigerian Immigration Service.

Prepared by Riogrannde Travels
Your Next Destination, Our Priority

1. SERVICE OVERVIEW

- ✓ Renew an expired Nigerian passport
- ✓ Renew a passport approaching expiry
- ✓ Replace a lost or damaged passport
- ✓ Apply for a new Nigerian passport
- ✓ Use the NIS Contactless / Self-Enrolment Renewal Service where eligible
- ✓ Obtain guidance on documents, appointments and application requirements

Application guidance, document review, appointment assistance, self-enrolment support, application monitoring and general passport-processing assistance. Eligibility, appointments, verification and passport issuance remain controlled by the Nigerian Immigration Service and the Nigerian High Commission.

2. PASSPORT TYPES & FEES

Item	Current guide	Notes
32-page passport booklet	USD \$180	Five-year validity; official NIS diaspora-applicant fee
64-page passport booklet	USD \$230	Ten-year validity; official NIS diaspora-applicant fee
Riogrande support fee	£50	Per applicant; complex, urgent, lost, damaged or change-of-name cases may cost more

Government fees and third-party charges are separate from Riogrande's support fee and may change without notice. Additional costs may include contactless/self-enrolment, courier/postage, postal order, special-delivery envelope and biometric-processing charges where applicable.

3. GENERAL INFORMATION REQUIRED

- ✓ Applicant's full name, date and place of birth and current nationality
- ✓ Nigerian National Identification Number (NIN)
- ✓ Current UK residential address
- ✓ Valid email address and telephone number

- ✓ Current passport details, where applicable
- ✓ Application type: new, renewal, lost, damaged, child or change of name
- ✓ Preferred application route: physical appointment or contactless/self-enrolment where eligible
- ✓ Any urgency, planned travel or special circumstances that may affect the application

4. DOCUMENTS REQUIRED

Passport Renewal

- ✓ Current Nigerian passport and clear passport data-page copy
- ✓ NIN
- ✓ Passport application form
- ✓ Official payment receipt
- ✓ Application acknowledgement slip
- ✓ UK residential address, email address and telephone number
- ✓ Any additional document requested for the applicant's circumstances

Lost Passport Applications

- ✓ Police report
- ✓ Sworn affidavit
- ✓ Copy of the lost passport, if available
- ✓ NIN slip
- ✓ UK immigration/status documents
- ✓ Additional identification documents
- ✓ Any supporting evidence requested by NIS

Damaged Passport Applications

- ✓ Damaged passport
- ✓ Written explanation letter
- ✓ NIN slip
- ✓ UK immigration/status documents
- ✓ Supporting identification documents

Child Passport Applications

- ✓ Child's birth certificate
- ✓ Child's NIN, if applicable
- ✓ Parent's Nigerian passport

- ✓ Parent's immigration-status documents
- ✓ Consent letter
- ✓ Additional supporting documents as required

5. CONTACTLESS / SELF-ENROLMENT

Eligible applicants may complete a renewal through the Nigerian Immigration Service Contactless Renewal System. Benefits may include reduced physical attendance, remote biometric verification, faster submission and a more convenient processing route. Eligibility is determined solely by NIS.

6. PROCESSING TIME

Processing depends on NIS workload, application type, verification requirements and passport-production timelines. Recent UK applicants have reported approximately 4-8 weeks, although this can vary considerably. Avoid urgent travel commitments until the new passport has been issued.

7. WHAT RIOGRANDE TRAVELS WILL PROVIDE

- ✓ Passport application guidance
- ✓ Application and document review
- ✓ Document-verification support
- ✓ Appointment assistance where required
- ✓ Contactless/self-enrolment guidance where eligible
- ✓ Application-monitoring assistance
- ✓ General passport-processing support

8. TERMS & CONDITIONS

1. Riogrande Travels provides Nigerian passport application support only and does not issue passports. Issuance decisions remain solely with NIS and the Nigerian High Commission.
2. Applicants are responsible for attending required biometric appointments, interviews or in-person verification. Failure to attend may cause delay or application failure.
3. Appointment availability is controlled by NIS or designated passport centres and cannot be guaranteed.

4. Riogrande Travels is an administrative support provider, not a legal, immigration advisory or government agency.
5. Applicants are responsible for understanding the official requirements for passport issue, renewal and replacement.
6. Processing timelines are controlled by NIS and can vary by workload, application type and verification requirements.
7. All information must be accurate, complete and consistent with official records, including NIN, name, date of birth and identity documents.
8. False, altered, incomplete or misleading documents may cause rejection or delay. Riogrande is not liable for outcomes arising from inaccurate applicant-supplied information.
9. Applicants are responsible for ensuring every supporting document is genuine and verifiable.
10. NIS may request additional documents or clarification at any stage.
11. Riogrande acts strictly as a facilitator for guidance, document review, appointment assistance and eligible self-enrolment support.
12. Applicants remain responsible for all government, biometric, courier and third-party charges, which are separate from Riogrande's fee.
13. The support fee is non-refundable once consultation, document review or processing assistance has begun, except where Riogrande cannot deliver the purchased service or agrees otherwise in writing.
14. The £50 fee may vary for complex, urgent, lost, damaged, change-of-name or additional-support cases.
15. Applicants should avoid urgent travel plans until the passport has been issued and collected.
16. Riogrande is not responsible for NIS or embassy delays, courier delay, system downtime or policy changes.
17. Applicants may use appointment-based or contactless processing where eligible; NIS determines eligibility.
18. Contactless/self-enrolment processing may attract separate NIS or provider charges.
19. Passport processing may require identity validation, verification or background checks outside Riogrande's control.
20. Applicants must maintain valid UK immigration status while applying for or renewing a Nigerian passport.
21. Communication delays may occur during peak periods, public holidays or high application volumes.
22. Payment, submission of documents or instruction to proceed confirms acceptance of these terms.

9. FINAL PRE-SUBMISSION CHECK

- ☐ My application type and passport booklet are correct
- ☐ My name, date of birth, NIN and identity details match official records
- ☐ My passport, UK residence and contact details are complete

- ☐ I have the required application form, receipt and acknowledgement slip
- ☐ My category-specific documents are complete
- ☐ I understand that NIS may request additional documents or attendance
- ☐ I understand the stated processing time is an estimate only
- ☐ I have reviewed and accepted the terms in this guide

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Prepared September 2026. Official passport fees, contactless rules, appointments, processing times and document requirements may change. Confirm current NIS requirements before submission.