

NIGERIAN CANADIAN ASSOCIATION OF CALGARY (NCAC)

NIGERIAN PASSPORT INTERVENTION PROGRAM

Frequently Asked Questions (FAQ)

Please read this FAQ carefully before attending the Passport Intervention Program.

This program is being organized to make Nigerian passport services more accessible to members of the Nigerian community in Calgary and surrounding areas. Applicants are responsible for ensuring that their information and required documents are accurate and complete.

1. What is the Nigerian Passport Intervention Program?

The Passport Intervention Program is an initiative organized by the Nigerian Canadian Association Council of Presidents in conjunction with the Nigerian passport services to facilitate Passport processing in Calgary. The program is intended for eligible applicants who require a new Nigerian passport or renewal/reissue of an existing Nigerian passport, subject to the requirements and approval of the Nigerian authorities.

2. Who is eligible to participate?

Participation is available to eligible Nigerian passport applicants who:

- Have registered for the intervention program;
- Meet the requirements for Nigerian passport application or renewal;
- Have a valid NIN
- Have completed the required online passport application process;
- Have completed the required payment and documentation before attending, where applicable;
- Are scheduled/confirmed to attend the intervention; and
- Meet all requirements established by the Nigerian authorities.

3. Is this program first come, first served?

Yes, for the day you are scheduled for the capture. Applicants will be scheduled in batches. For example, 50 applications from 9:00am – 11:00am

4. Can I apply for a new passport?

Yes, eligible applicants requiring a fresh/new Nigerian passport may participate, provided they meet the applicable requirements. Fresh passport applicants should ensure that they have the required supporting documents, including the appropriate birth/citizenship documentation and NIN.

5. Can I renew my existing Nigerian passport?

Yes. Applicants whose Nigerian passports are expired or approaching expiry may apply for renewal/reissue, subject to the applicable Nigerian passport requirements.

6. Do I need a NIN?

Yes. NIN is mandatory for Nigerian passport applications. Applicants should ensure that their NIN information is accurate and consistent with their passport/application information. Please note, you need to complete the passport application online.

7. Will NCAC process my NIN during the Passport Intervention?

No.

8. I don't have a NIN. Can I still register for the passport intervention?

No.

9. Do I need to complete my passport application online before coming?

Yes. Applicants should complete the Nigerian passport application online and complete the required payment process before attending.

10. What documents should I bring?

Applicants should carefully review the official requirements applicable to their specific application. Generally, applicants should be prepared to bring:

1. Registration confirmation
2. Appointment confirmation
3. NCAC membership payment evidence if you recently registered to be a member
4. Logistics and Administration fee payment evidence (\$200 for members per person and \$300 for non-members per person)
5. Any other required passport documents
6. \$50 Postal Money Order made payable to "Nigeria High Commission OTT."
7. A self-addressed return envelope obtained from the Post Office

11. What if my name on my NIN is different from my passport?

NIN issues cannot be resolved during the intervention.

12. Can I change my name during the intervention?

No

13. What about a lost Nigerian passport?

A lost passport is treated differently from a routine renewal.

14. Can children participate?

Yes, as long as the passport application has been completed online

15. Does every family member need to register?

Yes.

16. Can one person register for the whole family?

A family may provide information for multiple applicants, but each passport applicant must have their own application and required documentation. Ensure that every family member requiring passport services is included in the registration information.

17. What is the \$200 Logistics and Administration Fee?

Applicants participating in the NCAC Passport Intervention Program will be required to pay a \$200 Logistics and Administration Fee if they are member of the Nigerian Canadian Association of Calgary. Non-member fee is \$300 This fee is for the logistical and administrative arrangements associated with organizing and facilitating the intervention. This is separate from the Nigerian passport application fees and any other fees payable to the Nigerian authorities.

18. What about families of five or more?

Families with five (5) or more applicants will pay a maximum Logistics and Administration Fee of \$1,000 for members and \$1200 for non-members.

Here is a sample payment structure for members:

1 applicant – \$200

2 applicants – \$400

3 applicants – \$600

4 applicants – \$800

5 or more applicants – \$1,000 maximum

19. Can I pay the NCAC Logistics and Administration Fee online?

Please use the link provided in the email you got.

20. Is the NCAC fee the Nigerian passport fee?

No. The NCAC Logistics and Administration Fee is separate from the official Nigerian passport/application fees.

21. Can I bring someone else to process my passport for me?

No

22. Do I need to attend at the scheduled time?

Yes.

23. What happens if I arrive without the required documents?

You may be reschedule for another time.

24. Can NCAC fix errors in my Nigerian passport application?

No.

25. Can I apply for a passport and NIN at the same time?

No. This intervention is specifically for passport services. NIN services are separate and must be handled through authorized NIN service providers.

26. Can I get my passport on the same day?

No.

27. How long will it take to receive my passport?

Processing times can vary but should be faster

28. Will NCAC be responsible if my passport is delayed?

No.

29. Can I get a refund if my passport application is unsuccessful?

Applicants should understand that the NCAC Logistics and Administration Fee is associated with the organization and delivery of the intervention.

30. What if I cannot attend after registering?

Please notify NCAC as soon as possible.

31. Can I transfer my registration to another person?

No. Registration is personal to the applicant and cannot be transferred without prior authorization from NCAC.

32. Can I walk in without registering?

No. Walk-in applicants should not assume that they will be accommodated. Because the program has limited processing capacity, applicants must follow the registration and scheduling process communicated by NCAC.

33. What if I registered more than once?

Please do not submit multiple registrations for the same applicant. Duplicate registrations can create confusion and may affect scheduling. If you believe you made an error in your registration, contact NCAC rather than submitting another form.

33. Who is responsible for the final passport decision?

The Nigerian passport is issued by the appropriate Nigerian government authorities. NCAC is facilitating the intervention and providing logistical/administrative support. NCAC does not have authority to approve, deny, produce or alter Nigerian passports.