



EMBASSY OF NIGERIA, MANILA

2211 PARAISO STREET, DASMARIÑAS VILLAGE, MAKATI CITY

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CONSULAR LIST OF REQUIRMENTS

NOTE: BRING ALL ORIGINAL AND ONE (1) PHOTOCOPY OF EACH DOCUMENT. INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED**

1) LEGAL CAPACITY:

- Application letter (Kindly check downloadable forms for the format)
- Affidavit of Bachelorhood from High Court of Nigeria
- Affidavit of Bachelorhood from the applicant's Local Government in Nigeria
- Certificate of No Marriage (CENOMAR) from Philippine Statistics Authority (PSA)
- Passport with copies of the data page and Philippine visa page
- Valid Identification card (ACR-I-Card, School I.D., Company I.D., etc.)
- Php 6,000.00

For Filipina Partner:

- Certificate of No Marriage (CENOMAR) from Philippine Statistics Authority (PSA)
- Birth Certificate issued from Philippine Statistics Authority (PSA)
- One (1) Valid Government issued I.D.
- *Personal appearance at the Embassy is required!*

2) EMERGENCY TRAVEL CERTIFICATE (ETC)

a. For expired passport

- Application letter (Kindly check downloadable forms for the format)
- Physical Passport
- Copy of Passport data page and Philippine Visa page
- NBI Clearance (if Philippine visa is expired)
- Confirmed flight ticket
- 1pc 2x2 picture
- Identification card (ACR I-Card, School I.D., Company I.D., etc.)
- Php 6,000.00

b. for lost passport

- Application letter (Kindly check downloadable forms for the format)
- Affidavit of Loss & Police Report
- Copy of lost Passport's data page and Philippine visa page
- NBI Clearance (if Philippine visa is expired)
- Confirmed flight ticket
- 1pc 2x2 picture
- Identification card (ACR I-Card, School I.D., Company I.D., etc.)
- Php 6,000.00

c. for child

- Application letter (Kindly check downloadable forms for the format)
- Birth Certificate of the child
- 1pc 2x2 picture
- Marriage Certificate issued by issued from Philippine Statistics Authority (PSA)
- Copy of passport's data page and visa page (both parents)
- Confirmed flight ticket
- Letter of Consent signed by both parents of the child
- Php 6,000.00

3) AUTHENTICATION OF DOCUMENTS

a. Regular Documents (for students) – Php 2,000.00/per document

- Application letter (Kindly check downloadable forms for the format)
- Physical passport and photocopy of the data page and Philippine visa page
- Identification card (ACR I-Card, School I.D., Company I.D., etc)
- Copy of the document/s for authentication

b. Regular Documents (for other purpose) – Php 4,000.00/per document

- Application letter (Kindly check downloadable forms for format)
- Physical passport and photocopy of the data page and Philippine visa page
- Identification card (ACR I-Card, School I.D, Company I.D., etc)
- Copy of the document/s for authentication

c. Products or Company Documents – Php 6,000.00/per document

- Application letter (in company letterhead) (Kindly check downloadable forms for the format)
- Valid I.D. of the company's representative
- Company Profile
- Certificate of Incorporation with Corporate Affairs Commission (CAC), Nigeria
- Passport's data page of Nigerian partner/s
- Company registration from Securities and Exchange Commission (SEC)
- Product registration from Food and Drug Administration (FDA)
- Passport data page of Nigerian partner/s
- Business permit

4) LETTER OF INDIGENCE

Please note: Recipients of a Letter of Indigency are placed on the Bureau of Immigration's blacklist, which restricts future entry into the Philippines.
Requirements:

- Application letter (Kindly check downloadable forms for the format))
- Physical Passport
- Copy of the data page and Philippine visa page
- Copy of NBI Clearance
- Php 2,000.00

5) NATIONAL BUREAU OF INVESTIGATION (NB) ENDORSEMENT

- Application letter (Kindly check downloadable forms for the format)
- Physical Passport
- Copy of the data page and Philippine visa page
- Php 1,000.00

6) REPATRIATION CERTIFICATION

- Application letter (Kindly check downloadable forms for the format)
- Physical Passport of the deceased (if available)
- Copy of the data page and Philippine visa page of the deceased
- Copy of Identification card (ACR I-card, School I.D., Company I.D., etc.) of the deceased
- Death Certificate
- Embalming / Cremation Certificate
- Transportation & Consignee Info
 - Flight itinerary/Air waybill
 - Consignee Information
- Php 1,000.00

7) LETTER OF INTRODUCTION

- Application letter (Kindly check downloadable forms for the format)
- Physical Passport
- Copy of the data page and Philippine visa page
- Identification card (ACR I-card, School I.D., Company I.D., etc.)
- Php 3,000.00

8) ATTESTATION OF AGE

- Application letter (Kindly check downloadable forms for the format)
- Physical Passport
- Copy of the data page and Philippine visa page
- Identification card (ACR I-card, School I.D., Company I.D., etc.)
- Php 3,000.00

9) OTHER LETTER OF REQUEST (Immigration & School)

- Application letter (Kindly check downloadable forms for the format)
- Physical Passport
- Copy of the data page and Philippine visa page
- Identification card (ACR I-card, School I.D., Company I.D., etc.)
- Php 1,000.00

10) COMPANY/AGENCY ACCREDITATION

- Application letter (Kindly check downloadable forms for the format)
- Physical Passport
- Copy of the data page and Philippine visa page
- Identification card (ACR I-card, School I.D., Company I.D., etc.)
- Php 20,000.00