

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

THE AMBASSADOR
Through:
THE CONSULAR OFFICER
EMBASSY OF NIGERIA
2211 PARAISO STREET
DASMARINAS VILLAGE
MAKATI CITY

DEAR SIR/MADAM,

REQUEST FOR EMERGENCY TRAVEL CERTIFICATE

I am writing to request an Emergency Travel Certificate to facilitate my return to Nigeria. My details are as follows:

- **Full Name** : _____
- **Date of Birth** : _____
- **Passport Number** : _____
- **Recent Visa Expiration Date** : _____
- **Contact Number** : _____

Due to urgent circumstances, I require this document to travel back to Nigeria as soon as possible. I would appreciate your prompt assistance in processing this request.

Kindly find attached the necessary documents for your reference. Please let me know if any additional information is required.

Thank you for your time and consideration.

Yours faithfully,

Applicant's Information:

- **Complete Address in Nigeria** : _____
- **Port of arrival in Nigeria** : _____
- **Next of Kin in Nigeria** : _____
- **Relationship to next of kin** : _____
- **Next of Kin's Address in Nigeria** : _____
- **Contact Number of Next of Kin** : _____

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

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2211 PARAISO STREET
DASMARINAS VILLAGE
MAKATI CITY

DEAR SIR/MADAM,

REQUEST FOR LEGAL CAPACITY TO MARRY

I am writing to formally request a Certificate of Legal Capacity to Marry. My personal details are as follows:

- **Applicant Full Name:** _____
- **Date of Birth** : _____
- **Passport Number** : _____
- **Visa Status** : _____
- **Civil Status** : _____
- **Contact Number** : _____

I wish to marry _____ **[Fiancé's Name]**, of legal age, residing at _____.
I require this document to proceed with the necessary legal formalities related to our intended marriage.

Attached are the relevant documents for your reference. Please inform me if any additional requirements are needed.

Yours faithfully,

Applicant's other Information:

- **Complete Address in Nigeria** : _____
- **Next of Kin in Nigeria** : _____
- **Relationship to Next of Kin** : _____
- **Next of Kin's Address in Nigeria** : _____
- **Contact Number of Next of Kin** : _____

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

THE AMBASSADOR

Through:

THE CONSULAR OFFICER

EMBASSY OF NIGERIA

2211 PARAISO STREET

DASMARINAS VILLAGE

MAKATI CITY

DEAR SIR/MADAM,

APPLICATION FOR LETTER OF INDIGENCY AND WAIVER OF VISA OVERSTAY FEES

I am requesting consideration for indigency status and a waiver of my visa overstaying fees to facilitate my return to Nigeria.

My details are as follows:

- **Full Name** : _____
- **Date of Birth** : _____
- **Passport Number** : _____
- **Recent Visa Expiration Date** : _____
- **Contact Number** : _____

Due to financial hardship, I am unable to cover the overstaying fees. I understand approval may result in my inclusion on the block-list in the Philippines and seek your assistance in processing this request.

Attached are the necessary supporting documents for your review. I am available for any further clarification as needed.

Yours faithfully,

Applicant's Information:

- **Complete Address in Nigeria** : _____
- **Next of Kin in Nigeria** : _____
- **Relationship to Next of Kin** : _____
- **Next of Kin's Address in Nigeria** : _____
- **Contact Number of Next of Kin** : _____

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

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Through:
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2211 PARAISO STREET
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MAKATI CITY

DEAR SIR/MADAM,

APPLICATION FOR NBI ENDORSEMENT LETTER

I respectfully request an NBI Endorsement Letter to apply for NBI clearance in support of my visa overstay waiver application.

My details:

- **Full Name** : _____
- **Date of Birth** : _____
- **Passport Number** : _____
- **Expiration date** : _____
- **Recent Visa Expiration Date** : _____
- **Contact Number** : _____

Due to financial hardship, I cannot pay the overstaying fees. The NBI Certificate is necessary for processing my request, and I appreciate your assistance.

I have attached supporting documents and am available for further clarification. Thank you for your time and consideration.

Yours faithfully,

Applicant's Information:

- **Complete Address in Nigeria** : _____
- **Next of Kin in Nigeria** : _____
- **Relationship to Next of Kin** : _____
- **Next of Kin's Address in Nigeria** : _____
- **Contact Number of Next of Kin** : _____

Signature: _____

Applicant's Philippines Address:

_____**Philippines**

Date: _____

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2211 PARAISO STREET
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MAKATI CITY

DEAR SIR/MADAM,

APPLICATION FOR AUTHENTICATION OF DOCUMENT

I respectfully request the authentication of the attached document, _____ **[Document Title]**,
for _____ **[mention**
the purpose, e.g., legal, educational, or professional reasons].

My details:

- **Full Name** : _____
- **Date of Birth** : _____
- **Passport Number** : _____
- **Recent Visa Expiration Date** : _____
- **Contact Number** : _____

I kindly request you to authenticate the document at your earliest convenience.
Please let me know if any additional information or documentation is required to
process this request.

Thank you for your time and assistance. I look forward to your positive response.

Yours faithfully,

Applicant's Information:

- **Complete Address in Nigeria** : _____
- **Next of Kin in Nigeria** : _____
- **Relationship to Next of Kin** : _____
- **Next of Kin's Address in Nigeria** : _____
- **Contact Number of Next of Kin** : _____

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

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EMBASSY OF NIGERIA

2211 PARAISO STREET

DASMARINAS VILLAGE

MAKATI CITY

DEAR SIR/MADAM,

APPLICATION FOR AUTHENTICATION OF PRODUCTS/COMPANY DOCUMENT

We respectfully submit this application for the authentication of the following company document:

- _____

[Title and brief description of the document, e.g., Board Resolution dated 01 May 2025 appointing Mr. Juan Dela Cruz as Company Representative].

The aforementioned document is required for _____

[brief reason, e.g., submission to our partner entity in [Country] as part of our cross-border transaction requirements].

In line with this, we have enclosed the necessary supporting documents as per your guidelines:

1. Valid I.D. of the company's representative
2. Company Profile
3. Certificate of Incorporation with Corporate Affairs Commission (CAC), Nigeria
4. Passport's data page of Nigerian partner/s
5. Company registration from Securities & Exchange Commission (SEC)
6. Product registration from Food and Drug Administration (FDA)
7. Passport data page of Nigerian partner/s
8. Business permit

We trust that the submitted documents are in order. Should there be any need for clarification or additional requirements, please do not hesitate to contact us.

We sincerely appreciate your assistance on this matter.

Respectfully yours,

Applicant's Information:

- **Full Name** : _____
➤ **Mobile Number** : _____

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

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2211 PARAISO STREET
DASMARINAS VILLAGE
MAKATI CITY

DEAR SIR/MADAM,

APPLICATION FOR STATUTORY DECLARATION OF AGE

I respectfully request the issuance of an Attestation of Age. My personal details are as follows:

- **Full Name** : _____
- **Date of Birth** : _____
- **Place of Birth (Hospital Name)** : _____
- **Passport Number** : _____
- **State of Origin** : _____
- **Father's Name** : _____
- **Date of Birth (Father)** : _____
- **Place of Birth (Father)** : _____
- **Occupation (Father)** : _____
- **Mother's Name** : _____
- **Date of Birth (Mother)** : _____
- **Place of Birth (Mother)** : _____

This attestation is required for: (State purpose – e.g., marriage, school enrollment, legal requirements, etc.) _____.

Kindly find attached the necessary documents for your reference. Please let me know if any additional information is required.

Thank you for your time and consideration.

Yours faithfully,

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

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2211 PARAISO STREET
DASMARINAS VILLAGE
MAKATI CITY

DEAR SIR/MADAM,

APPLICATION FOR LETTER OF INTRODUCTION/ENDORSEMENT

I respectfully request the issuance of a **Letter of Introduction** from the Embassy to facilitate my official identification and support my application/transaction with the relevant authorities. My personal details are as follows:

- **Full Name** : _____
- **Date of Birth** : _____
- **Place of Birth** : _____
- **Passport Number/Exp. Date** : _____
- **Visa Status** : _____
- **Contact Number** : _____
- **State of Origin** : _____
- **Purpose of Request** : _____

This letter is required for submission to: (State purpose – e.g., marriage, school enrollment, legal requirements, etc.) _____.

Kindly find attached the necessary documents for your reference. Please let me know if any additional information is required.

Thank you for your time and consideration.

Yours faithfully,

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

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2211 PARAISO STREET

DASMARINAS VILLAGE

MAKATI CITY

DEAR SIR/MADAM,

**APPLICATION FOR REPATRIATION CERTIFICATE FOR
HUMAN REMAINS / ASHES**

I respectfully request the issuance of a **Repatriation Certificate** to facilitate the transportation of the mortal remains of the late _____ to Nigeria.

The details of the deceased are as follows:

- **Full Name of the Deceased** : _____
- **Date of Birth** : _____
- **Date of Death** : _____
- **Place of Death** : _____
- **Passport Number** : _____
- **State of Origin in Nigeria** : _____

Other information needed:

- **Consignee in Nigeria** : _____
- **Contact Number (Consignee):** _____
- **Address of Consignee** : _____
- **Airline to be used** : _____

The repatriation of the remains is intended for **burial and final rites in Nigeria**. We respectfully request the Embassy's assistance in issuing the necessary **Repatriation Certificate** to enable the lawful transport of the remains in accordance with the relevant regulations.

Kindly find attached the necessary documents for your reference. Please let me know if any additional information is required.

Thank you for your time and consideration.

Yours faithfully,

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

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Through:
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2211 PARAISO STREET
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MAKATI CITY

DEAR SIR/MADAM,

APPLICATION: ATTESTATION OF CITIZENSHIP

I respectfully request the issuance of an Attestation of Citizenship. My personal details are as follows:

- **Full Name** : _____
- **Date of Birth** : _____
- **Place of Birth (Hospital Name)** : _____
- **Passport Number** : _____
- **State of Origin** : _____
- **Father's Name** : _____
- **Date of Birth (Father)** : _____
- **Place of Birth (Father)** : _____
- **Occupation (Father)** : _____
- **Mother's Name** : _____
- **Date of Birth (Mother)** : _____
- **Place of Birth (Mother)** : _____

This attestation is required for: (State purpose – e.g., marriage, school enrollment, legal requirements, etc.) _____.

Kindly find attached the necessary documents for your reference. Please let me know if any additional information is required.

Thank you for your time and consideration.

Yours faithfully,

Signature: _____

Applicant's Philippines Address:

_____ **Philippines**

Date: _____

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2211 PARAISO STREET

DASMARINAS VILLAGE

MAKATI CITY

DEAR SIR/MADAM,

APPLICATION FOR OTHER CONSULAR REQUEST

I respectfully submit this application regarding the following request:

[clearly state
the purpose of the request.]

- **Full Name** : _____
- **Date of Birth** : _____
- **Passport Number /Exp. Date** : _____
- **Visa Status** : _____
- **Contact Number** : _____
- **State of Origin** : _____

I respectfully request the Embassy's assistance in processing this matter. The request is required for: _____.

Kindly find attached the relevant supporting documents for your reference. Please let me know if any additional information or documentation is required.

Thank you for your time and consideration. I look forward to your favorable response.

Yours faithfully,

Applicant's Information:

- **Complete Address in Nigeria** : _____
- **Port of arrival in Nigeria** : _____
- **Next of Kin in Nigeria** : _____
- **Relationship to next of kin** : _____
- **Next of Kin's Address in Nigeria** : _____
- **Contact Number of Next of Kin** : _____

Signature: _____