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**NIGERIA HIGH COMMISSION**  
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**Ref. No. NHC/OTT/ADM.422/X**

**2<sup>nd</sup> February, 2021**

**PUBLIC NOTICE**

**PRESIDENTIAL DIRECTIVE ON THE IMPLEMENTATION OF ADMINISTRATIVE  
CHARGES AT NIGERIAN MISSIONS**

The High Commission of the Federal Republic of Nigeria, Ottawa, wishes to notify the general public that the President of the Federal Republic of Nigeria has approved the immediate restoration and implementation of administrative charges at all Nigerian Missions, for effective management and efficient service delivery.

Consequently, the High commission hereby presents hereunder, the list of services as well as the administrative charges, which takes effect from Wednesday, February 10, 2021.

S/No.	SERVICES	ADMIN. CHARGE(CAD)
1.	PASSPORT: Fresh Issue/Renewal.	50
2.	PASSPORT: Expedited issuance (Wait and get)	200
3.	Lost Passport (Caution Fee)	400
4.	Letter of Certification of Passport	70
5.	Emergency Travel Certificate (E.T.C.):	
	(i) With expired Nig. Passport	50
	(ii) Without Passport (Lost Passport with police report)	100

6.	Authentication of Documents	30 Per Document
7.	Authentication of Corporate/Business documents	150
8.	Letter to Police for Character Certificate (police report)	50
9.	Repatriation/Shipment of Human Remains	50 per document
10.	Driver's License letter	100
11.	Letter of Life Identification (issued to Nigerian Retirees).	Gratis
12.	Change of Data (Passports)	
	(i) by marriage	100
	(ii) others	150

**Kindly note that the above charges are Administrative Charges/Fees and are different from the main fees. The charges are non-refundable.**

Mode of payment shall be by money order, payable to the **Nigeria High Commission, Ottawa, ONLY**.

The High Commission, in light of the foregoing, hereby solicits the unwavering co-operation and understanding of all applicants for better service delivery.

**NIGERIA HIGH COMMISSION, OTTAWA**