

GUIDELINE FOR ISSUANCE OF OFFICIAL PASSPORTS

1. Eligibility:

- (a) All senior Public Officers on GL 16 and above/and equivalent in the Armed Forces/Paramilitary organizations;
- (b) All other senior Public Officers on authorized official assignments abroad

2. Procedure:

- (a) Applications/requests on behalf of concerned officers by their present MDAs, signed by their respective Permanent Secretaries/Chief Executive Officers, are to be submitted to the Secretary to the Government of the Federation or Permanent Secretary (General Services Office), Office of the Secretary to the Government of the Federation;
- (b) Such applications/requests are to be accompanied by the underlisted documents in respect of the applicants:
 - (i) Copy of approval minutes for the official trip abroad;
 - (ii) Copy of Letter or Gazette of confirmation of appointment into the Public Service;
 - (iii) Copy of Letter of Promotion to present position, and
 - (iv) Copy of current valid Identity Card.