

**COMPUTERIZATION OF ISSUANCE OF STANDARD NIGERIA PASSPORT**

**(A CASE STUDY OF PASSPORT OFFICE, KADUNA)**

**BY**

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**NIGER STATE.**

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A project submitted to the department of Mathematics/Computer Science,  
Federal University of technology, Minna in Partial fulfillment of the  
requirement for the award of postgraduate Diploma in Computer Science.

## **CERTIFICATION**

This is to certify that this work was carried out by Dauda Onobume Isa,  
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## **DEDICATION**

This project is dedicated to God Almighty.

## **Acknowledgement**

I am most grateful to God Almighty for the inspiration to commence this programme and for His guidance, provisions and blessings in the course of this programme and always.

I am particularly grateful to Dr. Y.M Aiyesimi, my able Supervisor for taking the pains to go through the work and for his useful suggestions, which in turn gave this work the professional touch it deserves. I am also indebted too Mallam Danladi Hakimi for bridging the information gap between the school and myself and other assistance too numerous to mention.

I equally appreciate the individual efforts of all the lecturers of the Department of Mathematics and computer, whose lectures and materials provided the first insight to this write up.

I also acknowledge the support of my beautiful sweetheart Miss Joyce Ajogu.

For their invaluable contribution that led to the success of this programme, I am indebted to the following people: Halima Alhassan, Alhaji Moshood Haruna and his darling wife, Sub-Lieutenant GB Telu, Sub-Lieutenant AS Odunsi, Sub-Lieutenant OA Oyetoyan, Sub-Lieutenant BO Ajayi, Sub-Lieutenant OA Akinrodoye, Mrs Onye and finally my Dad and Mum; Mr and Mrs Alhassan Joel.

Finally, my special thanks goes to my bosses, Capt. PC Amaechina and Capt O. Olanipekun, whom without their understanding, this work would'nt have been a success.

## **ABSTRACT**

Manual processing of Standard Nigeria Passport was carefully analysed and found to have a lot of problem. The new computer system have helped in reducing these problems and also improved in accuracy, effectiveness and efficiency in the issuance of Standard Nigeria Passport.

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# **CHAPTER ONE**

## **1.1 INTRODUCTION.**

The standard Nigeria passport is one of the major travel documents issued and reviewed by the passport, Ecowas and African Affairs Directorate of Nigeria immigration service through passport, Offices in State commands and headquarters at Abuja, as well as Diplomatic missions and consulates of Nigeria abroad to qualified Nigeria citizens.

The issuance and renewal of this vital travel document is being done manually leading to a lot of bottle necks such as individual holding multiple passports, fraud toutting and general insecurity of this document.

The objective of this study therefore is to critically study the concept of computerization of issuance and renewal of Nigeria standard passport through an understanding manual operations to fashion out a new computer system that will reduce or eliminate these short comings.

Standard Nigeria passport is a sign of sovereignty and serves as an identity to the holder whenever he travels out of the country. Therefore computerization of this travel document will go a long way to boast the image of Nigeria abroad.

Computerization of issuance and renewal of standard Nigeria passport will lead to increased efficiency in operation as regards speed, ability to store large amount of data, unfailing accuracy and general security of the travel document.

The possession of standard Nigeria passport is subject to compliance with any immigration regulations in the country the holder seek to enter or transit across, as well as the necessity of obtaining a visa or entry permit as the case may be. The validity or Life Span of standard Nigeria passport is ten years and is available for the first five years unless otherwise stated and is renewal for further five years.

The fee for fresh and re-issue of standard Nigeria passport is five thousand Naira only, while renewal is two thousand five hundred Naira only. Passport form is one hundred Naira only. All payment for standard Nigeria passport form must be made on bank draft.

The cover of standard Nigeria passport is dark green and has forty eight pages. Passport remains the property of the Government of the Federal Republic of Nigeria and may be withdraw at any time.

The issuance of a passport may be refused by the Government for security reasons.

## **1.2 BRIEF HISTORY OF STANDARD NIGERIA PASSPORT**

The issuance of standard Nigeria passport started in 1948 with the establishment of passport office under Police Administration by virtue of British immigration laws then governing Nigeria, it then moved to the immigration office, Foreign Affairs and common wealth Relation Office and 1981 to the ministry of internal Affairs as part of citizenship and welfare division.

During these periods a lot changes have taken place in the issuance of standard Nigeria passport ranging from procedure to administration, laws governing issuance as well as the character of passport booklet and fees payable.

Presently the issuance of standard Nigeria passport is under passport, Ecowas and African Affairs Directorate of Nigeria immigration services and the law governing this is passport (Miscellaneous Provision) Decree 1985, (Decree No. 15 of 1985).

### **1.3 OBJECTIVE OF THE STUDY**

The objectives of this study is to critically study the concept of computerization of issuance and renewal of standard Nigeria passport through an understanding of the short comings of the manual operation on so as to fashion out new computerization system that will reduce or even eliminate these short comings.

These objectives are summarized as follows:

- i. To keep accurate record of all passport issued and renewed in the passport office, Kaduna
- ii. To keep account of all money received from applicants.
- iii. To eliminate rampant fraudulent practices seen in the manual issuance of standard Nigeria passport.

- iv. To have easy access to records thereby enhancing endorsement, insertion, observation and renewal of standard Nigeria passport.
- v. Efficient file management.

#### **1.4 SCOPE AND LIMITATION OF THE STUDY**

The scope of this study will cover only the application of computer to the issuance and renewal of standard Nigeria passport in passport office Kaduna.

The main limitation to this study is the security importance of the issuance and renewal of standard Nigeria passport, this the numerous journeys and time spent in travelling to Abuja to seek for the approval of the topic from the comptroller-General of Nigeria immigration service.

Furthermore, the fact that not much have been written on the issuance of standard Nigeria Passport constitute a major limitation.

#### **1.5 OTHER TYPES OF TRAVEL DOCUMENTS**

There are other types of travel documents which are not covered by the scope this project which are worth mentioning.

They are:

**(i) Official Passport:**

This is issued to senior Civil Servants and other qualified public Officers who are proceeding, abroad strictly on Government business. It is issued by citizenship and welfare division of ministry of internal Affairs. It is of restricted use must be surrendered to the appropriate quarters on return from each official journey for safekeeping. The cover of official passport is blue.

**(ii) Diplomatic passport:**

This is issued to Nigeria Diplomats, their Spouses and other persons deserving diplomatic status as maybe determined from time to time by the Head of state. It is also issued by the citizenship and welfare division of the ministry of internal Affairs. The cover of Diplomatic passport is red.

**(iii) Pilgrim passport:**

This is issued to intending Pilgrims to the Holy Lands by passport, Ecowas and African Affairs Directorate of Nigeria immigration service. The cover varies from year to year for security reasons

**(iv) Seaman's Certificate of identity:**

This is issued to Nigeria who work on Ocean-going vessels or water craft upon the recommendation from the employers. It is also issued by the passport, Ecowas and African Affairs Directorate of Nigeria immigration service. The cover is maroon.

**(v) Ecowas Travel Certificate:**

This is issued to qualified Nigeria citizen for travel within Ecowas Sub-regions it is also issued by the passport, Ecowas and Africans Affairs Directorate of Nigeria immigration services. It is valid for four years and is available for first instance, for two years are renewed for the remaining two years. The cover is light green.

(vi) **Emergency Travel Certificate:**

This is issued to Nigeria citizen who lost their passport while abroad to enable then return to Nigeria it is valid for one journey to Nigeria and must be surrendered to the immigration authorities at the port of entry.

## **1.6 DEFINITION OF TERMS**

- i. **TRAVEL DOCUMENT:** According to section 51 subsection 1 of immigration Act 1963, "Travel documents" for entry into Nigeria include in any proper case a Visa and employment papers and international Certificate of Health valid for entry into or travel through any other country as the case may be.
- ii. **PASSPORT:** Means with references to the person presenting, It a travel document furnished with the photograph of such a person and issued citizen and for a period of time which, according to the law of that country has not expired and includes any other similar documents approved by the minister establishing the nationality

and identity of the person to whom it refers to the satisfaction of an immigration officers.

- iii. **FRESH ISSUANCE:** Means the first or initial issuance of standard Nigeria passport an applicant.
- iv. **RENEWAL:** Means the extension of the life Span or validity of a passport after the first five years.
- v. **RE-ISSUANCE:** Means the issuance of a new passport to an applicant as a result of expiration of the old one or the Visa pages are used up or when the passport is defaced or mutilated.
- vi. **Visa:** Means an impress or endorsement b means on a travel document, purporting to be signed and dated by an officer appointed for that purpose by or on behalf of the Government of Nigeria and authorizing entry into or transit across Nigeria subject to compliance with any special requirements prescribed by the by the immigration authorities at a port of entry, and valid for specified time and for the number of journeys stated there in.
- vii. **ENTRY PERMIT:** Is defined in the same words as a Visa according to immigration Act except that while Visa relates to aliens entry permit relates to common wealth citizens.
- viii. **DATA:** This is a collection of raw facts and consists of digit letters or characters that represent an idea.
- ix. **HARDWARE:** This is physical components of a computer.



- x. **SOFTWARE:** This is the nonphysical components of a computer.
- xi. **PROGRAM:** This is the a set of instructions needed to perform or accomplish a task.
- xii. **COMPUTER:** This is electronic device which accepts and Processes data by following a set of instruction called program to produce an accurate and efficient result.

## **1.7 HARDWARE REQUIREMENT**

The physical components of computer is referred to as hardware. Conventionally computer can be classified into these categories namely:

### **COMPUTER.**

It is mainly used in small business establishment, homes and classrooms

**Minicomputer:**

This is a computer with many capabilities of mainframe but, with a smaller primary storage unit. It is generally low period, has smaller memory and process data more slowly than mainframe.

### **Mainframe:**

This is a large computer commonly used in big business and industry. it is the most powerful, has a large memory capacity, Operate at very high speed, and serve more than one user Ata time.

For this project an IBM Mini Computers with the following hardware requirement is recommended:

IBM Machine or compatible.

120 MB Hard disk.

66 MHZ Procesor.

Colour graphic monitor.

3.5" Floppy disk drive.

A key board.

Printer- EOSON 1170.

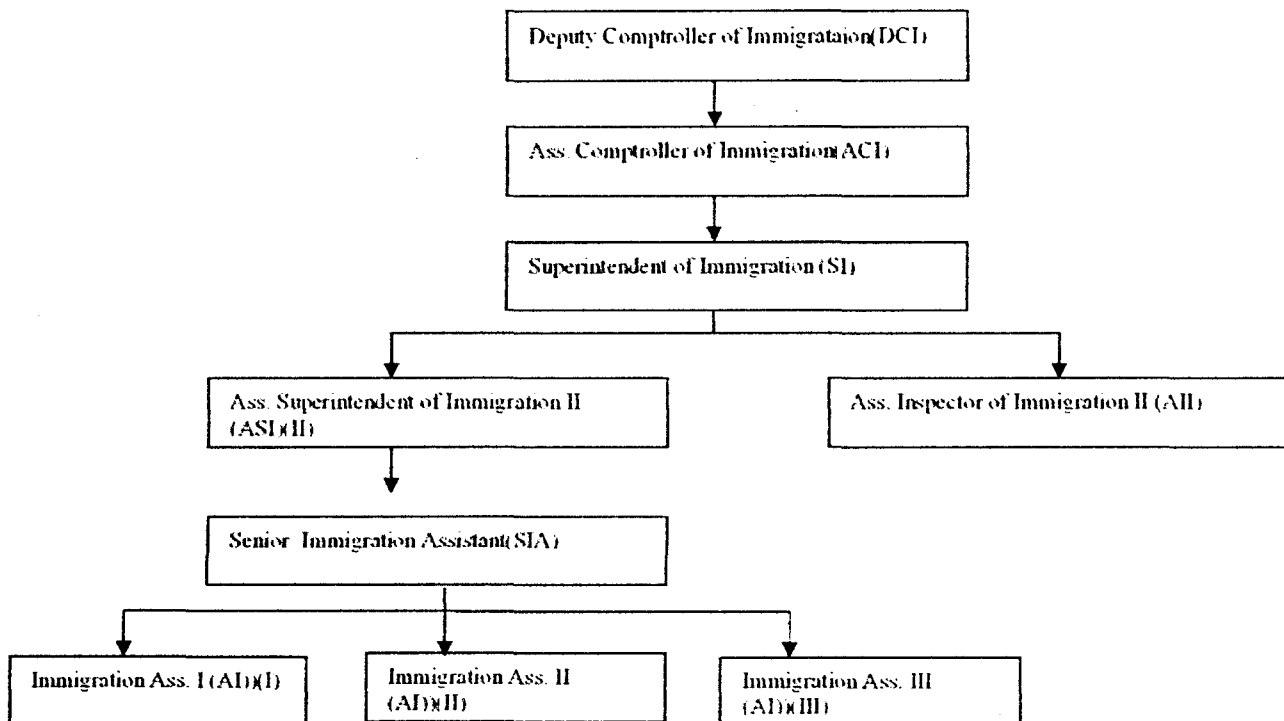
## **CHAPTER TWO**

### **2.0 STRUCTURE OF ISSUANCE AND RENEWAL OF STANDARD NIGERIA PASSPORT.**

This involves a critical study of the present manual operational system in the issuance and renewal of standard Nigeria passport. The present system is criticized against the principal of procedure after which the strengths and weakness becomes clear. This will help in the proposing of a new computerized system.

### **2.1 ORGANIZATIONAL CHART OF PASSPORT OFFICE KADUNA**

This is a chart which shows the hierarchy of officers and men in the passport office Kaduna.



## **2.2 SCHEDULE OF DUTY**

Normally the passport control officer is deployed from immigration service headquarters at Abuja to head the passport office in the command while the comptroller in-charge of command deploys supporting staff to help in the issuance and renewal of standard Nigeria passport.

An account personnel is also deployed to the finance section of the office from central pay office.

The officers and men in the passport office and their schedule of duties are as follows:

### **1. Passport Control Officer:**

A deputy comptroller of immigration (DCI) by rank and is the officer in charge of passport office Kaduna. His other functions include:

- (a) General Administration of the passport office Kaduna.
- (b) Approval of fresh, re-issued and renewals of application for standard Nigeria passport.
- (c) Signatory to standard Nigeria passport and other travel documents issued in passport office Kaduna.

### **2. Second officer in charge:**

An assistant comptroller of immigration (ACI) by rank and his duties includes.

- (a) Reports to the passport control officer and takes charge in the absence of the passport control officer.
- (b) Assist the passport control officer in the Administration off the passport office.
- (c) Attends to applicants Enquires concerning passport issuance.
- (d) Screening and giving passport application forms to deserving applicants.
- (e) Overseas the collection, listing and forwarding of files to the Department of security service.
- (f) Take custody of queried files and assists applicants an how to answer them.
- (g) Any other duty assigned by the passport officer.

### **3. Channeling Officer:**

A superintendent of immigration by rank and his duties includes:

- (a) Screening of applicant
- (b) Laies with the Department of state security service in the clearance of passport applications.
- (c) Any other duty assigned by the passport control officer.

### **4. Registry:**

This section is headed by a Deputy superintendent of immigration (DSI) and his functions are:-

- (a) Head the writing and collection of all approved passport applications.
- (b) Take custody of all application for passport issuance.
- (c) Checking passport application forms before submission to state security service for clearance.
- (d) Any other duty assigned by passport control officer.

Other Officers in the registry and their schedule are:-

Assistant Inspector of Immigration (AII)

- (a) Maintain all registers of all application for passport
- (b) Take custody of the issuing register
- (c) Assist in the writing of approved passport applications

Senior Immigration Assistant (SIA)

- (a) Lamination of written passport
- (b) Assist in the other duties in the registry

Immigration Assistant II (IA) (II)

- (a) Lamination of written passport
- (b) Assist in other duties in the passport

Immigration Assistant III (IA) (III)

There are two persons of this rank one is in-charge of typing and keeping of official gazettes and mails dispatch, while the other taker care of cleaning the office.

## **FINANCE:**

This section is headed by a deputy superintendent of immigration (DSI) this is where all payments regarding to passport are made. Also an accounts personnel is attached to this section from central pay office.

The duties of the head of this section include:

- (a) Ensuring Proper receipting of all payments for passport applicants.
- (b) Maintaining of all documents relating to payments.
- (c) Any other duty assigned by the passport control officer.

## **2.3 REVIEWED OF PROCEDURE FOR ISSUANCE AND RENEWAL OF STANDARD NIGERIA PASSPORT.**

### **(A) FRESH ISSUANCE:**

Request for standard Nigeria passport by any eligible applicant at passport office Kaduna starts with obtaining of a bank draft of five thousand one hundred Naira only from united bank for African (PLC) Kaduna branch.

On presenting the draft, the applicant is given form C.1 and B. 21, or C.2 depending on whether adult or underage.

Completion of application forms.

Applicants are advised to study the application forms carefully before completion and all words and figures must be in block letters and clearly written, form with much cancellation may be rejected

Adult Applicant form C.1:

Section 1,2,5,6,8 and 9 must be completed by the applicant and section 13 for lost passport. Under section 7 particulars of children up to the age of 6 years may be endorsed in their mothers passport and such endorsement must be accompanied by evidence of birth in form of photocopy of birth Certificate or sworn affidavit.

Section 11 must be completed by a recommender who is expected to endorse the reverse side of one of the three passport photograph of the applicant. Then recommender must be completed by a recommender who is expected to endorse the reverse side of one of the three passport photograph of the applicant personally. The recommender is reminded of the provisions of section 2 of the passport (Miscellaneous Provision) Decree No 15 of 1985 which makes it an offence punishable upon conviction with a term of two years imprisonment without the option of fine a recommender to sign any application form that contain any false. Declaration knowing same to be false or to hide or conceal any material information.

Section 12 must be completed by the officer registering application forms section 13 must be completed in all cases of lost passport with the following information.

- (a) Number of the lost previous passport.
- (b) The date it was issued.
- (c) The names on the lost passport.



- (d) Circumstances in which the passport was lost or destroyed.
- (e) The place and date of loss.
- (f) Measures taken at the time to report loss and to effect recovery.
- (g) Police report.

## **SECTION 10 MUST BE COMPLETED IN THE CASE OF AN APPLICANT WHO CAN NOT READ ENGLISH**

### **Form B. 21 (Guarantor's Form)**

The guarantor must be a Nigeria and must have personal knowledge of the applicant. Guarantors are also reminded of the provision of section 2 of the passport miscellaneous provision Decree No 15 1985 which makes it an offence punishable under conviction with a term of 2 year imprisonment without option of fine for a Guarantor to sign any application form that contains any false declaration knowing same to be false or to hide or conceal any material information.

The guarantors form is divided into three parts part one contains the particulars of the guarantor including assets.

Part two is a declaration by the guarantor that all information given is true. This part is not completed if the applicant is sponsored by the Federal or State Government or corporations.

While part three contains an agreement and indemnity by the guarantor to be held responsible for the cost of repatriation if the applicant is repatriated.

This section must be sworn to before either a magistrate, justice of the peace, a commissioner for Oaths or a Notary public and must be presented to the commissioner for stamp duties for stamping within forth days from the date it is sworn to.

In form C.1 section 11 the recommender must authenticate the application and must be either a ministry of Religion, medical or legal practitioner, established Senior Civil Servant, Bank Officer or any Nigeria citizen of similar standing personally known to the applicant and acceptable the passport control officer

Below section 5 is provision of signature and thumb-print of the applicant. A sachet for signature and thumb print will be provided along with the forms. This must affixed in the presence of a senior passport officer, Army Officer, Police Officer or Secretary to a Local Government.

The following documents are submitted along with the completed forms C.1 and B.21

- (a) Three recent passport size photographs of the applicants, one of which must be endorsed at the bank by the recommender.
- (b) Photocopy of birth certificate / sworn affidavit or age declaration.
- (c) Letter of identification from applicant's Local Government area or letter of recommendation from head of department in case of a civil servant.

- (d) Photocopy of marriage certificate or sworn affidavit of marriage in the case of married women.
- (e) Letter of consent from the husband in the case of married women.
- (f) A sworn declaration of loss of passport in case of replacement of lost passport.

## **UNDERAGE APPLICANTS**

This application for standard Nigeria passport for children under 16 years. Form C.2 is used for this purpose and the fee is the same as for adult.

Completion of form C.2.

Applications are advised to study the form carefully before completion. Form C.2. is divided into three parts. The first part is a declaration by the father or legal guardian of the child. The second part deals with description of the child, while the third part is for the recommender who must be different from the father or legal guardian of the child.

Parts one and two must be completed in the hand writing of the father or legal guardian of the child except for those that cannot read or write in English.

There is also provision for signature and thumb print on the form and also a pair sachets is also provided.

The completed application must be accompanied with the following documents

- (a) Letter of consent from father or legal guardian of the child.

- (b) Evidence of birth inform of photocopy of birth certificate or sworn declaration of age.

This category of application may not be sent for security clearance. Other procedure is the same as for adult application.

**Registration:**

Completed application forms with accompanying document and bank draft is submitted by the applicant at the registry section where a file is open with a general and Local Government file numbers bolding written to the file.

**PAYMENT:**

The file is now taken by the Officer in the registry to the finance section for payment. Here the bank draft is received on treasury Receipt (Tr 6A) and is stapled on the file.

**FILE CHANNELING:**

Depending on the type of application, that is whether adult or underage, the application may be sent for security clearance at the Department of state security service before it is finally approved for issuance and writing by the passport Control Officer.

The following types of application require Security clearance:

- (i) Applications for replacement of lost passport.
- (ii) Applications for fresh issuance of standard Nigeria passport.

- (iii) Applications for the re-issuance of expired or stated passport which have become mutilated and or in any way defaced.

However cases of expired or stated passport which are neither mutilated nor in any way defaced may be re-issued without sending for clearance.

#### **QUERIED FILE:**

File could be queried during security clearance for various reasons ranging from inconsistency in information supplied to security reasons. This will be noted on the file and the applicant may be required to ratify them before further action is taken on the application, if it is not rejected. Queried files could be rejected as a result of inconsistencies in completing forms and or for security reasons.

#### **APPROVING APPLICATION**

All applications whether sent for security clearance or not must be approved by the passport control officer before passport booklets are issued. Approved files are then forwarded to the issuance of the passport.

#### **ISSUANCE AND WRITING OF PASSPORT:**

Approved files are sent to the issuance officer where a passport booklet is allocated to the file and sent to the writing room. The statutory particulars of the applicant is endorsed on the booklet number recorded on the application form

and file. The file together with the passport booklet is sent for lamination stamp and embossment or sealing.

#### Signing of writing passport:

The written, laminated, stamped and sealed passport booklet is now sent to the passport control officer to append his signature, the passport is now ready for collection.

#### Collection of issued passport:

The file is now sent back to the registry for collection by the owner or his authorized representative. The treasurer receipt must be cancelled before handing it over together with the passport booklet to the owner after signing for collection. After collection the particulars on the application form with the passport number is entered into the standard issue register.

### **(B) RENEWAL OF STANDARD NIGERIA PASSPORT:**

This is normally done after the first five years of the passport, and is renewed for further last five years. The fee for renewal is two thousand, five hundred Naira only.

Application for renewal of standard Nigeria passport is usually made on form E. The first page of the form contains declaration by the holder of the passport of his intention to renew his passport and recommender. While the

reverse side of the form contains in husband and children included in the passport.

The actual renewal is done by endorsement of a renewal stamp on page five of the passport booklet and entering the period for which the passport has been renewal, with the code of the issuing office and the signature of the passport control officer.

**(C) RE-ISSUANCE OF STANDARD NIGERIA PASSPORT:**

Application for re-issuance of Nigeria passport may be made under the following reasons:

Other officers attached to this section and their duties are:

Assistant superintendent of immigration II (ASI) (II)

There are two officers of this rank and their duties includes

- (a) Issuance of revenue receipts.
- (b) Posting of all renewal documents into the cash book.
- (c) Writing of bank confirmation.
- (d) Takes custody of passport stock register.
- (e) Prepare monthly returns of all revenue collected.

Assistant inspector of immigration (AII)

- (a) Assistant in the cash office.

Senior immigration (SIA)

Assist in the cash office.

## Immigration Attendant I (IA) (I)

Driver attached to the passport office.

Accounts personnel from central pay office:

### **HIS DUTIES ARE:**

- (a) Acts as the cashier to passport office.
- (b) In-charge of cash book and ledger.
- (c) Liases with United Bank for African Plc and central pay office.
- (d) Prepares monthly revenue returns to ministry of internal Affairs (MIA) Abuja.
- (e) Takes custody all revenue receipt and cash book.
- (i) Passport which the validity has expired
- (ii) Passport whose Visa pages have been used up.
- (iii) Mutilated or defaced passport.

All application for re-issuance of standard Nigeria passport must be made on form C.1 and B. 21 with other requirements as in fresh issue, as well as photocopy of first three pages of the passport to the passport office where it was originally issued.

The fee for re-issuance is five thousand Naira only.

If the passport to be re-issued is not mutilated or defaced it may not be sent for security clearance, also may be sent for security clearance.



The actual re-issuance is the same with fresh issued except that a stamp is endorsed on page six of the passport with the particulars of the old passport. The old passport must be cancelled after the new one is issued and the passport control officer will use his discretion on return giving back the old passport to the holder.

### **OTHER OPERATION CARRIED OUT ON STANDARD NIGERIA PASSPORT:**

#### **(i) Observations and insertions**

Observation is the correction of a mistake on a passport upper part of page six of the passport and the correct information written below it, followed by control stamp and signature of the passport control officer while insertion is the addition of more information on a passport. Both are at the request of the holder of the passport and the fee is five hundred Naira only.

This could be either as a result of clearances of the applicant or from mistake by the immigration officer during writing.

Depending on the seriousness of the error an observation could be made or the passport cancelled and re-issued and the person liable for the mistake shall bear the cost.

#### **(ii) Request for additional names:**

Such request must be backed by authentic evidence in form of such document or statutory declaration of such additional names before necessary insertion or observation are made on the passport.

(iii) Change of name or marital status of holder of a passport:

Request for change of name in a passport must be accompanied by an affidavit of change of name sworn in a court of law and photocopies of its publication in a national daily, and photocopies of marriage certificate in case of married women.

Depending on the holder a new passport may be re-issued or observation made reflecting the new names or status of the holder as the case may be and the applicant will bear the cost.

(iv) Change of profession:

This must also be accompanied with verifiable document of such change.

(v) Insertion of children's names in parents passport:

an applicant for fresh passport standard Nigeria who wishes to include the name of her children, shall in addition to statutory requirements listed in section 7 form C.I furnish photocopies of the birth certificates of children and a letter of consent from their father.

However, if an application is for insertion of names of the into an already issued passport. The applicant shall complete form C.A.F together with photocopy of birth certificates of the children. Children above six years may not be inserted in their mother's passport.

## **MONTHLY RETURNS ON STANDARD NIGERIA PASSPORT:**

At the end of every month a return on standard Nigeria passport and revenue generated is sent to the headquarters at Abuja. The returns covers the following:

- (a) Number of passport supplied to passport office.
- (b) Number of passport issued.
- (c) Number of passport with printing error.
- (d) Number of passport in stock.
- (e) Number of passport renewal.
- (f) Name of observation and insertions made.
- (g) Revenue generated from passport issued, renewals and observation and insertions.

### **2.4 PROCEDURE CHART**

This gives direction or flow of information in a particular process or procedure in an organization or system.

## **REGISTRY**

- (i) The applicant on presenting a bank draft of five thousand one hundred Naira only, is given a set of forms to be completed
- (ii) Returned completed forms with the statutory and other requirements.
- (iii) Registration of application file.

## **FINANCE**

- (i) Receiving of payment and stamping of the payment stamp on the space, provided on the form

## **CHANNELING**

- (i) File sent for security clearance
- (ii) Return from clearance

## **APPROVAL**

- (i) Approval of cleared applications and issuing of booklet by the passport control officer.

## **REGISTRY**

- (i) Writing of approved applications, Lamination, Stamping sealing and signing the passport control officer.
- (ii) Entering of the particulars in the file together with the passport number into the standard issued register.
- (iii) Collection of the issued passport by the holder or his authorized representative after signing for collection.

## **2.5 REGISTERS USED IN THE ISSUANCE OF STANDARD NIGERIA PASSPORT.**

The following registers are used in the issuance of standard Nigeria passport.

(i) General file Register:

This registers contains all the applications that are being processed in the passport office Kaduna.

(ii) Local Government Register:

Every Local Government area in the state has a register where applicants from them are registered before processing of their application.

(iii) Standard issued Register:

This register contains all the vital information about a holder of a passport including the passport number.

(iv) Collection Register:

This is a register where the applicants sign for their passport before collection.

## **2.6 SYSTEM INVESTIGATION AND ANALYSIS**

System investigation is a procedure analysis of an existing system in an organization with a view to finding out what the strength and weakness are: The information gathered will now help the analyst to design a new suitable system that will take care of the problems encounter in the old system as well as bring in other things of interest into new system.

The techniques used in the investigation are:

- (i) This is watching the procedure or process involved in performing a task for a period of time in order to have a first hand knowledge of what is happening.

(ii) Oral interview:

This involves face to face discussion in order to get relevant information.

This is the most common and most Satisfactory way of obtaining information especially as regards objectives, constraints, allocation of duties, problems and failure in the existing system.

(iii) Examination of Document:

This involves the examination of document used in the issuance of standard Nigeria passport.

## **2.7 PROBLEM WITH THE CURRENT MANUAL SYSTEM**

A combination of the problem below among others has made the current manual issuance of standard Nigeria passport ineffective.

- (i) Poor access to information in the file thereby causing renewal, observations and insertions to be made without reference to the original file.
- (ii) Storage of large volume of file is a big problem due to lack of space and poor quality of passport forms coupled with attack on the files by rodents and insects during storage.
- (iii) There is no file security and backup because only standard issue register is used and there is no restriction of access to it, it is lost or destroyed all the vital information about the holder of passport is lost.
- (iv) The total number of Nigeria citizens issued with passport in Kaduna will be difficult to ascertain because there is no authentic serial number.

- (v) There is no way of checking individuals holding more than one passport.
- (vi) Financial fraud is easier in the manual issuance and auditing is equally slow, thus even when fraud are detected it is normally too late.
- (vii) Touting is easier under manual issuance of standard Nigeria passport.
- (viii) There are too many duplication in the passport application forms.
- (ix) The repetitive nature of the process or procedure in the manual issuance of passport makes it boring and prone to mistakes.
- (x) The size of the passport booklet is too big and the quality is poor.

Considering the security implication and other shortcomings of the current manual issuance of standard Nigeria passport, the need for a new computerized system that will reduce if not eliminate them cannot be overemphasized.

## **CHAPTER THREE**

### **SYSTEM DESIGN AND ANALYSIS**

The issuance of Nigeria standard passport is a very sensitive process because of its security importance. Considering the numerous short comings enumerated in the previous chapter we can see from the study that manual issuance of Nigeria standard passport has failed.

As a result of this, new computer system is designed to reduce if not eliminate completely these short comings of manual issuance. In the design of a new computer system, the manual procedure is not completely discarded rather all the useful inputs needed in the old system are retained and authentic and thorough analysis of existing data made as well as some innovation introduced using computer. A good understanding of the manual procedure will be useful in the design of a new computer system.

#### **3.1 OBJECTIVE OF THE PROPOSED SYSTEM.**

The objective of the new computer system is to avoid delay in the issuance of standard Nigeria passport by improving on speed, accuracy and credibility. It will also check financial fraud, individuals holding multiple passport and more importantly proper and efficient file management system that will make observation, insertion and renewal of passport easy. Since the issuance of Nigeria standard passport is the same in all the command



headquarters at Abuja, this study can be midwives into ands to headquarter at Abuja.

### **3.2 DESIGN OF INPUT / OUTPUT OF THE NEW SYSTEM**

A new input and output format is designed by the research her to suit the new computer system. The input to the system is designed in such a way that only necessary and detailed data form the applicants application forms are fed into the computer system avoiding repetitions.

The output is always a function of the input.

### **3.3 SCOPE OF DESIGN**

The scope of the design is limited to the activities handled by direct computer application. Before computer can process data for issuance of standard Nigeria passport it is expected that the fees for the passport booklet and forms have been paid, receipted, forms completed and submitted, registered, cleared according to law and approved by the passport control office. The aim of the design stage is to work with the dictates of passport (Miscellaneous Provisions) Decree 1985, (Decree No. 15 of 1985) and meticulously process the given data into output which include a fully processed Nigeria standard passport. The scope of the design is taken from various stage in the processing of Nigeria passport, viz.

- (a) Printout completed application forms.
- (b) Designing computer system which is capable of storing data contained in the completed application forms.
- (c) Processing data into output.

### **FACTORS TO CONSIDER IN THE DESIGN**

The following factors are considered in the system design:

- (i) To design a system that can maintain a master file and update the constants.
- (ii) To design a system that will be able to validate inputs to make sure that they are correct.
- (iii) To design a system that can provide a databank / database for information storage and retrieval to assist government in policy matters.

### **3.4 FILE STRUCTURE**

A file is designed as a collection of related information such as data files, program files or both. Take an office attendance register for example. The register is intended to contain the names, service number and signature make up the officers attendance record. These three fields combine to form a record.

Files can be classified according to their role within the overall data processing activity as master file, Transaction file, Backup file and so on.

### **3.4.1 MASTER FILE:**

This is a file containing permanent data. The general file register and standard issue register are examples of master file.

Because data contained within a master file are of vital importance, it follows that if a master file is to be of any real value, it must reflect the up to date state of its types and the data occurrences must be correct. The operation changing a master file to reflect the latest stage of its contained data is known as updating of a master file. This is normally done from the transaction file. Also referencing, maintenance and inquired or interrogation can be carried out on master file.

### **3.4.2 TRANSACTION FILE:**

This is defined as a file containing data about business activities taking place within a specified period of time (One day or One week or One month).

Transaction files are used to update any master file they affect and are made empty at the start of a new period of recording new transaction. Transaction file is of temporary nature.

### **3.4.3 BACKUP FILE:**

This is a security file that does not take part in the live operational environment. It is needed in cases the operational files get corrupted. In such situations by a careful back-tracking, the operation file can be reconstructed. For

example, an old master file can be made into a backup file which will be useful incase the new master file gets corrupted.

### **3.5 FILE ORGANIZATION**

The way a file is organized depends on the storage medium used and the operation that are to be carried out on the file.

The need for different ways of file organization arises from the following reasons:

- (a) Different physical storage media impose a physical order on the stored record on a file which most of the time is not in line with the logical view of the user therefore a way has to be devised to overcome it.
- (b) Data processing requirement are not the same for different users. For instance a file organization for user A may be irrelevant for need of user B.

The choice of a file organization depends on the operation that are to be performed on the story data like sorting, updating and retrieving as well as operation difficulties such as how fast a record is to be retrieved.

The different ways of organization file are:

### **SERIAL FILE ORGANIZATION:**

The is a file organization where records are arranged as the transaction occur without any particular sequence.

This is the simplest type of file organization. Any storage medium can accommodate serial files. This type organization is inefficient because to access a record, all its proceeding records must be accessed first.

### **SEQUENTIAL FILE ORGANIZATION:**

This is a file organization where records are arranged in a certain order (Sequence) depending on a sort key or specified key field. For example it could be ascending or descending order of last made or registration number. It therefore means that where two files are to be processed, for instance if a transaction file and a master file, it is necessary that they are organized in the same order for efficient processing media that it will take time to process. The storage media that accommodate sequential file organization include both serial media, for example magnetic tape and direct access media such as magnetic disk. One major advantage of this file organization is that sequential file stored on direct device can be searched by a method know as binary searching. Binary's earch procedure involves continuos halving the whole records to be searched, that is, the first half is considered to determine which half contains the record and that half is halved again until the record is obtained. Hence, Binary

Search method combines the advantages of sequential file with the possibility of random access.

**Index Sequential file organization:**

This type of file organization combines the qualities of sequential and random access methods. It provides indexes for records in a file which allows for direct access while a sequential and access is equally possible according to the ordered key field. An index sequential file is stored on a direct access storage and consist of two major distinct area.

**(i) Index Area**

This area contains all indexes association with the file.

**(ii) Prime or Home area:**

This is the main storage area for the files record processing or updating the master file with the transaction file can be done randomly using index. Index contains the key which gives the address at which the record is located.

**Random file organization:**

This is a file organization where records are organized in random sequence. Each storage location on the storage medium has an address which is used in order to access a record stored in a particular location. A record on a random file can be accessed directly without consideration for preceding or succeeding records, thus is often referred to as direct access method. An

example of random access device is magnetic disk. It is very useful when small sets of record is required to be accessed directly any time as in online enquiry.

The recommended method of accessing file is index sequential access because it is most convenient for batch processing also recommended by the researcher. Other reasons for recommending index sequential access of files are:

- (i) The storage medium used for file storage is magnetic disk.
- (ii) The volume of data involved is high.
- (iii) It offers rapid access to next record in the file.
- (iv) Keying in general file register number through keyboard makes the computer check for the existence of such numbers and retrieves it where it exist but returns an error message where such a number does not exist.

Due to repetitive nature of the procedure for issuance of the standard Nigeria passport and the fact that passport applications are processed in batches, the suggested approach to the new computer system is BATCH PROCESSING SYSTEM. In this system data are collected for a given period before processing in batches. jobs are entered and stored on a disk in batch queue and ran from time to time under the control of an operating system.

### **3.6 SYSTEM DATABASE**

This is a collection of pertinent data about an organization or person with minimum duplications serving as a pool of information for many users. It can

also be described as any collection of useful information organized in a systematic and consistent manner.

The term data base refers to the software that manages the database. This software is generally called Database management system (DBMS), which is a high speed filling system that manages the database.

Specifically, the new system is designed to run on 2 database files namely – App. DBF and PASSPORT. DBF. The description of these files are done as follows:

APP. DBF: This is a file that contains the details of application forms submitted by those who are interested in obtaining passport. The structure of the file is as follows:

S/NO	FIELD NAME	FIELD TYPE	WIDTH
1	APPNO	CHARACTER	5
2	DATE	DATE	8
3	SNAME	CHARACTER	15
4	ONAME	CHARACTER	20
5	TITLE	CHARACTER	5
6	APPDATE	DATE	8
7	DOB	DATE	8
8	POB	CHARACTER	20



9	MSTAT	CHARACTER	1
10	MNAME	CHARACTER	20
11	PADD	CHARACTER	55
12	UPR	CHARACTER	12
13	PROF	CHARACTER	12
14	OCC	CHARACTER	12
15	NOK1	CHARACTER	49
16	NOK2	CHARACTER	49
17	PURPOSE	CHARACTER	30
18	NAME1	CHARACTER	15
19	NAME 2	CHARACTER	15
20	NAME 3	CHARACTER	15
21	NAME 4	CHARACTER	15
22	SEX 1	CHARACTER	1
23	SEX 2	CHARACTER	1
24	SEX 3	CHARACTER	1
25	SEX 4	CHARACTER	1
26	DOB 1	DATA	8
27	DOB 2	DATA	8
28	DOB 3	DATA	8
29	DOB 4	DATA	8
30	GNAME	CHARACTER	48

31	GPROF	CHARACTER	48
32	GBUS	CHARACTER	48
33	GRES	CHARACTER	48
34	GREL	CHARACTER	48
35	GPAR 1	CHARACTER	48
36	GPAR 2	CHARACTER	48

**PASSPORT. DBF-** This is a file that contain the details of all passports issued  
the structure of the file is as follows:

<b>S/NO</b>	<b>FIELD NAME</b>	<b>FIELD TYPE</b>	<b>WIDTH</b>
1	APPNO	CHARACTER	5
2	APPDATE	DATE	8
3	PASSPORT	CHARACTER	1
4	SNAME	CHARACTER	15
5	ONAME	CHARACTER	20
6	DATE 1	DATE	8
7	TITLE	CHARACTER	5
8	LGARN	CHARACTER	12
9	GFRN	CHARACTER	14
10	PNO	CHARACTER	8
11	REASON 1	CHARACTER	40
12	REASON 2	CHARACTER	40

13	REASON 3	CHARACTER	40
14	DATE 2	DATE	8
15	RECEIPT	CHARACTER	8

## **CHAPTER FOUR:**

### **SOFTWARE DESIGN AND IMPLEMENTATION**

This is bringing the new designed computer system into life. It involves the process of coding, testing documenting of program, development of quality assurance procedures including data security, backup and recovery as well as system control. Programs are tested using both live and artificial data. The users and operational personnel are also trained

#### **4.1 SOFTWARE DEVELOPMENT**

Software is the non physical components of computer. Software in most cases refers to various program that run a computer. Programs consist of sequence of instructions needed to perform or accomplish task. Software enable the hardware to be put into proper use.

Software can be broadly classified in to three viz. System software

Application software

Utility software

#### **SYSTEM SOFTWARE**

System software are programs that perform general purpose operations. They are written and supplied by the manufactures and not restricted to solving specific problems

In this case our system software is the database management system (DBMS) which constructs, expands and maintains the database. It also provides the interface between the user and data in the database. Database management system also allocates storage to data and maintain indices so that any required data can be retrieved. Example of system software (Programs) are operating system and language translators.

### **APPLICATION OF SOFTWARE**

Application software are programs that are designed to solve problems of specific nature. It may be provided by the computer manufactures or supplied, but in many cases the user produces its own application programs called user programs. Most application program can only work when used with the appropriate software. Examples of application software includes payroll programs stocks control programs

### **UTILITY SOFTWARE:**

Are programs supplied by the manufactures of the computer for performing specific task. It is also called service program. Example of utility program are word star, sort / merge, copy utilities and so on. The main consideration in software development is the selection of appropriate software that would form part of equipment selection. This is because the equipment selection is influenced by the scope and pattern of processing adopted. In this

project the chosen software is dBASE IV which is one of the most popular and powerful Database management system (DBMS) available for personal computers. dBASE IV organizes data into database file. A database file is a collection of related records. It is inform of a two dimensional table consisting of row and columns. Each row represents a record in the database file while each column represent the field in the database file. Therefore a database file is made up of some components which are record and field.

A record is all the information about a single item while a field is a until of information within each record of a database file.

DOS version 6.0 and a pre-installed dBASE IV form part of the software requirement.

## **4.2 TESTING AND DEBUGGING**

The new computer system is tested using both artificial and live data to see whether it is working correctly. During the testing of the new computer system errors may be found. The process of detecting, locating and correction of these errors in the program is known as debugging. After debugging the program is tested again make sure that is working correctly.

#### **4.3.1 STARTING THE SYSTEM**

The new system requires the installation of dBASE IV on the computer before it can be executed. The dBASE IV needs to be activated by following the steps below:

- (i) Press ESC Key to take you to dot prompt.
- (ii) Given that the suite of programs have been copied to the hard disk, then type DO PASSPORT to start the execution of the program.

This would display the main menu on the screen from which other selections and entries can be carried out. The format of the main menu is represented by figure 1 in Appendix A.

#### **4.3.2 DESCRIPTION OF THE MENU STRUCTURE**

The main menu is designed to have six options with each option to be selected by typing any of the letters, (A, B, C, D, E, or Q) depending on the choice of interest. The options are APPLICATION FORM UPDATE, PROCESSING OF FORMS, RENEWALS OF PASSPORT, REPORTS GENERATION and SYSTEMS CLOSE D – OWN. Others figures in the appendix represent these various

#### **4.4 CHANGE OVER PROCEDURE**

There are different reasons why a change over from the old to new system may take place, they include:

- (a) When the system has been proved to the satisfaction of the system analysis and other implementation activities have been completed.
- (b) When user management are satisfied with the results of the system tests, staff training and reference manuals.
- (c) When the target data for change over is due.

There are different ways of effecting a changeover such as direct, parallel running, pilot running and staged changeover.

However, the changeover procedure chosen for this project is parallel running. This involves the processing of current data using both old and new system to cross check the result. The main advantage of parallel running is that the old system is kept alive and operational until the new system has been proved effective for at least one system cycle using full live data in the real operational environment of place, people and time. it gives room for the comparism of the new and old system before acceptance by the users, Thus promoting user confidence. The main disadvantages is the user cost and difficulty in running the two system with the same user staff at a limited period of one system.



#### **4.5 SYSTEM SECURITY:**

During the implementation the system has to be secured against the following:

- Unauthorized persons accessing data and system.
- Authorized persons causing damage accidentally or maliciously.
- Backups and storage.
- Virus attacks and so on.

The system is secured of these risks by use of password that is changed at intervals. Also access control is used.

System security is major aspect of the implementation stage that has been developed to take care of data resident in command passport office.

#### **4.6 TAKE OFF AND PERSONNEL REQUIREMENT**

After the completion of the design stage the system is now fully ready for implementation. A take off of the standard Nigeria passport project is required to put the new system to use. The most important step is that the management of immigration service should have a good understanding of the available features of the computer project.

Personnel requirement could be classified into three main heading namely Training, Control and Security.

- i. Training

There is an urgent and proper need for adequate training of immigration officers on the use of computer hardware and software. Training manuals are to be provided for all staff in the department who have been detailed to man the new computer system. A training on the use and precaution in handling both the software and hardware will be conducted in order to acquaint the new operators with the use of the entire equipment. There should be an implementation plan so that the training will be orderly. For instance, data operator, computer operators and passport control officer should be trained on how to execute procedures and use the necessary equipment long before the new system will be considered operational. The site must be prepared and the equipment operational before other immigration officers are trained

(ii) **Control:**

There should be defined procedure for work and specific function for officers working in the passport officer computer room. The control procedure to be considered in the new passport issuance computer system are.

- (a) Data capture preparation and input
- (b) Manual and clerical procedures
- (c) Programming logic and internal computer processing.
- (d) Output and distribution of returns to zonal office.

From the above, it can be clearly seen that for good data processing system, there must be built in control from the point where data is organized (Database file) to production of finished report (Computer generated reports). Control of source documents may be achieved by document counts, batch totals, careful transmission/receiving procedures and duplicate copies.

The system should also be protected against hardware malfunction, human mistakes and logical error. The program should have many safeguard to ensure that data meet all required standard. Attention is also to be given to the protection of cards, tapes and disk files as well as documentation. File proof vaults, program libraries, security guards and careful training and supervision of operation are all ways of checking the effectiveness of data processing control system.

(iii) Security:

This will be examined in terms of cause and effect of security lapses. Security lapses could be accidental or deliberate. Some possible accidental risks are equipment and power failure, internal and external problems, environmental problems, human error and natural disaster such as lightning, flood and so on. Theft, divulgence of information for personal gain destruction of data and software. The loss to security through any of these ways can defeat the purpose of building a computer system.

## **COMPUTER SITE ACCESS CONTROL:**

This can be carried out in three ways namely human, mechanical and electronic controls. In human control, the service of receptionist or a security guard is employed to prevent unauthorized persons from gaining access to computer sites. Mechanical control such as parameter defense combined with the use of lock and key system is also effective.

Electronic control using electronic transmitter to monitor movements of people is also very effective in computer site access control. All these can be combined for more effective control.

# APPLICATION FORM (STANDARD NIGERIA PASSPORT)

Form No.	Title	SurName	Other Names	Marital Status	Date	Date of birth
5435	MR.	CHUKWUDI	IKEMEFUNA JOHN	MARRIED	12/12/9	21/06/54
Residence		Address		Proff	Place of birth	
MINNA		15, BOSSO ROAD, MINNA		LAW	ONITSHA-ANAMBRA	
Occupation		Next of kin (name and address)		Next of kin (name and address)		
LEGAL PRACT		MRS. GLORY IKEMEFUNA 15, BOSSO		MR. VITALIS IKEMEFUNA 15, BOSSO		
Children's Name	Sex	Date Of Birth	Children's Name	Sex	Date Of Birth	
KELVIN	M	12/01/85	RUTH	F	30/06/89	
Purpose Of Travel						
VISIT						

## Particular of Garantor

	Names	Profession	Business Address	Residential Address	Rel. To. Appl.	Particulars of assets	For
0001	SOLOMON NWAIWU	TRADING	S.W. 2, HOSPITAL RD, MINN	FLAT 5, RD. 19, BOSSO EST	UNCLE	=N=300,000.00 UBA PLC MI	543

# Passport Supply Screen

Parcel No	Date Of Supply	No. Of Units
45	00/00/00	0

## **CHAPTER FIVE**

### **CONCLUSION AND REMARKS**

#### **POST – IMPLEMENTATION ANALYSIS**

5.1 The project should not be considered complete until a system audit is performed to ascertain the state of the new system. This involves interviewing the key personnel working with the system to determine their points of view regarding the success of the system.

The evaluation of the project must be in terms of defined objectives and procedure for the system and must be clearly seen. The newly developed computer software for issuance of standard Nigeria passport is capable of storing all data relating to all valid applicants in the passport office database. The procedure involved in the computerization process may be said to be a little complex and time consuming, however, the final output which permits an effective file management system is a testimony of the success of the new system.

The analysis of this design has shown that the cost of the project development and implementation as well as the running cost is high, however, this does not outweigh the security importance of standard Nigeria passport and large sum of money lost to financial fraud. Analysis of the system shows that the new system is easy to understand and use.

Problems associated with the old system can now be identified and solved. Reports generated from the new system contain good details and are

available when needed. Complete documentation is available. Procedures and programs have been well tested and considered operational because the new system is working well.

Backup have been clearly defined and operational.

## **5.2 RECOMMENDATION**

From the observations and designs made by researcher, the following recommendations are put forward.

- (i) In order to avoid individual holding multiple passports, the name of every applicant must be cross-checked with PASSPORT. DBFr.(Master file) before processing.
- (ii) The system should be networked to cover the whole country.
- (iii) The passport issuance of system of advanced countries such as United States, Britain, France, Japan and so on should be studied with a view to improving on the Lapses in our system.
- (iv) There should be incentives for officers and men of Nigeria immigration service to avoid the temptation of introducing malpractices into the system.
- (v) Computer literacy shall be required of any person seeking for employment in Nigeria immigration service.
- (vi) The size of standard passport should be reduced to be more portable and colour quality should also be added.



### **5.3 CONCLUSION**

Conclusively it was observed that the only way to reduce or completely eradicate fraudulent act and inefficiency in the issuance and renewal of standard Nigeria Passport in Kaduna Passport Office and Nigeria in general is for it to be computerized. This also solves the issue of a holder acquiring multiple Passports and also enhances its credibility.

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## Option Compare Database

```
Private Sub Command0_Click()  
On Error GoTo Err_Command0_Click
```

```
    Dim stDocName As String  
    Dim stLinkCriteria As String
```

```
    stDocName = "Nedata"  
    DoCmd.OpenForm stDocName, , , stLinkCriteria
```

```
Exit_Command0_Click:  
    Exit Sub
```

```
Err_Command0_Click:  
    MsgBox Err.Description  
    Resume Exit_Command0_Click
```

```
End Sub  
Private Sub Command1_Click()  
On Error GoTo Err_Command1_Click
```

```
    Dim stDocName As String  
    Dim stLinkCriteria As String
```

```
    stDocName = "Process"  
    DoCmd.OpenForm stDocName, , , stLinkCriteria
```

```
Exit_Command1_Click:  
    Exit Sub
```

```
Err_Command1_Click:  
    MsgBox Err.Description  
    Resume Exit_Command1_Click
```

```
End Sub  
Private Sub Command2_Click()  
On Error GoTo Err_Command2_Click
```

```
    Dim stDocName As String  
    Dim stLinkCriteria As String
```

```
    stDocName = "Nedata1"  
    DoCmd.OpenForm stDocName, , , stLinkCriteria
```

```
Exit_Command2_Click:
```

Exit Sub

```
Err_Command2_Click:
    MsgBox Err.Description
    Resume Exit_Command2_Click
```

End Sub

```
Private Sub Command3_Click()
    On Error GoTo Err_Command3_Click
```

```
    Dim stDocName As String
    Dim stLinkCriteria As String
```

```
    stDocName = "Suply"
    DoCmd.OpenForm stDocName, , , stLinkCriteria
```

```
Exit_Command3_Click:
    Exit Sub
```

```
Err_Command3_Click:
    MsgBox Err.Description
    Resume Exit_Command3_Click
```

End Sub

```
Private Sub Command4_Click()
    On Error GoTo Err_Command4_Click
```

```
    Dim stDocName As String
    Dim stLinkCriteria As String
```

```
    stDocName = "Pasew"
    DoCmd.OpenForm stDocName, , , stLinkCriteria
```

```
Exit_Command4_Click:
    Exit Sub
```

```
Err_Command4_Click:
    MsgBox Err.Description
    Resume Exit_Command4_Click
```

End Sub

# APPLICATION FORM(STANDARD NIGERIA PASSPORT

Form No. 5435      Titles MR.      Address 15,BOSSO R      NextKin MRS. GLOR      DateOB 12/01/85  
 Date 12/12/96      DateBirth 21/06/54      Residence MINNA      NameKin MR. VITALIS      ChilNam RUTH  
 SUName CHUKWU PLBirth ONITSHA-A      ProffessionLAW      ChilNam KELVIN      Sex1 F      Pur. Tra.  
 OtherNa IKEMEFU MStatus MARRIED      Occupa LEGAL PRA      Sex M      DateOB 30/06/89      VISIT

Names	Profession	Business Addr.	Residential Addr.	Rel.To Applicant	ParAsst
SOLOMON NWAIWU	TRADING	S.W. 2, HOSPITAL RD, MINNA	FLAT 5, RD. 19, BOSSO EST	UNCLE	=300,000.00 UBA PLC MINNA, ONE C.

## *Passport Renewal Screen*

<i>Passport No</i>	<i>Surname</i>	<i>Other</i>	<i>DateExpired</i>	<i>RenTo</i>	<i>Date Issued</i>
B321453	CHUKWUDI	IKEMEFUNA	20/12/99	20/12/04	20/12/99