



How to Obtain e-CERPAC in Nigeria: Requirements, Cost and Application Process

Description

ICA (Ibe Chido & Associates)

The process of obtaining a **Combined Expatriate Residence Permit and Aliens Card (e-CERPAC)** in Nigeria has changed from the traditional manual process to an electronic application system operated by the Nigeria Immigration Service (NIS).

Understanding the current requirements, costs and online application procedure is important for companies and expatriates seeking to legally reside and work in Nigeria.

Understanding e-CERPAC Requirements

For expatriate employees of companies, the applicable category is generally **R2A - Employment Expatriate**, which is issued based on an approved Expatriate Quota.

The current NIS requirements include:

1. **Valid International Passport:** Passport data page with at least six months validity.
2. **Employment Contract/Appointment Letter:** Issued by the Nigerian employer.
3. **Letter of Acceptance:** Evidence that the expatriate has accepted the employment.
4. **Employer's Application Letter:** Formal application on the employer's letterhead accepting Immigration Responsibility (IR).

5. **Expatriate Quota Verification:** Verification from the Citizens and Business Department (C&B), Ministry of Interior.
6. **Educational/Professional Qualifications:** Certificates, transcripts, diplomas, degrees or evidence of relevant skills.
7. **Curriculum Vitae:** Current CV of the expatriate.
8. **Board Resolution:** Required for applicable senior management positions such as CEO, GM and MD.
9. **Professional Registration:** Evidence of registration with the relevant professional body, where applicable.
10. **Police Clearance:** Police clearance certificate and security clearance where applicable.

The New e-CERPAC Application Process

The new process is electronic and applications are commenced through the official NIS e-CERPAC portal.

Step 1: Obtain Expatriate Quota

The employer must have the appropriate Expatriate Quota before applying for an R2A e-CERPAC.

Step 2: Register on the e-CERPAC Portal

Create an account on the official NIS e-CERPAC platform and provide the required information.

Step 3: Start the Application

Select the appropriate residence category, enter the expatriate's passport details and upload the required documents.

Step 4: Pay the Applicable Fees

Payment of the applicable e-CERPAC fees is made through the online application process.

Step 5: Biometric Enrolment

Following the application process, the expatriate is required to complete the applicable interview and biometric enrolment. NIS currently provides a **10-day processing timeline from the date of enrolment** for the relevant employment permit service.

Step 6: Receive the e-CERPAC

Upon approval and completion of the required process, the expatriate receives the e-CERPAC certificate electronically.

Importantly, NIS states that the new e-CERPAC is processed and issued **before the expatriate enters Nigeria**, eliminating the traditional post-arrival regularisation process.

Understanding the Fees

For an **R2A Employment Expatriate**, the current NIS e-CERPAC portal lists:

Fee Type	Amount
CERPAC Fee	US\$2,000
Applicant Comprehensive Insurance	US\$1,000
Card Delivery Fee	US\$20
Total	US\$3,020

These are the charges currently displayed on the official NIS e-CERPAC portal.

Professional fees charged by lawyers or immigration consultants are separate from the NIS government charges.

Processing Duration

NIS currently provides a processing timeline of **10 days from the date of enrolment, including interview and biometric capture**, for the relevant employment permit service.

However, employers should allow additional time for preparation of documents, Expatriate Quota processing, application submission and biometric enrolment.

Exemptions

The applicable fees depend on the e-CERPAC category.

For R2A applications, NIS states that **minors below 18 years and persons aged 65 years and above do not pay the CERPAC Fee**. Certain other categories, such as international NGO personnel under R5A, have separate fee arrangements.

Applicants should therefore confirm the requirements and applicable fees for their specific immigration category rather than relying on the old general exemptions.

Important Change to the Old CERPAC Process

The previous manual process required expatriates to enter Nigeria and subsequently complete CERPAC regularisation.

This is no longer the standard process under the new e-CERPAC system. NIS states that e-CERPAC is processed and issued before the expatriate enters Nigeria, eliminating the need for post-arrival regularisation.

Summary of Costs

Fee Type	Amount
CERPAC Fee	US\$2,000
Comprehensive Insurance	US\$1,000
Card Delivery	US\$20
Total NIS-listed Charges US\$3,020	

Conclusion

The CERPAC application process in Nigeria has moved from a largely manual procedure to an electronic **e-CERPAC** system operated by the Nigeria Immigration Service.

For expatriate employees of Nigerian companies, the relevant category is generally **R2A - Employment Expatriate**, based on an approved Expatriate Quota.

The current process involves online registration, selection of the appropriate category, submission of documents, online payment, biometric enrolment and approval.

Most importantly, expatriates can now have their e-CERPAC processed before travelling to Nigeria, eliminating the traditional post-arrival regularisation process.

Employers and expatriates should always confirm the latest requirements and fees on the official NIS e-CERPAC portal before commencing an application.

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