



**United States of America
Diplomatic Mission to Nigeria**

Assistant Inspector General
Criminal Investigation Department
Nigerian Police Force
Alagbon Close
Ikoyi, Lagos

Dear Sir:

The bearer is applying for a visa at our office. If you would be kind enough to issue him/her a certificate of no conviction if s/he has no record in the Central Criminal Registry, we would very much appreciate it.

Thank you for your time.

Sincerely,

Consular Officer
U.S. Consulate General
Lagos, Nigeria

To the applicant:

Please follow these instructions to facilitate the issuance of your Nigerian Police Clearance Certificate.

1. Submit your passport in person to the Nigerian Police Service Commission at Alagbon Close, Ikoyi Lagos.
2. Pay the required fee and take the receipt to the Office of the Inspector General at Alagbon Close, Ikoyi, Lagos.
3. Collect your Nigerian Police Clearance Certificate and take it to your visa interview. The certificate should be ready in approximately two weeks, but - please - allow time for unforeseen delay.