



*Office of*  
**The Secretary to the State Government**  
**Ibadan-Oyo State of Nigeria**

Your Ref. No .....

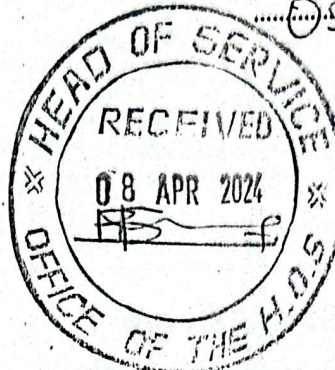
All correspondence should be addressed  
to the Secretary to the State Government  
quoting

Our Ref:.....AD/36/Vol. IV/17

05 April 2024.....20.....

**Circular Letter**

The Deputy Governor,  
The Secretary to the State Government,  
The Chief of Staff,  
The Head of Service,  
Honourable Commissioners,  
Senior Executive Assistant/Executive Assistants/Advisers/Director-Generals,  
Special Advisers/Senior Special Assistants/Special Assistants,  
Chairmen of Commissions/Boards/Parastatals,  
Permanent Secretaries/Clerk of the House of Assembly,  
Heads of Extra-Ministerial Departments,  
General Managers/ Executive Secretaries.



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*PS*  
*Fua.*

*HOS*

*8-4-24*

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*2/4/24*

**CATEGORIES OF PEOPLE ENTITLED TO PRIVILEGES PERTAINING TO  
ISSUANCE OF DIPLOMATIC PASSPORT, OFFICIAL PASSPORT, NOTE  
VERBALE AND LETTER OF INTRODUCTION BY THE OFFICE OF THE  
SECRETARY TO THE STATE GOVERNMENT**

The Office of the Secretary to the State Government has been receiving a deluge of requests pertaining to the issuance of note verbale, diplomatic passport and official passport from Federal Ministry of Foreign Affairs and Nigerian Immigration Service, respectively and letters of introduction to various embassies.

2. Flowing from the foregoing, it has become imperative to educate that state issued letters of introductions to Embassies and towards obtaining diplomatic passports, official passports and note verbale are legal tenders with strict eligibility, which is necessary for protecting the image and integrity of the Oyo State Government.

3. Therefore, the categories of dignitaries, government functionaries and public/civil Servants entitled to the aforementioned privileges are listed below:

**A. THOSE ENTITLED TO DIPLOMATIC PASSPORTS**

- (i) His Excellency, the Governor
- (ii) His Excellency, the Deputy Governor



**B. THOSE ENTITLED TO OFFICIAL PASSPORTS**

- (i) Her Excellency, Wife of the State Governor (only one)
- (ii) Her Excellency, Wife of the Deputy Governor (only one)
- (iii) Rt. Hon. Speaker & Members of the House of Assembly
- (iv) SSG
- (v) COS
- (vi) HOS
- (vii) DCOS
- (viii) Honourable Commissioners (Members of the State Executive Councils, Special Assistants, Special Advisers)
- (ix) Senior Government officials in the rank of Directors and above
- (x) Other aides of His Excellency, the Governor (Maximum 10)
- (xi) Senior Government Officials, GL. 08-14 on official assignment abroad, provided there is His Excellency's approval for such an official trip.

**C. THOSE ENTITLED TO NOTE VERBALE**

- (i) His Excellency, the Governor and his aides (on official assignment abroad)
- (ii) Her Excellency, the wife of the Governor and her aides (on official assignment abroad)
- (iii) His Excellency, the Deputy Governor and his aides (on official assignment abroad)
- (iv) Her Excellency, the wife of the Deputy Governor and her aides (on official assignment)
- (v) Rt. Hon. Speaker & Members of the House of Assembly
- (vi) Chief Judge and President Customary Court of Appeal, Other Judges (on official assignment abroad)
- (vii) SSG
- (viii) COS
- (ix) HOS
- (x) DCOS
- (xi) Honourable Commissioners and all other Government Appointees on official assignments abroad
- (xi) Permanent Secretaries, General Managers, Executive Secretaries on official assignments abroad
- (xii) Chairmen and Vice Chairmen of Oyo State Council of Obas and Chiefs as forwarded by the Ministry of Local Government and Chieftaincy Matters (**excluding their aides**). They are: Alaafin, Olubadan, Aseyin, Soun, Eleruwa, Olugbon and Okere.

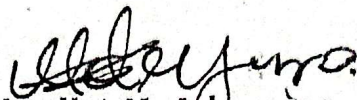
**D. LETTER OF INTRODUCTION TO EMBASSIES AND FOR OTHER PURPOSE**

State issued letters of introduction by the office of the Secretary to the State Government, is the exclusive preserve of those listed in "C" above.



Heads of Ministries, Departments and Agencies (MDAs) are therefore advised to exercise their delegated power to issue "Letters of Introduction" to government functionaries and civil/public servants under their direct supervision.

3. Consequently, MDAs are enjoined to be guided in forwarding only eligible requests to the Office of the Secretary to the State Government for the aforementioned privileges.



**Prof. Olanike K. Adeyemo** FAS FTWAS  
**Secretary to the State Government**