



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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NIGERIA S.T.R. VISA (SUBJECT TO REGULATION) **U.S. PASSPORT HOLDER**

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	HARD COPY VISA APPLICATION (S):	<u>5</u>
PASSPORT TYPE PHOTO:	<u>5</u>	RESUME & CREDENTIALS:	<u>5-COPIES</u>
COPY OF QUOTA:	<u>5</u>	ONLINE CONSULATE FEE RECEIPT:	<u>1-COPY</u>
COPY OF OFFER LETTER:	<u>5</u>	ACCEPTANCE LETTER:	<u>5-COPIES</u>

OTHER: **PLEASE SEE NEXT PAGE FOR MORE DETAILED INFORMATION.**

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
CONSULATE OUTSOURCING FEE:	<u>\$95.00</u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 8 DAY RUSH PROCESS)	<u> </u>
** <input type="checkbox"/> FED EX MONEY ORDER TO CONSULATE FEE PROCESSING CENTER:	<u> </u>
OTHER FEES: <u>COMPLETE ONLINE APPLICATION</u>	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

***FEDERAL EXPRESS FEES:**

PRIORITY PACK (2LB.)	\$48.50
2-DAY PACK (2LB.)	\$38.50
3-DAY PACK (2LB.)	\$28.50
SATURDAY PACK (2LB.)	\$65.50
1 ST OVERNIGHT DELIVERY(2LB)	\$95.00

****VISA PROCESSING TIME**

REGULAR PROCESSING TIME:	<u>15 DAYS</u>
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 6 DAYS (\$20.00 SPECIAL HANDLING FEE). IF THE CONSULATE FEES WERE NOT PREPAID ONLINE PRIOR TO VIP RECEIVING THE APPLICATION THE PROCESS IS SUBJECT TO A 2 DAY DELAY.	

COMMENTS: **THE EMBASSY DOES NOT NORMALLY ACCEPT APPLICATIONS ON FRIDAYS.**
THE VISA OFFICER RECOMMENDS THAT YOU DO NOT PURCHASE A NON REFUNDABLE OR A NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 6-30-2016 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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NIGERIA (STR) SUBJECT TO REGULATION WORK VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **U.S. PASSPORT**
 - MINIMUM OF 6 MONTHS REMAINING VALIDITY
 - AT LEAST 2 BLANK VISA PAGES
- 2.) **FIVE (5) PASSPORT-TYPE PHOTOGRAPHS (2x2", WHITE BACKGROUND)**
- 3.) **[CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE AND PAY THE CONSULATE FEES ONLINE-FAILURE TO DO SO IS SUBJECT TO CAUSE A 2 DAY DELAY IN PROCESSING THE APPLICATION. IF WE RECEIVE YOUR REQUEST AND THE APPLICATION WAS NOT COMPLETED ONLINE, VIP WILL TAKE CARE OF THIS STEP OF THE PROCESS FOR AN ADDITIONAL \$50.00 FEE USING THE INFORMATION PROVIDED ON THE HARD-COPY APPLICATION.**
- 4.) **FIVE (5) COMPLETED HARD COPY APPLICATIONS**
- 5.) **FIVE (5) CLEAR NOTARIZED COPIES OF THE COLLEGE DEGREE OR FIVE (5) NOTARIZED COPIES OF THE HIGH SCHOOL DIPLOMA ALONG WITH CERTIFIED JOB RELATED TRAINING CERTIFICATE(S) AND NOTARIZED COPY OF THE RESUME – SEE SPECIAL NOTE BELOW**
- 6.) **FIVE (5) COPIES OF THE “LETTER OF APPOINTMENT” OR AN OFFER LETTER FROM THE COMPANY IN NIGERIA**
- 7.) **FIVE (5) COPIES OF THE “QUOTA LETTER”, ISSUED FROM THE MINISTRY OF FOREIGN AFFAIRS THAT LIST THE JOB POSITIONS THAT ARE AVAILABLE TO BE FILLED**
- 8.) **FIVE (5) COPIES OF THE “ACCEPTANCE LETTER” FROM THE APPLICANT STATING THAT HE ACCEPTS THE TERMS OF HIS EMPLOYMENT**
- 9.) **FIVE (5) COPIES OF THE CERTIFICATE OF INCORPORATION ALONG WITH A COPY OF THE MEMORANDUM WITH THE ARTICLES OF ASSOCIATION (FROM THE NIGERIAN COMPANY)**
- 10.) **FIVE (5) COPIES OF THE CORPORATE AFFAIRS PARTICULARS OF DIRECTORS AND THEIR SHARE HOLDINGS THEREOF: (CAC FORMS 2 & 7)**
- 11.) **FIVE (5) COPIES OF THE BUSINESS PERMIT ISSUED BY THE MINISTRY OF INTERIOR (FOR COMPANIES THAT HAVE FOREIGN SHARE HOLDERS)**
- 12.) **FIVE (5) COPIES OF THE CURRENT MONTHLY QUOTA UTILIZATION RETURNS AS ENDORSED BY THE IMMIGRATION SERVICE (IF AVAILABLE)**
- 13.) **FIVE (5) COPIES OF THE INVITATION LETTER (FROM NIGERIAN COMPANY)**

CONTINUED →



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- 14.) **COPY OF ACKNOWLEDGMENT SLIP (PRINTED OUT FROM THE ONLINE WEB PAGE)**
- 15.) **COPY OF THE ONLINE PAYMENT RECEIPT SLIP*** – PRINTED OUT FROM THE APPLICATION WEBSITE INDICATING PAYMENT HAS BEEN MADE ONLINE AND LISTING CORRECT CONSULATE AN/OR EMBASSY LOCATION TO WHERE THE APPLICATION IS TO BE SENT. THE NIGERIAN EMBASSY/CONSULATES IN THE U.S. REQUIRE THE ONLINE APPLICATION TO BE PREPAID USING ONLY APPLICANT’S OWN CREDIT CARD WHERE THE NAME OF THE CARD HOLDER (AND THE BILLING ADDRESS) MATCHES THE NAME ON THE APPLICATION. IF WE ARE UNABLE TO MAKE PAYMENT ONLINE USING THE CREDIT CARD PROVIDED BY THE APPLICANT, VIP WILL BE REQUIRED TO OVERNIGHT THE MONEY ORDER FOR PAYMENT TO THE NIGERIAN CONSULATE FEE PROCESSING CENTER IN CONNECTICUT (\$29.00 ADDITIONAL FEDEX FEES WILL APPLY).
- 16.) **CONSULATE/EMBASSY, APPLICATION, & OUTSOURCING FEES:**

	<u>FEES FOR NON-RUSH REQUESTS</u>	<u>FEES FOR RUSH REQUESTS</u>
ONLINE CONSULATE FEE	\$180.00	\$180.00
APPLICATION FEE	\$223.00	\$288.00
OUTSOURCING FEE	\$95.00	\$95.00
TOTAL CONSULATE FEE	\$498.00	\$563.00
*THERE WILL BE AN ADDITIONAL \$50.00 VIP FEE FOR APPLICATIONS DONE ONLINE BY VIP ON APPLICANT’S BEHALF		

SPECIAL NOTE: IF PROCESSING THE “STR” VISA THROUGH THE NEW YORK CONSULATE, THE FOLLOWING MUST ALSO BE PROVIDED:

- THE ORIGINALS OF ALL DEGREES, DIPLOMA OR CERTIFICATES - MUST BE SUBMITTED IN A SEPARATE ENVELOPE MARKED AS “ORIGINAL DOCUMENTS” IN ADDITION TO THE NOTARIZED COPIES ALREADY BEING SUBMITTED.

NOTE: THREE SETS OF ALL THE DOCUMENTS WILL BE RETURNED WITH YOUR VISA IN A SEALED ENVELOPE (**DO NOT OPEN THIS SEALED ENVELOPE**). YOU WILL NEED TO CARRY THESE DOCUMENTS WITH YOU WHEN TRAVELING TO NIGERIA. ONCE IN NIGERIA YOU HAVE (90) NINETY DAYS TO REGULATE YOUR “STR” APPLICATION WITH THE NIGERIAN IMMIGRATION SERVICES.

REVISED:6-30-2016 (IM-SDL)

Specializing in Visas, Passports, Document Legalization and Translations

EMBASSY OF THE FEDERAL REPUBLIC OF NIGERIA
3519 International Court, NW Washington, DC 20008

Form Imm. 22



APPLICATION FORM FOR VISA/ENTRY PERMIT

This form must be completed in full, your application may be rejected for wrong and misleading information.

1. Surname (MR/MRS/MISS).....Other Names.....
2. Sex Marital Status.....
- 3a. Present Nationality.....3b. Previous Nationality
- 4a. Date of Birth (day/month/year)..... 4b. Place of Birth
5. Residential Address
- Telephone No.
6. Office Address
- Telephone No.
7. Profession
8. State what branches of the Armed Forces of your country you have served or are serving
in From to
9. Colour of HairColour of eyes Height
10. Visible Identification marks
11. Passport No.....Date of issue.....Date of expiry.....
Place of issue.....issuing Government.....
12. Purpose of journey (please give full details).....
.....
13. Number of entries required A. Single B. Multiple
14. Intended duration of stay
- 15a. Proposed date of travel (day/month/year)(15b). Mode of travel to Nigeria.....
16. Indicate how much money is available for your trip
17. If your reason for journey to Nigeria is for employment, state:
 - a) Name of Employers
 - b) Post to be occupied.....
 - c) Give a full description of job

18. Persons joining spouses, parents or relatives, should give full particulars of the employment of parents or spouse in Nigeria including the address where they reside
19. How long has/have your spouse/parents been in Nigeria.....
20. Your intended address in Nigeria (NOT P.O. BOX)
21. Have you ever applied for a Nigerian visa before? Yes/No/
22. Where did you apply for the visa?
23. Indicate whether visa was granted or rejected
24. Give reason if visa was rejected
25. Have you ever visited Nigeria? Yes/No

26. If yes, was it for:

- i. Tourism/Visit
- ii. Business
- iii. Temporary Employment
- iv. Residency
- v. Transit

27. State the period of these visits and the Addresses at which you stayed

	From	To	Address
i.
ii.
iii.

28. How long have you lived in the country where you are applying for visa/entry permit?.....

29. Have you ever:

- a) Been infected by any contagious disease (e.g. Tuberculosis) or suffered serious mental illness?
YesNo.....
- b) Been arrested or convicted for any offence or crime even though subject of pardon, arrested or other such legal action? YesNo.....
- c) Been involved in narcotic activities? YesNo.....
- d) Been deported? YesNo..... if so, from which country?.....
- e) Sought to obtain a visa by misrepresentation or fraud? Yes.....No.....
- f) Tested positive for HIV/AIDS? If yes, please state status

30. Give a list of the countries you have lived in for more than a year during the last five years:

Country	City	Date
.....
.....
.....
.....

31. Which Countries have you visited during the last twelve (12) months:

Country	City	Date
.....
.....
.....
.....

I understand that I will be required to comply with the Immigration/Alien and other laws governing entry of Immigration into the country for which I now apply for Visa/Entry Permit.

Date..... Signature.....

VISA Fees are to be paid through the Nigeria immigration Website at WWW.immigration.gov.ng. Once paid, print out the form and mail to the Embassy with a PROCESSING FEE of \$20.00 in money order made out to the Embassy of Nigeria. If expedited service is required, an additional fee of \$65.00 in money order made out to the Nigerian Embassy should be attached. Please attach original passport, colored passport photo showing full face on white background, letter of invitation from Nigeria and return prepaid Fedex, DHL, UPS, or Express mail, if applying by mail, DO NOT ATTACH ENVELOPE AND STAMP, your application will not be mailed back with that.

REQUIREMENTS FOR CHILDREN UNDER SIXTEEN:

Copy of birth certificate of child, 1 passport photograph, signed letter of consent by both parents and copies of the parents' passports (bio-data page) or valid ID **MUST** accompany the application.

For official use only:

DATE	REMARKS (FOR OFFICIAL USE ONLY)