

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: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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NIGERIA S.T.R. WORK VISA (SUBJECT TO REGULATION)

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	HARD-COPY APPLICATION:	5
PASSPORT TYPE PHOTO (S):	5-COLOR	TRAVEL ITINERARY:	5-COPY
QUOTA LETTER:	5-COPY	CERT. OF INCORPORATION:	1-COPY
EMPLOYMENT LETTER:	5-COPY	COPY OF BANK STATEMENT:	1
COPY OF RESUME:	5	DEGREE/TRAINING CERTS:	1-ORIGINAL
COPY OF BUSINESS PERMIT:	5	CORPORATE AFFAIRS:	5-COPY
COPY OF INVITATION:	5	ACCEPTANCE LETTER:	5-COPY

OTHER: **SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.**

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	CALL FOR QUOTE
CONSULATE FEE: (SEE NEXT PAGE)	\$180.00
MONEY ORDER:	\$6.00
RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$48.50
<input type="checkbox"/> 2-DAY LETTER	\$38.50
<input type="checkbox"/> 3-DAY LETTER	\$28.50
<input type="checkbox"/> SATURDAY LETTER	\$65.50
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$95.00

REGULAR PROCESS TIME:	15 TO 20 DAYS
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COMMENTS: **THE VISA OFFICER ADVISES THAT YOU DO NOT PURCHASE A NON-REFUNDABLE OR NON-EXCHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND. THE EMBASSY/CONSULATES ARE CLOSED EVERY FRIDAY.**

REVISED 12-7-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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NIGERIA S.T.R. (SUBJECT TO REGULATION) WORK VISA

PLEASE FIND BELOW A LIST OF THE GENERAL REQUIREMENTS TO SUBMIT YOUR REQUEST THROUGH THE WASHINGTON EMBASSY. ONCE WE RECEIVE A COPY OF YOUR INVITATION AND/OR DOCUMENTS TO REVIEW, IF THERE ARE ANY ADDITIONAL DOCUMENTS OR GUIDANCE NEEDED, WE WILL ADVISE YOU AT THAT TIME.

PLEASE BE PREPARED TO SUBMIT THE FOLLOWING DOCUMENTS:

- 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.) **FIVE (5) COMPLETED APPLICATIONS**
- 4.) **FIVE (5) COPIES OF APPLICANT'S RESUME**
- 5.) **ONE (1) ORIGINAL DEGREE** OR ORIGINAL HIGH SCHOOL DIPLOMA ALONG WITH CERTIFIED JOB-RELATED TRAINING CERTIFICATE(S) AS REFERENCED ON APPLICANT'S RESUME – **SEE SPECIAL NOTE BELOW**
- 6.) **FIVE (5) COPIES OF THE "EMPLOYMENT LETTER"** OR AN OFFER LETTER FROM THE COMPANY IN NIGERIA STATING THE POSITION BEING OFFERED
- 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)**

CONTINUED →

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13.) **FIVE (5) COPIES OF THE INVITATION LETTER (FROM NIGERIAN COMPANY)**

14.) **COPY OF MOST RECENT BANK STATEMENT** – MUST SHOW MINIMUM BALANCE OF AT LEAST \$500.00

15.) **CONSULATE FEE:** \$180.00

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 12-8-2018 JENN

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES

DATE: _____

TO THE CONSULATE OF NIGERIA

DEAR SIR OR MADAM:

MR. / MRS. _____ NEEDS TO TRAVEL FOR WORK FOR OUR COMPANY TO
_____. HE/SHE WILL BE MEETING WITH MR./MS. _____ OF (COMPANY NAME,
ADDRESS, PHONE NUMBER) TO (EXPLAIN DETAILS OF PURPOSE OF TRIP).

MR./MS. _____ WILL BE ENTERING _____ ON OR ABOUT (DATE
OF ARRIVAL).

(COMPANY IN U.S.) WILL BE FINANCIALLY AND MORALLY RESPONSIBLE FOR MR./MS.
_____ WHILE THEY ARE IN _____, AND MR./MS. _____ WILL ABIDE
BY ALL LAWS IN FORCE IN _____ AT THE TIME OF THEIR STAY , AND WILL NOT BE DOING
ANY TECHNICAL WORK WHILE VISITING.

THANK YOU FOR YOUR ASSISTANCE IN THIS MATTER.

SINCERELY,

(SIGNATURE)

NAME OF SIGNER
TITLE

****THIS LETTER CANNOT BE SIGNED BY THE TRAVELER, OR BY SOMEONE WITH THE SAME LAST NAME *****

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)