



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

URGENT NOTICE

THE EMBASSY/CONSULATES LOCATED IN WASHINGTON, D.C. , NEW YORK AND ATLANTA ARE NOW REQUIRING THE APPLICANTS APPEAR IN PERSON TO HAVE THE BIOMETRICS FOR EACH APPLICANT PROCESSED AT THE TIME OF SUBMISSION FOR ALL VISA REQUESTS. CLICK ON THE LINK BELOW TO SCHEDULE YOUR VISIT WITH THE LOCAL O.I.S. OFFICE IF YOU WOULD LIKE TO SUBMIT YOUR VISA REQUEST IN PERSON.

[HTTPS://OISSERVICES.COM](https://oisservices.com)

IF YOU WOULD LIKE VIP PASSPORT SERVICES TO **SUBMIT THE VISA REQUEST THROUGH THE EMBASSY IN WASHINGTON**, D.C., PLEASE EMAIL OR FAX US A COPY OF YOUR INVITATION LETTER SO THAT WE CAN DETERMINE IF WE WILL BE ABLE TO PROCESS YOUR VISA REQUEST **WITHOUT A PERSONAL APPEARANCE** BEING REQUIRED. ONCE WE RECEIVE YOUR INVITATION LETTER, WE WILL BE ABLE TO GIVE YOU THE APPLICABLE FEES AND PROCESSING TIME AVAILABLE TO YOU.

FAX	(713) 659-3767
EMAIL	info@vippassports.com

THANK YOU,
VIP PASSPORT SERVICES, INC.



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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. (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) 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**
- 5.) **FIVE (5) COPIES OF THE “LETTER OF APPOINTMENT”** OR AN OFFER LETTER FROM THE COMPANY IN NIGERIA
- 6.) **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
- 7.) **FIVE (5) COPIES OF THE “ACCEPTANCE LETTER”** FROM THE APPLICANT STATING THAT HE ACCEPTS THE TERMS OF HIS EMPLOYMENT
- 8.) **FIVE (5) COPIES OF THE CERTIFICATE OF INCORPORATION** ALONG WITH A COPY OF THE MEMORANDUM WITH THE ARTICLES OF ASSOCIATION (*FROM THE NIGERIAN COMPANY*)
- 9.) **FIVE (5) COPIES OF THE CORPORATE AFFAIRS PARTICULARS** OF DIRECTORS AND THEIR SHARE HOLDINGS THEREOF: (CAC FORMS 2 & 7)
- 10.) **FIVE (5) COPIES OF THE BUSINESS PERMIT ISSUED BY THE MINISTRY OF INTERIOR (FOR COMPANIES THAT HAVE FOREIGN SHARE HOLDERS)**
- 11.) **FIVE (5) COPIES OF THE CURRENT MONTHLY QUOTA UTILIZATION RETURNS AS ENDORSED BY THE IMMIGRATION SERVICE (IF AVAILABLE)**
- 12.) **FIVE (5) COPIES OF THE INVITATION LETTER (FROM NIGERIAN COMPANY)**

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: 2-11-2018 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY OF NIGERIA IN WASHINGTON, D.C.
ATTENTION: VISA SECTION

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.
(TRAVELER) PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,
(EMPLOYER), WILL GUARANTEE THE MAINTENANCE AND **ACCEPT FULL
IMMIGRATION RESPONSIBILITY** FOR MR. / MRS. **(TRAVELER)** WHILE IN YOUR
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER STAY
AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.
(TRAVELER) THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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)