



## 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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	<a href="mailto:info@vippassports.com">info@vippassports.com</a>

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 T.W.P. (TEMPORARY WORK PERMIT) 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, 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.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2 WITH WHITE BACKGROUND)
- 3.) **ONE (1) VISA APPLICATION** (*SIGNED BY THE APPLICANT*)
- 4.) **COPY OF THE ROUND TRIP ITINERARY**
- 5.) **COPY OF IMMIGRATION APPROVAL** –CLEAR COPY OF NIGERIA TELECOMMUNICATIONS LETTER FROM ABUJA, ALONG WITH A LETTER OF INTRODUCTION FROM THE HOST ORGANIZATION IN NIGERIA – ***SEE SPECIAL NOTE BELOW***
- 6.) **COMPANY LETTER OF GUARANTEE** FROM THE U.S. COMPANY – ***SEE SPECIAL NOTE BELOW***
- 7.) **ONE (1) COPY OF THE CERTIFICATE OF INCORPORATION** FROM THE NIGERIAN COMPANY

### **VALIDITY:**

TEMPORARY WORK PERMIT VISAS ARE VALID FOR ONE ENTRY WITH IN NINETY (90) DAYS FROM THE DATE OF ISSUE. UPON ARRIVAL YOU WILL BE ALLOWED TO STAY UP TO 60 TO 90 DAYS DEPENDING ON WHAT WAS REQUESTED IN THE ABUJA LETTER AND AS REFLECTED ON THE VISA. THE APPLICATION WILL BE REQUIRED TO BE PROCESSED AT THE EMBASSY OR CONSULATE AS LISTED ON THE ABUJA LETTER.

REVISED: 2-11-2018(JENN)



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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

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 MR. / MRS. (TRAVELER) MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE 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 VISA AT YOUR EARLIEST  
CONVENIENCE.

THANK YOU,

*Supervisor's Signature Here*

SUPERVISOR'S NAME  
SUPERVISOR'S TITLE

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 Hair .....Colour 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? Yes .....No.....
  - b) Been arrested or convicted for any offence or crime even though subject of pardon, arrested or other such legal action? Yes .....No.....
  - c) Been involved in narcotic activities? Yes .....No.....
  - d) Been deported? Yes .....No..... 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](http://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)