



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 T.W.P. VISA (TEMPORARY WORK PERMIT) *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	HARD COPY VISA APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO:	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	ONLINE CONSULATE FEE RECEIPT:	<u>1-COPY</u>
COPY OF ABUJA LETTER:	<u>1</u>	ONLINE ACKNOWLEDGMENT SLIP:	<u>1-COPY</u>
INTRODUCTION LETTER:	<u>SEE BELOW</u>		
OTHER:	<u>PLEASE SEE NEXT PAGE FOR MORE DETAILED INFORMATION.</u>		

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
OUTSOURCING FEE:	<u>\$95.00</u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (5 DAYS OR LESS RUSH PROCESS)	<u> </u>
* <input type="checkbox"/> FEDEX 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 LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 st OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 8 TO 10 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 4 DAYS (\$20.00 SPECIAL HANDLING FEE). IF THE CONSULATE FEES WERE NOT PREPAID ONLINE PRIOR TO VIP RECEIVING THE APPLICATION YOU CAN EXPECT A 2 DAY DELAY IN PROCESSING THE VISA APPLICATION.

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 EXCHANGEABLE AIRLINE TICKET UNTIL THE VISA
HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED: 10-13-2015(JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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NIGERIA-(TWP) TEMPORARY WORK PERMIT

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 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.) [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 COMPLETE THIS STEP OF THE PROCESS FOR AN ADDITIONAL \$50.00 FEE USING THE INFORMATION PROVIDED ON THE HARD-COPY APPLICATION**
 - 4.) ONE (1) HARD COPY VISA APPLICATION (*SIGNED BY THE APPLICANT*)
 - 5.) COPY OF ACKNOWLEDGMENT SLIP* (*PRINTED OUT FROM THE ONLINE WEB PAGE*)
 - 6.) COPY OF THE ONLINE PAYMENT RECEIPT SLIP* – PRINTED OUT FROM THE ONLINE WEB PAGE INDICATING PAYMENT HAS BEEN MADE ONLINE AND LISTING THE CORRECT CONSULATE AND OR EMBASSY LOCATION TO WHERE THE APPLICATION WILL BE SENT. THE NIGERIAN EMBASSY AND CONSULATES IN THE U.S. REQUIRE THE ONLINE APPLICATION TO BE PREPAID USING ONLY THE APPLICANT’S OWN CREDIT CARD WHERE THE NAME OF THE CARD HOLDER (AND THEIR BILLING ADDRESS) MATCHES THE NAME ON THE APPLICATION. IF WE ARE UNABLE TO MAKE PAYMENT ONLINE USING THE CREDIT CARD PROVIDED BY THE APPLICANT THEN VIP WILL BE REQUIRED TO OVERNIGHT THE MONEY ORDER TO THE NIGERIAN CONSULATE FEE PROCESSING CENTER IN CONNECTICUT (\$29.00 ADDITIONAL FED EX FEES WILL APPLY).
- * FAILURE TO COMPLETE THE ONLINE APPLICATION AND/OR PREPAY THE CONSULATE FEES ONLINE IS SUBJECT TO CAUSE A 2 DAY DELAY IN SUBMITTING YOUR APPLICATION.**
- 7.) COPY OF THE ROUND TRIP ITINERARY
 - 8.) COPY OF IMMIGRATION APPROVAL – GOOD CLEAR COPY OF NIGERIA TELECOMMUNICATIONS LETTER FROM ABUJA ALONG WITH A LETTER OF INTRODUCTION FROM THE HOST ORGANIZATION IN NIGERIA – **SEE SPECIAL NOTE BELOW**

CONTINUED →



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- 9.) COMPANY LETTER OF GUARANTEE FROM THE U.S. COMPANY – SEE SPECIAL NOTE BELOW
- 10.) ONE (1) COPY OF THE CERTIFICATE OF INCORPORATION FROM THE NIGERIAN COMPANY
- 11.) CONSULATE/EMBASSY APPLICATION FEE:

	<u>FEEES FOR NON-RUSH REQUESTS</u>	<u>FEEES FOR RUSH REQUESTS</u>
<u>ONLINE CONSULATE FEE</u>	\$180.00	\$180.00
<u>APPLICATION FEE</u>	\$100.00	\$195.00
<u>OUTSOURCING FEE</u>	\$95.00	\$95.00
<u>TOTAL CONSULATE FEE</u>	<u>\$280.00</u>	<u>\$470.00</u>
<i>*THERE WILL BE AN ADDITIONAL \$50.00 VIP FOR APPLICATION DONE ONLINE BY VIP ON THE APPLICANT'S BEHALF</i>		

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.

IMPORTANT MEMO TO APPLICANT:

WE HIGHLY RECOMMEND THAT PRIOR TO COMPLETING THE ONLINE APPLICATION AND PAYING THE CONSULATE FEES ONLINE THAT YOU FAX A COPY OF ALL THE DOCUMENTS TO OUR OFFICE. AFTER YOU HAVE FAXED A COPY TO OUR OFFICE THEN PLEASE GIVE US A CALL SO WE CAN REVIEW THE DOCUMENTS AND MAKE SUGGESTIONS TO PREVENT ANY DELAYS IN THE VISA PROCESS AND OR TO PREVENT ANY ADDITIONAL PROCESSING EXPENSES.

SPECIAL NOTE:

IF YOU WILL BE PROCESSING YOUR VISA THROUGH THE CONSULATE IN NEW YORK THEN YOU WILL NEED TO COMPLY WITH THE FOLLOWING. THE NEW YORK CONSULATE REQUIRES THAT THE ABUJA LETTER AND THE LETTER OF INTRODUCTION FROM THE HOST ORGANIZATION BOTH BE ADDRESSED TO THE NEW YORK CONSULATE. THE CONSULATE ALSO REQUIRES THAT THE COMPANY LETTER STATE THE FOLLOWING **“WE ACCEPT FULL IMMIGRATION RESPONSIBILITY FOR _____ WHILE HE/SHE IS IN NIGERIA”**. ALSO, PLEASE BE SURE TO INCLUDE A CLEAR COLOR COPY OF THE CERTIFICATE OF INCORPORATION FOR THE NIGERIAN COMPANY.

REVISED: 7- 8-2016(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 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)
	