

# 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: [vipinfo@vippassports.com](mailto: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 T.W.P. VISA (TEMPORARY WORK PERMIT)

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	2-COLOR	TRAVEL ITINERARY:	1-COPY
ABUJA LETTER:	1-COPY	COMPANY LETTER:	1
CERT. OF INCORPORATION:	1-COPY	COPY OF BANK STATEMENT:	1

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	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	10 TO 15 DAYS
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COMMENTS: **THE CONSULATE IS CLOSED EVERY FRIDAY. THE CONSULATE ADVISES TO NOT PURCHASE NON-REFUNDABLE OR NON-EXCHANGEABLE TICKETS UNTIL THE VISA HAS BEEN APPROVED AND THE PASSPORT IS BACK IN-HAND.**

REVISED 12-10-2018 JENN

*Specializing in Visas, Passports, Document Legalization and Translations*

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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
  - MUST BE SIGNED
- 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
- 8.) **COPY OF MOST RECENT BANK STATEMENT** – MUST HAVE A MINIMUM BALANCE OF AT LEAST \$500.00
- 9.) **CONSULATE FEE**: \$180.00

**VALIDITY:** TEMPORARY WORK PERMIT VISAS ARE VALID FOR ONE ENTRY WITHIN 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 12-10-2018 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 TEMPORARY 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 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)