



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 BUSINESS VISA NON-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>
INVITATION:	<u>1-COPY</u>	ONLINE ACKNOWLEDGMENT SLIP:	<u>1-COPY</u>
OTHER:	<u>PLEASE SEND A COPY OF YOUR U.S. GREEN CARD OR COPY OF I-94 AND WORKING CLASS LONG STAY USA VISA (RESIDENT)- PLEASE SEE NEXT PAGE(S) 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>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
CONSULATE OUTSOURCING FEE:	<u>\$95.00</u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (5 DAY OR LESS RUSH PROCESS)	<u> </u>
OTHER FEES: <u>COMPLETE ONLINE APPLICATION (\$50.00 FEE)</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: 15 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 6 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-CHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 7-1-2016 (JEN)

Specializing in Visas, Passports, Document Legalization and Translations



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NIGERIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **ONE (1) PASSPORT**
 - *MINIMUM OF 6 MONTHS REMAINING VALIDITY*
 - *MUST HAVE AT LEAST ONE BLANK VISA PAGE*
- 2.) **ONE (1) PASSPORT-TYPE PHOTO 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 APPLICATION** (*SIGNED BY THE APPLICANT*)
- 5.) **ONE (1) COPY OF ACKNOWLEDGMENT SLIP** * (*PRINTED OUT FROM ONLINE*)
- 6.) **ONE (1) COPY OF ONLINE PAYMENT RECEIPT*** -PRINTED OUT **FROM THE ONLINE WEB PAGE INDICATING PAYMENT HAS BEEN MADE** ONLINE AND LISTING THE CORRECT EMBASSY/CONSULATE LOCATION TO WHERE THE APPLICATION WILL BE SENT. THE NIGERIAN EMBASSY AND CONSULATES IN THE U.S. REQUIRE THE ONLINE APPLICATION 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, VIP WILL BE REQUIRED TO OVERNIGHT THE MONEY ORDER TO THE NIGERIA CONSULATE FEE PROCESSING CENTER IN CONNECTICUT (*\$29.00 ADDITIONAL FEDEX FEES WILL APPLY*).
*** FAILURE TO PAY THE CONSULATE FEES ONLINE IS SUBJECT PRIOR TO SENDING IN A VISA REQUEST MAY CAUSE A TWO (2) DAY DELAY IN SUBMITTING YOUR APPLICATION.**
- 7.) **ONE (1) COPY OF INVITATION FROM NIGERIAN COMPANY**
 - *MUST STATE "WE ACCEPT FULL IMMIGRATION RESPONSIBILITY OF "APPLICANTS NAME" WHILE HE/SHE IS VISITING US IN NIGERIA".*
- 8.) **ONE (1) PROOF OF U.S. STATUS:** (*PLEASE SUBMIT ONE OF THE FOLLOWING*)
 - COPY OF U.S. PERMANENT RESIDENT CARD
 - PRINTED I-94 AND ORIGINAL WORKING-CLASS LONG-STAY USA VISA (VISIT <https://i94.cbp.dhs.gov/>)
- 9.) **ONE (1) COMPANY LETTER OF GUARANTEE**
 - *MUST STATE "WE ACCEPT FULL IMMIGRATION RESPONSIBILITY OF "APPLICANTS NAME" WHILE HE/SHE IS VISITING US IN NIGERIA".*
- 10.) **ONE (1) COPY OF THE CERTIFICATE OF INCORPORATION FOR THE NIGERIAN COMPANY** (*ONLY REQUIRED IF INVITATION IS ATTENTION TO THE NEW YORK CONSULATE*)

CONTINUED →



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11.) **ONE (1) COPY OF ROUND-TRIP ITINERARY**

12.) **CONSULATE/EMBASSY APPLICATION AND CONSULATE FEES:**

	<u>FEEES FOR NON-RUSH REQUESTS</u>	<u>FEEES FOR RUSH REQUESTS</u>
<u>CONSULATE FEE</u>	SEE NEXT PAGES FOR DETAILS	
<u>APPLICATION FEE</u>	\$30.00	\$95.00
<u>OUTSOURCING FEE</u>	\$95.00	\$95.00
<u>OUTSOURCING FEE</u>	\$95.00	\$95.00
<i>CONSULATE FEES VARY DEPENDING ON NATIONALITY. FEES SUBJECT TO CHANGE WITHOUT NOTICE</i>		

SPECIAL NOTE – VALIDITY: TO OBTAIN A MULTIPLE/DOUBLE ENTRY VISA, YOU SHOULD REQUEST A MULTIPLE ENTRY ON YOUR APPLICATION, COMPANY LETTER AND YOUR INVITATION. THE FINAL DECISION FOR A MULTIPLE ENTRY VISA TO BE ISSUED OR NOT IS DETERMINED ON A CASE BY CASE BY THE ISSUING VISA OFFICER.

SPECIAL NOTE – ONLINE APPLICATION: IF YOU DO NOT SEND A COPY WITH YOUR APPLICATION, WE WILL ASSUME PAYMENT WAS NOT MADE AND VIP WILL COMPLETE THE ONLINE APPLICATION (USING THE INFORMATION WE RECEIVED WITH THE HARD COPY APPLICATION) AND MAKE ARRANGEMENTS TO PAY THE CONSULATE FEES ONLINE ON YOUR BEHALF (\$50.00 VIP SERVICE FEE). THE NIGERIAN EMBASSY AND CONSULATES IN THE USA REQUIRE THE ONLINE APPLICATION TO BE PREPAID USING ONLY THE APPLICANTS OWN CREDIT CARD WHERE THE NAME OF THE CARD HOLDER (AND THEIR ADDRESS ON THE APPLICATION) 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).

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.

REVISED:7-1-2016 (JEN)

IF EXPIDITED SERVICE IS REQUIRED, ADD AN ADDITIONAL \$65.00 IN MONEY ORDER PAYABLE TO THE NIGERIAN EMBASSY.

VISA REQUIREMENTS

EMBASSY OF NIGERIA
3519 International Court, NW
Washington DC 20008
VISA FEES

<u>PASSPORTS</u>	<u>FEES (\$)</u>	<u>SINGLE ENTRY</u>	<u>MULIPLE ENTRY</u>
AFGHANISTAN	\$30		Multiple the single entry fees by two
ANGOLA	\$35		
ARGENTINA	\$30		
ALGERIA	\$55		
AUSTRALIA	\$30		
AUSTRIA	\$40		
BAHAMAS	\$10		
BAHRAIN	\$30		
BANGLADESH	\$40		
BARBADOS	\$25		
BELIZE	\$20		
BELARIUS	\$50		
BELGIUM	\$45		
BHUTAN	\$20		
BOLIVIA	\$30		
BOTSWANA	\$20		
BOSNIA	\$45		
BRAZIL	\$125		
BULGARIA	\$53		
BURMA	\$40		
CANADA	\$55		
CAMEROON	\$20		
CENTRAL AFRICAN REPUBLIC	\$60		
CUBA	\$45		
CHILE	\$50		
CHINA	\$36		
COLUMBIA	\$60		
CONGO	\$50		
COSTA RICA	\$30		
CROATIA	\$29		
CYPRUS	\$7		
CZECHOSLOVAKIA	\$39		
DENMARK	\$45		
DOMINICAN REPUBLIC	\$10		

ECUADOR	\$65
EGYPT	\$30
EL SALVADOR	\$10
ESTORIA	\$28
ETHIOPIA	\$40
FIJI	\$25
FINLAND	\$40
FRANCE	\$45
GABON	\$40
GERMANY	\$50
GHANA	\$45
GREECE	\$58
GRENADA	\$25
GUYANA	\$18
HAITI	\$20
HUNGARY	\$50
ICELAND	\$35
INDIA	\$40
INDONESIA	\$30
IRAN	\$72
IRELAND	\$27
ISREAL	\$30
ITALY	\$20
JAIMACA	\$31
JAPAN	\$50
KENYA	\$20
KOREA	\$40
LEBANON	\$20
LITHUANIA	\$52
LUXEMBURG	\$74
MADAGASCAR	\$10
MALAYSIA	\$60
MALAWI	\$40
MALTA	\$20
MEXICO	\$139
MONACO	\$15
MONGOLIA	\$15
MOROCCO	\$10
MYANMAR	\$50
MOZAMBIQUE	\$25
NAMBIA	\$25
NEPAL	\$45
NETHERLAND	\$40
NEW ZEALAND	\$25
NICARAGUA	\$24
NORWAY	\$45

PACKISTAN	\$50
PANAMA	\$65
PALESTINE	\$21
PERU	\$50
PHILLIPINES	\$40
POLAND	\$39
PORTUGAL	\$35
ROMANIA	\$70
RUSSIAN FEDRATION	\$70
SOUTH AFRICA	\$29
SAINT LUCIA	\$20
SAINT VINCENT GRENADINES	\$20
SAUDI ARABIA	\$25
SPAIN	\$55
SRI-LANKA	\$28
SUDAN	\$30
SWEDEN	\$40
SWITZERLAND	\$20
SYRIA	\$20
TANZANIA	\$20
THAILAND	\$30
TRINIDAD & TOBAGO	\$42
TURKEY	\$72
URUGUAY	\$40
UNITED KINGDOM	\$72
UAE	\$25
UGANDA	\$60
U.S.A.	\$100
VENEZUELA	\$25
VIETNAM	\$10
ZAMBIA	\$35
ZIMBABWE	\$25
ZAIRE	\$25

NOTE

STR \$335.00 for US citizens

TWP \$200 for US citizens

All other citizens should add \$50 to the single entry fee for STR and TWP

PLEASE NOTE THAT ALL NON-U.S. CITIZENS, HAVE TO BE LEGAL RESIDENTS IN THE UNITED STATES IN ORDER TO APPLY FOR VISA'S AT THE NIGERIAN EMBASSY, WASHINGTON, D.C. ALSO NOTE THAT A \$20 PROCESING FEE PAYABLE IN MONEY ORDER IS CHARGED FOR ALL VISA APPLICANTS AND VISA REQUIREMENTS

Visas

The Immigration office which handles visa applications is open to the public between 10.00 a.m. and 1p.m. Monday-Thursday except on public holidays.

All visa applications that are on **walked** in bases will be processed within 3 to 4 working days if the requirements are met and money for exact fees are attached and have been paid. If mailed in, allow a processing time of 1-2 weeks (ten working days). Also enclose a return prepaid express envelope eg FedEx, UPS, USPS for you passport to be mailed back. Forms that are not fully completed signed and dated or with incomplete requirements and supporting documents will not be accepted. It is important to note that the Embassy will not mail any passport in regular envelopes that do not have tracking numbers.

Requirements

PLEASE NOTE THAT APPLICANTS ARE ADVISED TO APPLY WITHIN 3 MONTHS OF THEIR TRAVEL DATE, NOT BEFORE, that is do not apply in June for a trip in December.

General:

Non-refundable fees are charged on the basis of reciprocity. Please visit the Nigerian Immigration Service website at www.immigration.gov.ng for payments online. Nationals of other countries should check the web site or call the visa office on tel.# 202-986-8400 ext 1004, 1006, and 1020 for the fees applicable to them. Also provide proof of satisfactory arrangements for your support you're your host while you are in Nigeria. The visa officer may ask for other information from the applicants if deemed necessary. The applicants may be requested to come for an interview as and when necessary.

NOTE

Please be aware that the visa application process normally takes about 1-2 weeks by mail, but generally during the summer time and Christmas period, it could take longer. Apply early.

2) Business /Education/ Religious visas

- A. Valid passport (at least 6 months to expiration)
- B. One recent passport photograph showing full-face with white background.
- C. A copy of round-trip ticket
- D. If going for business, letters of invitation from companies or business organizations stating the reason must be submitted
- E. If going for religious purpose, approval from the ministry of internal affairs, Abuja, Nigeria must be submitted.
- F. If going for educational visit, a letter of invitation from the host university of school

stating its purpose must be submitted

G. If a student, you must submit a copy of your identification card, with an accompanying letter from your institution.

H. Processing Fee of \$20.00 in money order

I. Please visit the Nigerian Immigration Service website at www.immigration.gov.ng for payments online.

J. Company letter from your employer



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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 **(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)