



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 *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 INVITATION:	<u>1</u>	ONLINE ACKNOWLEDGMENT SLIP:	<u>1-COPY</u>

OTHER: PLEASE SEE NEXT PAGE FOR MORE DETAILED INFORMATION.

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>
CONSULATE 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"/> FED EX 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: 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 REQUESTS ON FRIDAYS - THE VISA OFFICER RECOMMENDS THAT YOU DO NOT PURCHASE A NON-REFUNDABLE OR NON-EXCHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 6-30-2016 (JEN)

Specializing in Visas, Passports, Document Legalization and Translations



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NIGERIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) U.S. PASSPORT

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- AT LEAST ONE BLANK VISA PAGE

2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2", 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 TAKE CARE OF THIS STEP OF THE PROCESS FOR AN ADDITIONAL \$50.00 FEE USING THE INFORMATION PROVIDED ON THE HARD-COPY APPLICATION.**

4.) 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 APPLICATION WEBSITE INDICATING PAYMENT HAS BEEN MADE ONLINE AND LISTING CORRECT CONSULATE AN/OR EMBASSY LOCATION TO WHERE THE APPLICATION IS TO BE SENT. THE NIGERIAN EMBASSY/CONSULATES IN THE U.S. REQUIRE THE ONLINE APPLICATION TO BE PREPAID USING ONLY APPLICANT'S OWN CREDIT CARD WHERE THE NAME OF THE CARD HOLDER (*AND THE 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 FOR PAYMENT TO THE NIGERIAN CONSULATE FEE PROCESSING CENTER IN CONNECTICUT (\$29.00 ADDITIONAL FEDEX 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.) COMPANY LETTER OF GUARANTEE – IF ATTENTION TO THE CONSULATE IN NEW YORK, LETTER MUST STATE **"WE ACCEPT FULL IMMIGRATION RESPONSIBILITY FOR"APPLICANTS NAME" WHILE HE/SHE IS IN NIGERIA"**.

8.) COPY OF ROUND TRIP ITINERARY

9.) COPY OF INVITATION FROM NIGERIA – IF ATTENTION TO THE CONSULATE IN NEW YORK, INVITATION MUST STATE **"WE ACCEPT FULL IMMIGRATION RESPONSIBILITY FOR"APPLICANTS NAME" WHILE HE/SHE IS IN NIGERIA"**.

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10.) **ONE (1) COPY OF CERTIFICATE OF INCORPORATION FOR THE NIGERIAN COMPANY (NEW YORK CONSULATE ONLY)**

11.) **CONSULATE/EMBASSY, APPLICATION, & OUTSOURCING FEES:**

	<u>FEES FOR NON-RUSH REQUESTS</u>	<u>FEES FOR RUSH REQUESTS</u>
ONLINE CONSULATE FEE	\$180.00	\$180.00
APPLICATION FEE	\$30.00	\$95.00
OUTSOURCING FEE	\$95.00	\$95.00
TOTAL CONSULATE FEE	\$305.00	\$370.00
<i>*THERE WILL BE AN ADDITIONAL \$50.00 VIP FEE FOR APPLICATIONS DONE ONLINE BY VIP ON APPLICANT'S BEHALF</i>		

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

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 FAXING A COPY TO OUR OFFICE, PLEASE CALL OUR OFFICE SO THAT WE CAN REVIEW THE DOCUMENTS AND MAKE SUGGESTIONS/CORRECTIONS TO PREVENT ANY DELAYS IN THE VISA PROCESS AND/OR TO PREVENT ANY ADDITIONAL PROCESSING EXPENSES.

REVISED: 6-30-2016 (JEN)



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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)