



# VIP SERVICES

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)

## WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$** \_\_\_\_\_

**SIGNATURE OF CARD HOLDER REQUIRED:** \_\_\_\_\_

VISA PROCESSING  
LIST COUNTRIES

AND  
AND

CONSULATE FEES:  
CONSULATE FEES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-  
-  
-

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**TRAVELERS NAME:** \_\_\_\_\_

**DATE OF USA DEPARTURE:** \_\_\_\_\_

**DATE YOU NEED PASSPORT:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **HOW DID YOU HEAR ABOUT VIP?**

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: NIGERIA BUSINESS VISA

### 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)	_____
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 4 DAY RUSH PROCESS)	_____
* <input type="checkbox"/> FED EX MONEY ORDER TO CONSULATE FEE PROCESSING CENTER:	_____
OTHER FEES: <u>COMPLETE ONLINE APPLICATION</u>	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

#### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 8 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 FRIDAY'S - 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: 02-16-2012 (KS-IM)

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



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## NIGERIA

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

#### BUSINESS VISA:

- 1.) U.S.PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY)  
WITH AT LEAST ONE BLANK VISA PAGE
- 2.) (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 TAKE CARE OF THIS PART OF THE  
PROCESS ON YOUR BEHALF AND CHARGE AN ADDITIONAL \$50.00  
VIP SERVICE FEE
- 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 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).  
**FAILURE TO PREPAY THE CONSULATE FEES ONLINE IS SUBJECT  
TO CAUSE A 2 DAY DELAY IN SUBMITTING YOUR 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 ARRANGMENTS 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 APPLICANT'S 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).**

CONTINUED...



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- 7.) A COMPANY LETTER OF GUARANTEE ATTENTIONED TO THE CONSULATE IN NEW YORK AND IT HAS TO STATE **"WE ACCEPT FULL IMMIGRATION RESPONSIBILITY FOR"APPLICANTS NAME" WHILE HE/SHE IS IN NIGERIA"**.
- 8.) A COPY OF YOUR ROUND TRIP ITINERARY
- 9.) A COPY OF YOUR INVITATION FROM NIGERIA ATTENTIONED TO THE CONSULATE IN NEW YORK AND IT HAS TO STATE **"WE ACCEPT FULL IMMIGRATION RESPONSIBILITY FOR"APPLICANTS NAME" WHILE HE/SHE IS IN NIGERIA"**.
- 10.) CONSULATE/EMBASSY APPLICATION FEE:
  - \$112.00 (VISA FEE PAID ONLINE)
  - \$30.00 (STANDARD 5 TO 8 DAY PROCESSING APPLICATION FEE)
  - \$95.00 (RUSH PROCESSING APPLICATION FEE WHEN REQUESTING THE VISA TO BE ISSUED IN 4 DAYS OR LESS)

## SPECIAL NOTE:

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.

## 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.

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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.

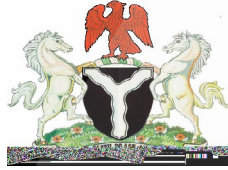
THANK YOU,

(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 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        | <input type="checkbox"/> |
| ii.  | Business             | <input type="checkbox"/> |
| iii. | Temporary Employment | <input type="checkbox"/> |
| iv.  | Residency            | <input type="checkbox"/> |
| v.   | Transit              | <input type="checkbox"/> |

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)